

# **CLUB LEVEL MANUAL**



## **YOUTH MINISTRIES MANAGEMENT SYSTEM**

**NORTH AMERICAN DIVISION OF THE  
SEVENTH-DAY ADVENTIST CHURCH**

**SECOND EDITION**

**UPDATED 01/05/2026**

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## PRESENTATION

This is the YOUTH MINISTRIES MANAGEMENT SYSTEM, originally from the *South American Division* of the Seventh-day Adventist Church, an online tool exclusively for Pathfinders and Adventurers Clubs.

The project began in 2006 in order to facilitate the online registration for the Pathfinders Camporee. Initially, work for the project was through a team of volunteers led by analyst Rodrigo Dias Dorval, a regional of the Mato Grosso do Sul Conference – *West Central Brazil Union Mission*. In 2007, other volunteers from the Mato Grosso Conference – *West Central Brazil Union Mission* were proposed to expand the project, with ideas of new possibilities for Pathfinders Clubs, as management units, management classes and honors.

Since 2009, the Sergipe-Alagoas Mission – *Northeast Brazil Union Mission* also implemented the tool and hired RDORVAL SOLUÇÕES EM TECNOLOGIA to support and further develop the then volunteer project, transforming itself into a commercial product.

That same year, it was adopted for the entire *Northeast Brazil Union Mission* to comply with all areas of the Union in an integrated manner. This year, this tool opens for other segments of the Pathfinders and Adventurers Ministries, and is fully expanded as a management tool and improved tools for online registration, the possibility of payment by credit card, as well as reports on members.

In 2010, the *West Central Brazil Union Mission* began using the tool throughout its territory, and several changes were made because until then it had developed its own tool. Union realized that could work, spend all source code and knowledge of these local systems for team development and the CLUB MANAGEMENT SYSTEM, a tool that has previously been used only in the *Northeast Brazil Union Mission*.

The tool grows, and since 2012, the *Northwest Brazil Union Mission*, *East Brazil Union Mission*, and *Northeast Brazil Union Mission* become part of the project. In 2013, the *South Brazil Union Conference* joins the group and also assists in the development of new features from a system developed internally within their territory in southern Brazil.

In 2014, the tool was tested during registration of the IV South American Pathfinders Camporee in the city of Barretos – São Paulo, and after the event, was adopted as the official tool of the Pathfinders and Adventurers Department

of the South American Division, with its final definitive implementation in the other South American countries that are part of its territory.

The following year, 2015, its use was implemented for all Adventurers and Pathfinders Clubs, as well as the Secretaries and PAD Directors of the 16 Unions of the South American Division. Similarly, a year later, the Youth Ministry Management System was implemented for all the Young Clubs and Societies, as well as the Secretaries and AYD Directors of the 16 Unions of the South American Division.

From 2018 until the beginning of 2019, it was again put to use, at the division level, for the V South American Pathfinders Camporee in its two editions, including payments and registration of inscriptions, day pass purchases, and record of reports.

With the success story of the V South American Pathfinders Camporee, North American leaders brought the idea of the SGC and on April 12, 2019, the CMS also began to operate in the United States (North American Division), initially at the Florida Conference and then, on February 3, 2020, at the Texas Conference. After 2 years in these 2 pilot Conferences, the North American Division decided to implement the QMS throughout its territory on February 25, 2021, started with the Carolina Conference.

With 2 Divisions using the CMS, the time has come to update the platform, so on April 9, 2022, the development of a new version of the CMS begins, with a more modern, mobile, flexible design, new technologies, APIs, artificial intelligence and dozens of new features, finally being launched on August 22, 2024, for the North American Division and on December 2, 2024, for the South American Division.

The system has tools organized into approximately 150 submodules, divided into approximately 20 modules, and with 7 levels of access: Division, Union, Association/Mission, Coordinator, District Pastor, Club, and Unit. Each level, with its respective customizable modules.

Its development from the beginning is in PHP and MySQL database, and now it has a team of expert programmers and analysts who know the reality of the work of these ministries of the SDA churches.

Be very welcome to this tool that can give you the ability to have full control of your Pathfinders and Adventurers.

## ACCESING TO THE YMMS

This is the sign-in screen of the YOUTH MINISTRIES MANAGEMENT SYSTEM.

Your username:




Your password:

2463

Complete the code:

To access YMMS

Request An Account

[Privacy Policy](#) [Forgot password?](#)

**Your username:** Here you type your username. Ex.: javier.venancio

**Your password:** The password must contain uppercase and lowercase letters, numbers and special characters (@ \$ ;). For example: JV @ 1520!

Remember to better data security password is encrypted and cannot be sequential (123456) or starting with the number zero (0).

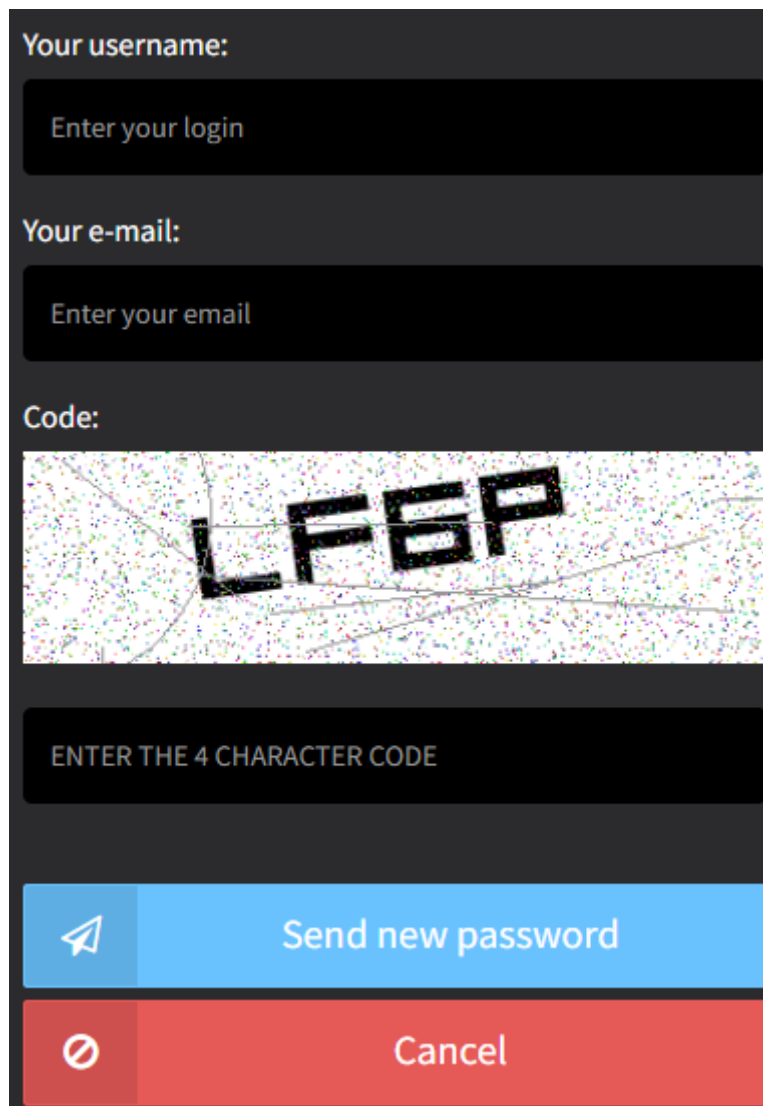
- 1 - Password is greater than 8 characters: **+ 5% of strength**
- 2 - Password is greater than 12 characters: **+ 15% of strength**
- 3 - Password with at least 01 upper case letter: **+ 20% strength**

- 4 - Password with at least 01 lower case letter: **+ 20% of strength**
- 5 - Password with at least 01 number from 0 to 9: **+ 20% of strength**
- 6 - Password with at least 01 special character: **+ 20% of strength (!@#\$%&?)**

**Privacy Policy:** You will be redirected to the **Find a Club** portal to view the YMMS privacy policy

<https://nadyouth.com/club/us/privacy/>

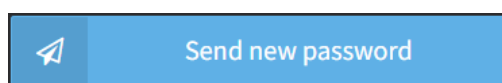
**Forgot password?:** When you forget your password, use this link to receive in your registered email in YMMS another link to reset your password.



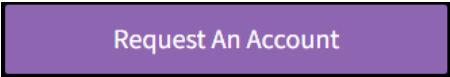
The screenshot shows a dark-themed form with the following elements:

- Your username:** A text input field with the placeholder text "Enter your login".
- Your e-mail:** A text input field with the placeholder text "Enter your email".
- Code:** A CAPTCHA image showing the letters "LEBP" on a background of colorful noise.
- A text input field with the placeholder text "ENTER THE 4 CHARACTER CODE".
- A blue button with a paper plane icon and the text "Send new password".
- A red button with a cancel icon and the text "Cancel".

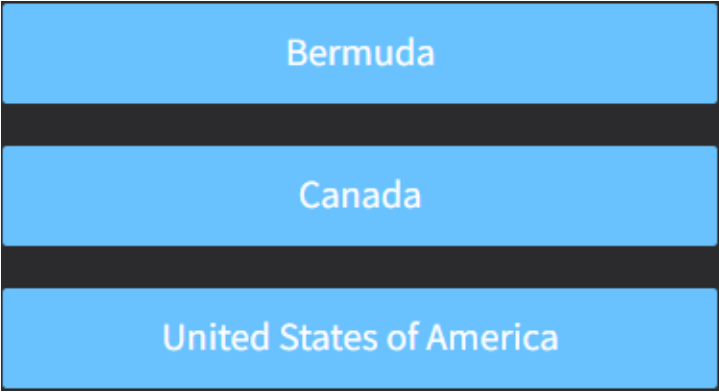
After completing with your user and email, click on **Send new password**.



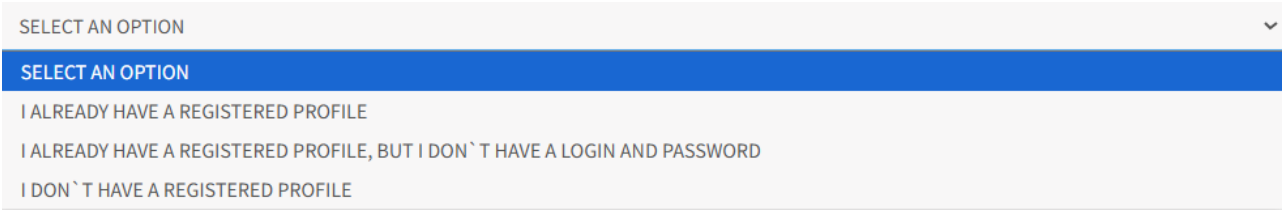
**Request An Account:** use for clubs and coordinators. Click on **Request an account.**



Churches that have both Pathfinder and Adventurer Clubs need to have each individual Club request their own account. Then, select your country.



Select one of the options on the display, related to your YMMS status, to proceed




If selected the options of **I already have a registered profile**, complete all required information:

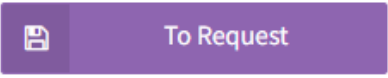
\*New role:

\*My username:

\*My password:

Code: 

- Finally, click on **To request.**



- This request is restricted to Club Directors and Club Secretaries who do not have Club modules released or without the role correctly configured.

If selected one of the following options: **I already have a registered profile, but I don't have a login and password** and **I don't have a registered profile**:

- Start fill out ALL the personal information requested in this order: **\*Conference, \*Church, \*Club, \*Role** (CLUB DIRETOR, CLUB SECRETARY, CLUB YMMS SPECIALIST and CLUB ASSISTANT DIRECTOR), **\*Full name, \*Gender, \*Marital status, \*T-shirt size, \*Baptized, \*Email State and City** and **\*Verification Date**.
- In the Verification Date field use the calendar to go back to date of when your background check first came back as eligible, completing in this order: year – month – day.
- Create/Save your Username and Password until accepted by YMMS (Good ≥ 80%). The password can be changed later to the first access.

Username:

Tips:

- 1 - Password is greater than 8 characters: + 5% of strength
- 2 - Password greater than 12 characters: + 15% of strength
- 3 - Password with at least 01 upper case letter: + 20% of strength
- 4 - Password with at least 01 lower case letter: + 20% of strength
- 5 - Password with at least 01 number from 0 to 9: + 20% of strength
- 6 - Password with at least 01 special character: + 20% of strength - (! @ # \$ % & ?)

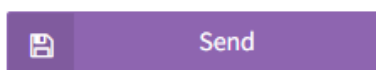
**Minimum acceptable: 80%**

**Possible total: 100%**

Password:

Suggestion: **6D551=YL-PQ7**

- Finally, click on **Send**.



This will generate a few pop-ups congratulating you for your pre-registration. Then, you will automatically receive a Pre-registration completed email after finishing.

When the Conference Secretary/Administrative Assistant approves your Pre-registration request you will automatically receive a Pre-Registration Confirmed email one once your account is active.

In the same way, when the Conference Secretary/Administrative Assistant approves your Sterling Volunteers Verification Data, you will automatically receive a Sterling Volunteers email.

All these emails are an automatic YMMS message and is not enabled to receive messages. Please do not answer when received.

## NOTES ABOUT NAMES:

- As you enter names into the YMMS online make sure the spelling is the same. If you are **David Cabrera** in Sterling Volunteers, but entered your name as **Dave Cabrera** in YMMS, this will not be a direct match and the individual not matched in YMMS Sterling Volunteers will NOT be cleared to register for anything in YMMS until this is fixed.
- Many names were different, and that means the system did not recognize them. Another example, in Sterling Volunteers my name was entered as **David Cabrera**, but in YMMS my name is entered as **David Santiago Cabrera** or David Cabrera-Gonzalez, the YMMS will not recognize the name.
- For all official transactions, please enter the same legal name in all systems (Sterling Volunteers, Youth Ministries Management System, Driver's License, Birth Certificate). They should all be identical/exactly the same.
- What should you do to stay safe?
  - (1) Go back to all the print outs from adult staff of the SV status and compare the names from SV and what you entered in YMMS; if they do not match, edit the name in YMMS to match the name in SV and then,
  - (2) Click save to save the changes for the staff member. The correct pass is to have the full names entered in both systems: SV and YMMS.

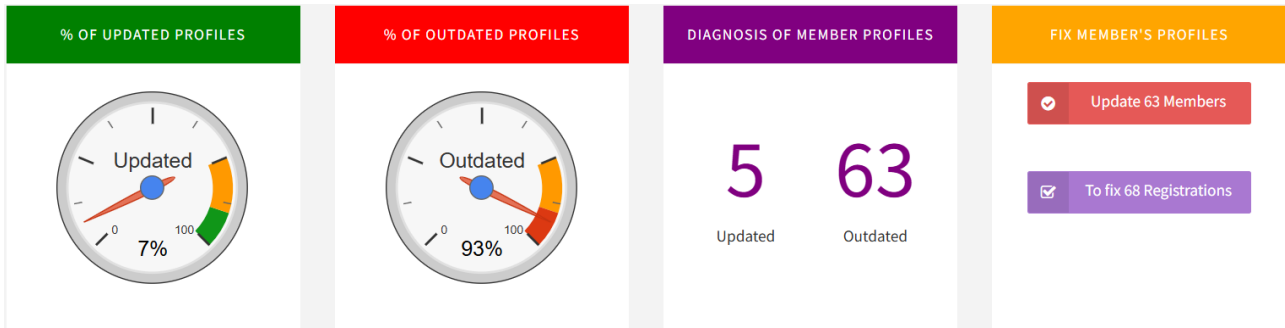
## NOTES ABOUT DATE OF BIRTH:

- As you enter staff Date of Birth (DOB), please make sure you are using the same birth date in YMMS as the individual used in SV.
- Please enter the exact same DOB used in SV as you put in the date in YMMS; if it is not an exact match, the staff member will not be cleared to attend events.
- The YMMS will not be able to match the staff member in SV with the same staff member in YMMS.
- This is important because if the two do not match, the staff member will not be cleared and in the YMMS the staff member will NOT be allowed to even register.
- What should you do? 1) Go back to all the print outs from adult staff of the SV status and compare the DOB from SV and what you entered in YMMS; if they do not match, edit the DOB in YMMS to match the DOB in SV and then, 2) Click save to save the changes for the staff member.

Please! Pay careful attention to these details. It will make using the YMMS easier for everyone. The YMMS requires precise information to function as it is designed. These same details should be taken into account when registering the data of your club members! For more information read about **C007 – Members** submodule.

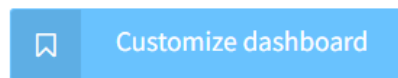
# YMMS HOMEPAGE

You can add widgets on your home screen, which display stats, information, shortcuts, forums, calendars, events, rankings, and more.



In addition, it is possible to customize the sequence in which these contents appear.

- **Customize dashboard:** can add widgets to your dashboard that show statistics, information, shortcuts, forum, calendars, events, rankings and more. Furthermore, it is possible to customize the sequence in which these contents appear.



Click on you can make a quick test to visualize how it will look on your home screen before installing it, by clicking on **To test**, or install it directly by clicking on **Install**.



It is also possible to exclude an installed widget by clicking on **Delete**.



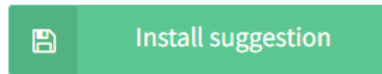
Or all when you click on **Reset home**.



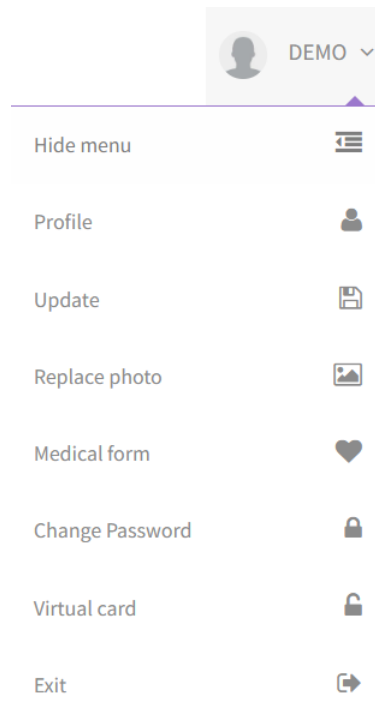
By installing at least two widgets you can alter the order in which they will appear on the homepage.



- **Install suggestion:** can choose which components you want to add to your dashboard, YMMS install a complete home screen, with the main components.



On the home, in the upper-right corner, you'll see a circle with your photo (if available; otherwise, a user icon will appear inside a circle). Clicking on it will display a few quick access options:



- **Hide Menu/Display Menu:** In this option you can hide the dark menu titles on the left and show only the icons for each module.
- **Profile:** In this option you see all the information in your register, from personal data, medical history, annual insurance remittance, information to access the virtual card, completed classes and honors, events in which you participated, courses, awards, transfer history, access history to the system, linked users, clubs in which you participated, history of registration changes, units you participated in, positions you held, and club history.
- **Update:** In this option you can update your data, from marital status, contact details, address, education level and status, etc., some data is not possible to change, which may be registered for an event, or even blocking the YMMS, such as changing the name.
- **Replace photo:** In this option you can update your own photo. Pay attention to the allowed file type and resolution of the photo before adding/replace your photo. The image must be in JPG/JPEG and have a resolution of 500x500px.

- **Medical form:** In this option you can see your medical form to check it and, if necessary, update it.
- **Change Password:** In this option you can change your password, following the tips provided on the screen.
- **Virtual card:** In this option you can log in directly to your virtual card in the **Find a Club** portal.
- **Exit:** In this option you can log out your access to the YMMS by returning to the login screen. It is the safest way to exit the YMMS.

On the right side, there is also a hamburger menu type button with quick information about your register:



In this menu, we find a set of information, allowing you to see the identifiers/codes that reference your register: ID, role, club, area, Conference, Union, as well as seeing your username, email, IP of your device and the date/time you logged into the YMMS. On the left side of the screen, we have other quick access buttons:



- **Hamburger Menu:** This is a shortcut to hide/show the side menu of the modules.
- **Dashboard:** Will take you back to the homepage, the page that appears just when you access the system.
- **Notifications:** These are the messages in your inbox; among them, can contain important notices from your Conference, hence the importance of reading your inbox regularly.
- **Clear cache:** The cache stores temporary data to speed up access to information, but over time, it can accumulate outdated information that has been corrected during use. You can clear this cache.

## C219 – ONLINE CONTESTS

In this submodule, can see the contests created by the Conference or Union that have been launched for your club and can be filled in by members, units or teams. The Club must generate the links to access the online contest, and send them to the Club participants, previously selected and configured here.

There are 4 types of contests and all follow the same idea, what changes is who is going to enter to participate.

To access to setting the participant, click on **Sign up**.



After that, it will appear, informing you that you need to complete the participants. To register a participant, you need to click on **To set up**.



Another screen will appear requesting information such as Team Name/Participant and the person responsible for filling it in, depending on the type of contest, there will or will not be more information to fill in.

Team/Participant  
Name

Responsible for  
completing:

- **Team/Participant Name:** the text is free, and you can write the name of the participant or team that is going to fill it in.
- **Responsible for completing:** YMMS searches for available members to complete the contest.

The request for other data, such as the name of the unit, will appear depending on the type of contest.

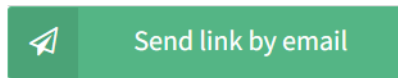
To validate the participant's access to the contest, click on **Save** after having filled in the required information.



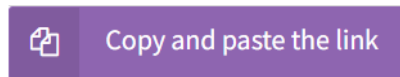
Then, click on **Link** so that can send the contest link to the participant.



It will be possible to send the link by email, where it will be necessary to fill in the participant's email and click on **Send link by email**.



Or **Copy and paste the link** to send it in another way.

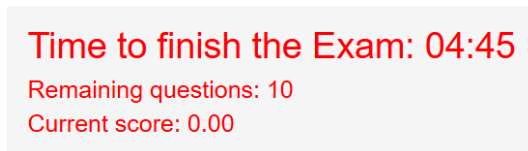


Each link is unique, and its use/access must be done on different devices or computers (IPs), so that it is validated as individualized access. If it is only 01 link per Club, then you will be able to access this link normally, even from the same device/computer that is accessing this screen now

After opening the link to complete it, there will be information about the contest and at the end, to click on **Start Contest** to start the contest.



At the top will appear the time remaining to finish the test and how many questions remain.



When you selecting the option, you think is correct, click on **Reply** to move on to the next question.



When you complete all the questions, the link will no longer be valid. The information of start, end, hits, errors, grade and the status of approval or not, will appear when clicking on **Sign up**.

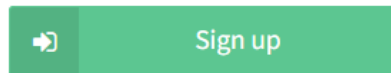




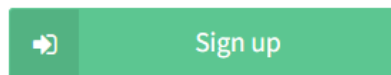
### EA01 – COURSES

In this submodule, can see the course created by the Conference, released for roles who have been configured.

Clicking on **Sign up**, where can found the information about the course value and the type of payment.



If you agree to participate should be clicked on **Sign up** and start with classes, complete the Assignment, Quizzes and do the Final Proof. Whether payment or non-payment (free) you must confirm the register clicking on **Sign up**.

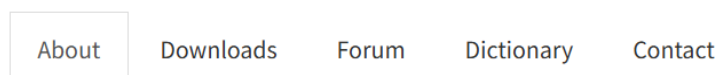


And generating the receipt (that must be confirmed previously by the Conference in payments online courses) clicking on **Confirm**.



After payment is confirmed, will see several menus in classrooms and evaluation classrooms will be available for you to complete.

Just below the course banner, certain information will appear according to what was recorded by the course creator, such as:



- **About:** A description of the course.
- **Downloads:** Files available for download.
- **Forum:** Questions and answers, where you can register some question and answer other questions.
- **Dictionary:** Words that are important to the course and their meanings, which are registered by the course administrators and teachers.
- **Contact:** Data of the people who taught the course and their contacts where you can send a message to the course administrators, simply by selecting the recipient.

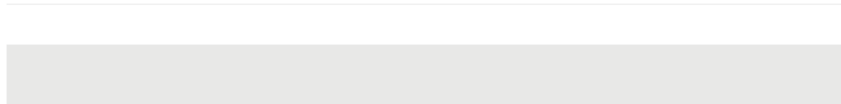
It is possible to visualize, before the lessons, the deadline set to complete the course.

## DEADLINE

You will have access to the content of this Course until 02/21/2026

On the side it is possible to see the progress of the course.

0.00% COMPLETED



When accessing the online course, it is possible to see your pending classes, which will have the title in purple and the completed classes, which will have the title in green,

### Class status



as in the following examples:

2 - POWERPOINT ORIENTATION

2 - POWERPOINT ORIENTATION

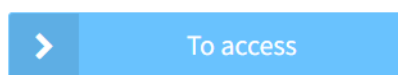
To view the class, click on **To access**.



Upon entering, you look at the classroom, which can be for a video, file in PDF, among others. In case of an available file to download, click on **Download**.



And, in case of external links to be redirected, click on **To access**.

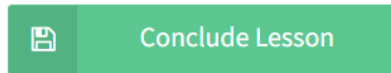


You have the option to return to the course home page, clicking on **Home Course**.



When finished the chronometer, click on **Conclude Lesson**.

The 'Conclude lesson' button will be available in: 00 : 00



Agreeing that you accompany the development of the course, each classroom increases the percentage completed. After the class, you must make the proposed activities such as tasks or quizzes.

- To answer a quiz, click on **Reply**.



Once have selected an answer for each question, click on **Finish Quiz**.



- To complete and submit a task, click on **To complete**.



Depending on the type of completion, will need to add a file in PDF format, image or HTML text. And the file has to be smaller than 2MB in size.

After filling out, click on **Send**.





### C216 – HEALTH

In this submodule, can consult the data of the medical and/or public health insurance of the members, the diseases present in the Club and the observations and medications reported by the members.

Several tables can be seen with the name of the item, the number of members who completed that item in the medical records and what percentage of members, of the total number of members, present this medical situation.

By clicking on "**View**" it is possible to see the data of the members who have completed these items in their medical records.



- Health plan: Has a plan, Health plan, Policy.
- Illnesses: Currently sick and/or using medication? Frequently suffer from pain in chest? Had any operations or serious injuries? Had or currently have any heart problems? Has a doctor ever told that have high blood pressure? Have a prescribed meal plan or dietary restrictions? Have allergic reactions to food, medications or other? Have any physical disabilities or chronic recurring illness? Have arthritis, joint, or back issues that are aggravated by activity? Have diabetes? Have epilepsy or another seizure disorder? Often feel faint or have spells of dizziness?
- Notes: Additional medical information, are there any activities to be limited/discouraged by a physician`s advice?, Extra information, General health statement, If yes, list all activities and explain.

If blocked, that's because there is no registered member with the health condition.





## INVENTORY

### C109 – INVENTORY

In this submodule, can register patrimony assets of the Club.

To register click on **New item**.



Complete all required information:

Name of the item:	<input type="text"/>
Tag:	<input type="text"/>
Item description:	<input type="text"/>
Estimated price:	<input type="text" value="Format: 999,999.99"/>
Condition:	<input type="text"/>
Purchase Date:	<input type="text"/>

Probable purchase date

- **Name of the item:** Something brief, such as a tent, flag, notebook, etc.
- **Tag:** Used when you have many identical items, such as: Tents, can be numbered, even for better control;
- **Item description:** Report how your item is doing, describe your item in detail, the more description, the better it will be for your control;
- **Estimated price:** You can even round up the amount you paid for that item;
- **Condition:** If it is new, used, good, rusty, broken, etc. Regardless of the condition, if it is still in the club's inventory, it is necessary to place it as loan;
- **Purchase Date:** The likely date the item was purchased.

When you fill in the data for the first time and click on **Save**, will appear to add the image.



Upload the image click on **Select**.



Wait until completely load the image and, after adding/changing the image, click on **Save** again.



The image is optional, but remember that the more details about your item, the better it will be for your control. The image must be in JPG/JPEG and have a resolution of 500x500px.

- When clicking on **View**, will display the inventory item information.



- When clicking on **Change**, can change the inventory item information.



- When clicking on **Delete**, can exclude the inventory item registered.



Excluding inventory item, it is requested that you justifying the purpose and this will always remain in the history of the club as an inactive item, together with the description. Describe why is excluding and click on **Delete**.



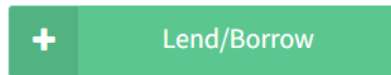
At the top of the table, we see a filter by status, where it is possible to see the items that still exist and those that no longer exist. To display an inventory item, select the option and click on **Filter**.



## C111 – LOAN

In this submodule, can register assets that were rendered. And so, they will appear as all goods provided under the name of the person who paid, the date it was paid, the expected date of delivery, and options delivered and not returned by the scheduled date you entered for delivery.

To register a new loan, click on **Lend/Borrow**.



Complete all required information:

Item:

Borrowed in:

Returning in:

Notes:

- **Item:** The item must be registered and active in **C109 – Inventory**;
- **Borrowed in:** Date the item was borrowed;
- **Returning in:** Date the item was returned (optional);
- **Notes:** Write details of the item, if it is dented, broken, etc., or if it is in good condition, if any piece is missing or complete, etc. This information will be important for you to check the condition of the material after the return. You can fill in the name of the person or ministry you borrowed from and even what event/situation it will be used for. The more information, the better for your control.

When you fill in the data click on **Save**.



- When clicking on **View**, will display the loan item information and historical.



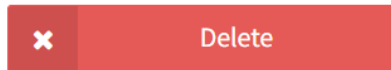
- When clicking on **Return**, automatically complete the date of **Returning in** in the loan item information.



- When clicking on **Write off**, can exclude the loan and the inventory item registered.



Excluding inventory item, it is requested that you justifying the purpose and this will always remain in the history of the club as an inactive item, together with the description. Describe why is excluding and click on **Delete**.





## LIBRARY

### E163 – CLASSES

In this submodule, can visualize all the Achievement Classes of the Pathfinder and Adventurer Clubs with their level requirements.

At the top, a banner will appear that will redirect you to the AdventSource website and its online store.

The screenshot shows the AdventSource website interface. At the top, there is a navigation bar with 'AdventSource' and 'STORE EVENTS MINISTRY+'. Below this, there are menu items for 'Classes', 'Honors', 'Patches', 'Manuals', 'Uniforms', and 'Pins'. The main content area is titled 'Store' and features a grid of resource categories: Adventurer Club, Pathfinder Club, Children's Ministries, Alive in Jesus, Youth Ministries, Young Adult Ministries, Adult Ministries, Pastors' Resources, Teachers' Resources, eFiles, and Oak & Acorn. At the bottom, there are sections for 'Sign up for our email newsletter', 'LINKS' (Store, Events, Ministry+), and 'CUSTOMER SUPPORT' (About Us, Help). Social media icons and language flags are also present.

As an example, in **Search** we will write *Adventurers* to visualize the classes of the Adventurers Clubs.

Search:

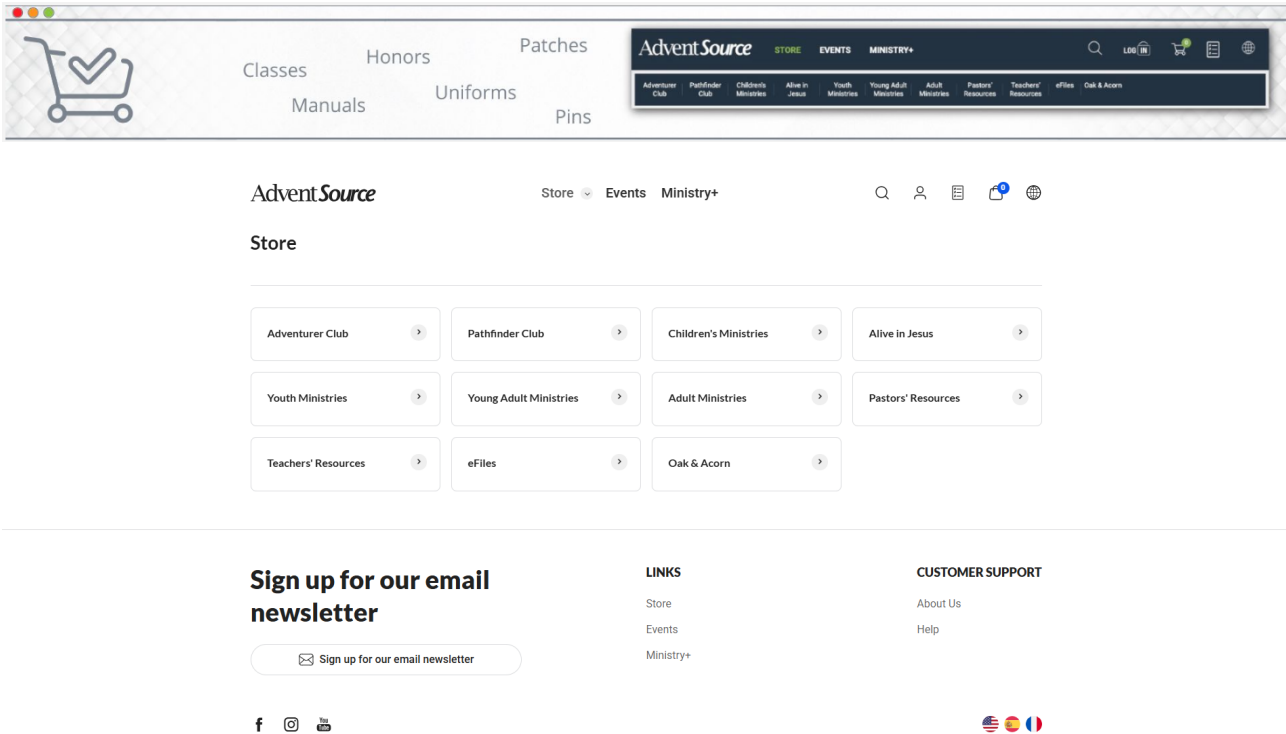
By clicking on **View**, will be possible to visualize all the requirements of the selected class.



## E162 – HONORS

In this submodule, you can visualize all the honors of Pathfinder and Adventurer Clubs with their requirements.

At the top, a banner will appear that will redirect you to the AdventSource website and its online store.



As an example, in **Search** we will write *Pathfinders* to visualize the honors of the Pathfinders Clubs.

Search:

By clicking on **View**, it will be possible to visualize all the requirements of the selected honor.





# RANKING

## C091 – ONLINE REPORT

In this submodule, can view and fill all local Conference reports, agreeing that only the reports that are within will be filled.

To fill out the report you want, click on Completed.



After clicking on the **Completed**, can see the general information about the report.

<p>Deadlines</p> <p>Completing: 07/21/2025 - 04/01/2026</p> <p>Approval: 07/21/2025 - 04/01/2026</p>	<p>General information</p> <p>Area: PATHFINDERS</p> <p>Completing: PUBLIC</p>	<p>Score</p> <p>Minimum score: 1,145</p> <p>Maximum score: 1,385</p>
--	---	--

Below, you can see two legends and 3 buttons to click on:

Blue bar and buttons: Pending

Green bar and buttons: Completed

- **View ... Pending:** If there are any pending requirements, this button will be blue with the number of pending requirements instead of tracking. Clicking will display the requirements that have not been met. If you don't have any pending requirements, you will be white and without the ability to click.



Visualize 1 Pending

- **View ... Completed:** If you have already completed any requirements, this button will turn green, with the number of requirements completed instead of tracking. Clicking on it will bring up the requirements that have already been answered. If you don't have any requirements answered, it will be blank and without the possibility of clicking.



Visualize 1 Completed

- **View all:** This button will always be visible so you can see all requirements, regardless of whether they have already been answered or not.



View all

Then, a percentage bar will appear underneath, where the blue part is the percentage of pending requirements to be approved and the green part is the percentage of requirements approved, with the percentage written above this bar.



If the requirement has the dates released for completion, a blue button will appear on the right side of the answer choice, with the corresponding points of the selected answer choice that, when clicked, will respond to that requirement.



If blocked, that's because the completion date has closed.



The **Notes** field will always appear, where you can write important notes for those who will evaluate the answer, being an optional field.

Notes:

Depending on the type of completion, will need to add a file, text, phrase, date or numbers. When it comes to file, YMMS will accept only the following formats: doc, docx, xls, xlsx, pdf, ppt, pptx, jpg, jpeg and zip. And the file has to be smaller than 2MB in size.

After filling out, click on **Save**.



When you complete a requirement, you can click on the green stripe with the writing: **Click here to see the answer**. And the answer will appear below.






The date it was filled in and the name of the user who filled in this requirement will also appear.

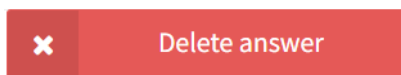
Completed in: **12/21/2025** By **DAVID SANTIAGO GAYOSO**

Under the rules established by the Conference, requirements completed may be validated by the club coordinator, and only then will your points be properly counted.

The following information may appear:

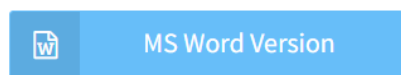
-  **Awaiting evaluation**      If it is necessary to wait for approval from a coordinator or the Conference
-  **Approved**      If approved by the coordinator or by the Conference
-  **Disapproved**      If reprovved by the coordinator or by the Conference

To delete the answer to complete it again, click on Delete answer.



Before deleting any response, check the completion dates of the online report and requirement, so that it is possible to respond again. This date appears at **Deadlines** tab.

Clicking on **MS Word Version** can download the full report, the items with their response options and the types of response for each response option.



Alternatively, clicking on **PDF** can download a summary of what has been filled out and what pendings to be filled out.



When completing items in a report, it is possible to track the status of the completion.



- Pendings: items not yet completed;
- Answered: items completed;
- Approved: items approved;
- Disapproved: items disapproved;
- Waiting: items awaiting evaluation;
- Increases: points deducted for late completion;
- Total: total points earned and
- Classification: level of the classification earned.

Once the completion process is fully closed, and the approval date has ended, can be exported a summary of the report, click on **Report**.





## REGISTRATIONS

### C014 - REGISTRATION

In this submodule, can register members for events promoted by the Conference, Union and Division. It can also be used for regional events. Groupings events can be of two types of registration:

- **Pre-Registration:** The Club needs to select the members who will participate in the event and, at the end of the process, generate the payment (also if it is free) to confirm the registrations. Depending on the deadline, the club may register members for the event without finalizing the payment but if the registration deadline expires, without payment, the registrations are lost.
- **Prepayment:** Payment is the first step and must be made in **Registrations → C017 - Payments**, and only after the payment is confirmed by the Conference is it possible to select the members who will participate in the event. Depending on the deadline, the club may pay for new vacancies.

We will explain the type of event **Pre-Registration**, which is the most common type of event for group registrations.

Right at the beginning of the screen are two buttons:

- **History:** All the events already participated in can be viewed.



As the registration was through the YMMS click on **Registrations**.



You can see the registered members for each event, click on **Certificate** and if the certificate was set up at the event, you can also generate the membership certificate.



- **Receipts:** You can generate receipts for events you have previously attended.



As the payments was through the YMMS click on **Generate**.



All receipts or payment links remain in the **C017 – Payments** submodule.

There will be a table only if there are open events for registered members to register. In this table, you can see the name of the event, the event dates and payment dates and the payment method. To register members in events, click on **Records**.



At the top of the screen, you will see the steps to guide the registration process.

- **Step 01:** Register members for the event.
- **Step 02:** Finalize process and confirm data.
- **Step 03:** Make payment and generate receipt.

If the grouping event has more than 1 payment method available, a table with the payment methods option will appear, and next to it, options to change the payment method. **Selected** means that this is the current payment method.



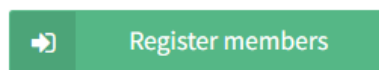
To change it, simply click on **Select this** and then the payment method will be changed.



If a payment is generated, you can only change the payment method if the previous payment is in the status of paid or deleted the pending registrations. Just below important information about the event, setting by the Conference, such as the number of vacancies, number of leaders and participants and age group rules for this event.

REGISTRATIONS	AGE GROUPS
Possible vacancies: 0 (Limit: 20)	Note: The event can divide the vacancies by age groups (optional)
Purchased vacancies: 0	Level 1: Maximum 0 Participants
Registered: 0	Level 1: Between 10 to 15 Years
Leaders: 0	Level 2: Maximum 0 Participants
Participants: 0	Level 2: Between 16 to 100 Years

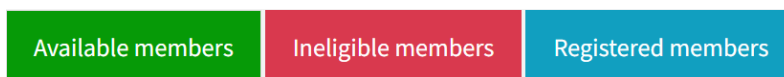
To add members, click on **Register Members**.



Two information boxes will appear, one with general information on quotas, paid, pending, exempt, open and enrolled and the other with information on age groups, in which a brief explanation appears and the number of vacancies.

GENERAL INFORMATION	AGE GROUPS
Vacancies: <b>20/0</b>	The maximum registration limits can be divided into 2 general levels: Participants and Leadership. This is optional, and configured by the event manager
Maximum Leadership: <b>20 (100%)</b>	Level 1: <b>0 - (Between 10 to 15 Years)</b>
Registered now: <b>0</b>	Level 2: <b>0 - (Between 16 to 100 Years)</b>
% Leadership: <b>0% (Maximum: 100%)</b>	Previously registered: <b>0</b>
Maximum Members: <b>20 (100%)</b>	Pending payment: <b>0.00</b>
Registered now: <b>0</b>	Pay now: <b>0.00</b>
% Members: <b>0% (Maximum: 100%)</b>	Registered now: <b>0</b>

Three colored bars will appear:



- **Available members:** All available members who can register for the event, according to the rules set by the roles, such as age, individual value, exempt or not, limit per role and minimum per role. Depending on the individual values per role, it may be possible to add multiple members at once by selecting in the checkbox on the left side of the name, or one member at a time. If the checkbox to click on does not appear and the following appears, it is because the members age is not eligible, or, this role is not eligible.

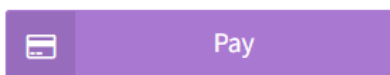


- **Ineligible members:** All ineligible members who cannot register for the event, which can be due to many causes depending of the event: no t-shirt size stated, role incompatible with age, no volunteer verification or expired or will expire before event starting data, age is not available for the event, invalid date of birth and configuration error (Event Manager). Once the possible causes are adjusted, the member can become available.
- **Registered members:** All registered members.

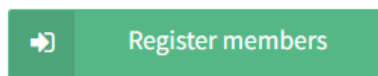
It is possible to delete registers by clicking on **Delete**.



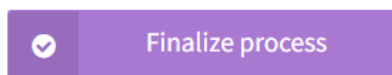
Once you have added all the members, click on **Pay**.



If the event contains purchase items, you will need to register name by name and select the items according to the member who is registering. After selecting the member and items, click on **Register members**.

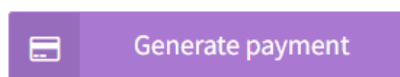


Once you have added all the members, click on **Finalize process**.



After clicking on **Pay/Finalize process** you will see the information so you can check it before making a payment. It is important to check the number of registrations, the total value and the payment method.

- In Cash/Church check/Free payments type, clicking on **Generate payment**.

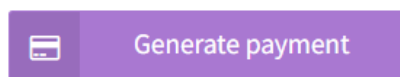


After that, the virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event (for payments type Cash/Church check, Free is directly confirmed).

- In Deposit payments type, add the slip deposit data: identification or deposit number and location/bank or platform where the payment was made. Then attach the receipt, which must be a file: PDF, JPG, JPEG or ZIP. The file size cannot exceed 2000 KB.

Deposit identification:	<input type="text"/>
Local deposit/bank:	<input type="text"/>
Receipt:	<input type="file" value="Select JPG/JPEG/PDF file"/> PDF, JPG, JPEG

After completing, click on **Generate payment**.



The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

Proof of payment attached by the Clubs will be saved in YMMS servers for 2 years from the date of publication. After 02 years, they will be deleted from YMMS server.

- In PayPal payments type, click on **Click here to pay** to access the PayPal payment screen.



Please note that PayPal has set a standard usage time of 3 hours for 1 payment link. After this time, the link will expire and it will no longer be possible to pay (you will need to generate a new link).

If clicking on **Click here to pay** does not work, you can copy the link and paste it into the browser of your choice.

Payment link:

<https://www.paypal.com/webapps/hermes?flow=1-P&ulReturn=true&token=EC-21643104KT499720D>

The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

For all payments type, when clicking on **Print**, YMMS generates a virtual receipt so you can print or save it as a PDF.



## C017 - PAYMENTS

In this submodule, can make payments for pre-registrations events made in the **C014 - Registration** submodule and purchase tickets made in the **C222 - Tickets** submodule. Also, selling products events are managed only here.

Right at the beginning of the screen are two buttons:

- **History:** All the events already participated in can be viewed.



As the registration was through the YMMS click on **Registrations**.



You can see the registered members for each event, click on **Certificate** and if the certificate was set up at the event, you can also generate the membership certificate.



- **Receipts:** You can generate receipts for events you have previously attended.



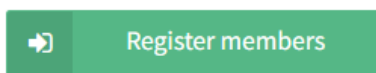
As the payments was through the YMMS click on **Generate**.



### ***Payments at pre-registration events***

In the pre-registration events type, the club needs to select the members who will participate in the event and, at the end of the process, generate the payment (also if it is free) to confirm the registrations. Depending on the deadline, the club may register members for the event without finalizing the payment but if the registration deadline expires, without payment, the registrations are lost.

To access the **C014 - Registration** submodule directly at the grouping pre-registration events, click on **Register Members** for YMMS to redirect you.



To make payments or see payments status, click on **Payments**.



When the registrations have been made and a payment has been generated, a table will appear with the title **Payments generated**, where it is possible to see the transaction ID, the name of the person who generated the payment, the method, the total value, the due date and the status of the payment (Yes/No).

When clicking on **Payment**, there are two options for payments generated:



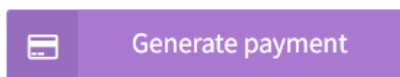
- Confirmed: YMMS generates a virtual receipt so you can print or save it as a PDF.



- Pending payment: YMMS redirects to the screen to redirect the payment.

Depending on the payment method, the procedure is different:

- In Cash/Church check/Free payments type, clicking on **Generate payment**.



After that, the virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event (for payments type Cash/Church check, Free is directly confirmed).

- In Deposit payments type, add the slip deposit data: identification or deposit number and location/bank or platform where the payment was made. Then attach the receipt, which must be a file: PDF, JPG, JPEG or ZIP. The file size cannot exceed 2000 KB.

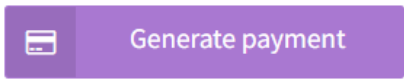
Deposit  
identification:

Local deposit/bank:

Receipt:

PDF, JPG, JPEG

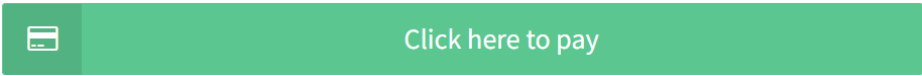
After completing, click on **Generate payment**.



The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

Proof of payment attached by the Clubs will be saved in YMMS servers for 2 years from the date of publication. After 02 years, they will be deleted from YMMS server.

- In PayPal payments type, click on **Click here to pay** to access the PayPal payment screen.



Please note that PayPal has set a standard usage time of 3 hours for 1 payment link. After this time, the link will expire and it will no longer be possible to pay (you will need to generate a new link).

If clicking on **Click here to pay** does not work, you can copy the link and paste it into the browser of your choice.

Payment link: <https://www.paypal.com/webapps/hermes?flow=1-P&ulReturn=true&token=EC-21643104KT499720D>

The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

***Payments at tickets purchase events***

In the tickets purchase events type, the club purchases tickets for participants who do not belong to the club (because these participant does not need to have a registration in the YMMS to purchase a ticket), but this ticket must be generated and paid for by the club so that the control of this participation is always linked.

To access the **C222 – Tickets** submodule directly at the tickets purchase events, click on **Buy tickets** for YMMS to redirect you.



To make payments or see payments status, click on **Payments**.



When the registrations have been made and a payment has been generated, a table will appear with the title **Payments generated**, where it is possible to see the transaction ID, the name of the person who generated the payment, the method, the total value, the due date and the status of the payment (Yes/No).

When clicking on **Payment**, there are two options for payments generated:



- Confirmed: YMMS generates a virtual receipt so you can print or save it as a PDF.



- Pending payment: YMMS redirects to the screen to redirect the payment.

Depending on the payment method, the procedure is different:

- In Cash/Church check/Free payments type, clicking on **Pay**.



After that, the virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event (for payments type Cash/Church check, Free is directly confirmed).

- In Deposit payments type, add the slip deposit data: identification or deposit number and location/bank or platform where the payment was made. Then attach the receipt, which must be a file: PDF, JPG, JPEG or ZIP. The file size cannot exceed 2000 KB.

Deposit  
identification:

Local deposit/bank:

Receipt:

PDF, JPG, JPEG

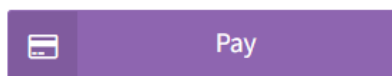
After completing, click on **Pay**.



The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

Proof of payment attached by the Clubs will be saved in YMMS servers for 2 years from the date of publication. After 02 years, they will be deleted from YMMS server.

- In PayPal payments type, clicking on **Pay**.



And then click on **Click here to pay** to access the PayPal payment screen.



Please note that PayPal has set a standard usage time of 3 hours for 1 payment link. After this time, the link will expire and it will no longer be possible to pay (you will need to generate a new link).

If clicking on **Click here to pay** does not work, you can copy the link and paste it into the browser of your choice.

Payment link:

<https://www.paypal.com/webapps/hermes?flow=1-P&ulReturn=true&token=EC-21643104KT499720D>

The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

### ***Payments at selling products events***

To purchase the products, click **Payments**.



At the top of the screen, you will see the steps to guide the registration process.

- **Step 01:** Insert products.
- **Step 02:** Finalize process and confirm data.
- **Step 03:** Make payment and generate receipt.

If the selling product event has more than 1 payment method available, a table with the payment methods option will appear, and next to it, options to change the payment method. **Selected** means that this is the current payment method.







To change it, simply click on **Select this** and then the payment method will be changed.


 SELECT THIS

If a payment is generated, you can only change the payment method if the previous payment is in the status of paid or deleted the pending products. It is possible that not all payment methods have the same sales products available.

After selecting the payment method, add the products you want to buy by clicking + or - in the "Qty" part, below the product information.

 <p><b>HONORS FOR CAMPOREE</b> Value: USD 5.00 Stock: 100 Minimum purchase: 1 Maximum purchase: 20</p>	 <p><b>PATCH FOR CAMPOREE</b> Value: USD 7.50 Stock: 100 Minimum purchase: 1 Maximum purchase: 10</p>	 <p><b>PIN FOR CAMPOREE</b> Value: USD 2.50 Stock: 100 Minimum purchase: 1 Maximum purchase: 10</p>	 <p><b>T-SHIRT FOR CAMPOREE</b> Value: USD 20.00 Stock: 100 Minimum purchase: 1 Maximum purchase: 10</p>
Qty: - 0 +	Qty: - 0 +	Qty: - 0 +	Qty: - 0 +


After adding the desired quantity, click on **Add to Cart**.

 Add to Cart

The page will reload by displaying a table below the added products with the number of products added to the cart, the payment method, the individual value for the product, the quantity added to the cart, and next the total value of the products added to the cart. It is possible to remove products from the cart by clicking on **To remove**.

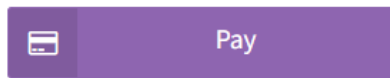


If everything is correct, click on **Checkout & Pay**.

 Checkout & Pay

Depending on the payment method, the procedure is different:

- In Cash/Church check/Free payments type, clicking on **Pay**.



After that, the virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event (for payments type Cash/Church check, Free is directly confirmed).

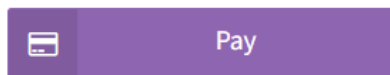
- In Deposit payments type, add the slip deposit data: identification or deposit number and location/bank or platform where the payment was made. Then attach the receipt, which must be a file: PDF, JPG, JPEG or ZIP. The file size cannot exceed 2000 KB.

Deposit identification:

Local deposit/bank:

Receipt:   PDF, JPG, JPEG

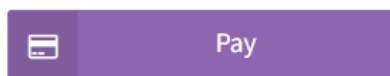
After completing, click on **Pay**.



The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

Proof of payment attached by the Clubs will be saved in YMMS servers for 2 years from the date of publication. After 02 years, they will be deleted from YMMS server.

- In PayPal payments type, clicking on **Pay**.



And then click on **Click here to pay** to access the PayPal payment screen.



Please note that PayPal has set a standard usage time of 3 hours for 1 payment link. After this time, the link will expire and it will no longer be possible to pay (you will need to generate a new link).

If clicking on **Click here to pay** does not work, you can copy the link and paste it into the browser of your choice.

Payment link:

<https://www.paypal.com/webapps/hermes?flow=1-P&ulReturn=true&token=EC-21643104KT499720D>

The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

When clicking on **Payment**, there are two options for payments generated:



- Confirmed: YMMS generates a virtual receipt so you can print or save it as a PDF.



- Pending payment: YMMS redirects to the screen to redirect the payment.

## C222 - TICKETS

In this submodule, the purchase of tickets is made for those participants who do not belong to the club, but this ticket must be generated and paid for by the club so that the control of this participation is always linked. It is usually used to control the day pass in group events (entry mode for those who are going to spend the day at the event as a visitor). The participant does not need to have a registration in the YMMS to purchase a ticket.

There will be a table only if there are open events for purchase tickets to register participants. In this table, you can see the name of the event, the event dates and payment. To purchase tickets in events, click on **Tickets**.



At the top of the screen, you will see the steps to guide the registration process.

- **Step 01:** Insert participants and their tickets.
- **Step 02:** Confirm the amount of the tickets.
- **Step 03:** Make the payment.

If the ticket purchase event has more than 1 payment method available, a table with the payment method options will appear, and next to it, options to change the payment method. **Purchase** means that this is the current payment method.



To change it, simply click on **Select this** and then the payment method will be changed.



If a payment is generated, you can only change the payment method if the previous payment is in the status of paid or deleted the pending tickets.

The event may be limited by the number of tickets per club and per participant, or by the payment method or by the generation of payments according to the rules established for the event. Please note the minimum and maximum number of tickets you can purchase per participant.

Maximum per person:

3

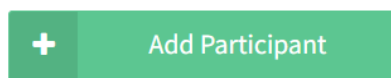
Minimum per person:

1

Complete with the requested data per participant: full names, date of birth, cell phone number (optional) and email.

* Full name:	<input type="text" value="Name of participant"/>
* Date of birth	<input type="text" value="Select date"/>
Cellphone:	<input type="text" value="Format: (999) 999-9999"/>
* Email:	<input type="text" value="Participant's email"/>

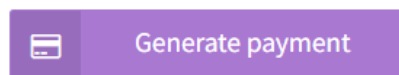
After completing the participant details, select the ticket you want to buy click on the checkbox. Remember that you can only purchase per participant the minimum and maximum tickets set by the Conference. Finally, to add participants, click on **Add participant**.



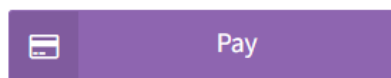
It is possible to delete tickets by clicking on **Delete**.



Remember the participants data that was completed. Repeat the process by adding the details of the other participants. Please note that tickets have end date. Tickets not completed within 6 hours are automatically excluded from the reservation! When purchasing your tickets, preferably do so in a single step and finalize the purchase for the participants by generating the payment clicking on **Generate payment**.



- In Cash/Church check/Free payments type, clicking on **Pay**.



After that, the virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event (for payments type Cash/Church check, Free is directly confirmed).

- In Deposit payments type, add the slip deposit data: identification or deposit number and location/bank or platform where the payment was made. Then attach the receipt, which must be a file: PDF, JPG, JPEG or ZIP. The file size cannot exceed 2000 KB.

Deposit  
identification:

Local deposit/bank:

Receipt:

Select JPG/JPEG/PDF file

PDF, JPG, JPEG

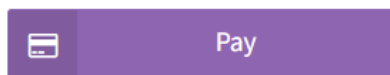
After completing, click on **Pay**.



The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

Proof of payment attached by the Clubs will be saved in YMMS servers for 2 years from the date of publication. After 02 years, they will be deleted from YMMS server.

- In PayPal payments type, clicking on **Pay**.



And then click on **Click here to pay** to access the PayPal payment screen.



Please note that PayPal has set a standard usage time of 3 hours for 1 payment link. After this time, the link will expire and it will no longer be possible to pay (you will need to generate a new link).

If clicking on **Click here to pay** does not work, you can copy the link and paste it into the browser of your choice.

Payment link:

<https://www.paypal.com/webapps/hermes?flow=1-P&ulReturn=true&token=EC-21643104KT499720D>

The virtual receipt will appear, where you can see the status of the payment still pending. This status will only change after approval by the person responsible for the event.

For all payments type, when clicking on **Print**, YMMS generates a virtual receipt so you can print or save it as a PDF.






## C186 – AWARDS

In this submodule, can manage the awards, which were created by the North American Division. However, your Union and Conference can also create awards.

Here it is possible to check which awards have been registered per member and register new awards. Right at the beginning, it is possible to filter by date, to check which classes were completed in that period. Just select the dates and click "**Filter**".

01/01/1990      12/31/2025       Filter

After filtering, when clicked on **View**, can view the awards registered to the member, for the selected period (will only appear if there are members who have won that award and have it registered in their register).



Click on **Delete** to delete some registered award.



Only the member who registered the award can delete it. Also pay attention to the conclusion date of the award with the date of the filtered period.

It is not possible to register 2x the same award, so trying to register a award again will not alter the data already registered, if want to update or correct any previously registered data.

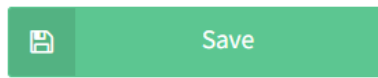
Click on **Register** to register a member who has won an award.



It will be necessary to select the member(s) who won the award and insert the conclusion date, which can be the same date on which that award was earned.

Conclusion in:

It is not possible to register an award with a future date. Only an award with the same or earlier date than the current one can be registered. At the end, click on **Save**.



Register only when the member completes the award, so that there are no members with awards who have not yet finished.

## C121 – CALENDAR

In this submodule you can register the entire calendar of the club, including reminders and email alerts. Also allows you to view the dates of the coordinator, Conference and Union on the same calendar.

If there are already events registered in the current year, the calendar for the month will appear, if there is nothing registered in the current month, the agenda will not appear. So, regardless of whether there are events logged or not, it is possible to see 3 buttons at the top.

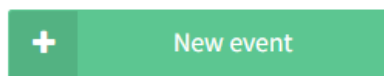
**Complete calendar:** Clicking on, YMMS will load a screen with all the events previously registered on the calendar.



**Current Year:** Clicking on, all registered events for the current year will be displayed. However, only if already have events registered.



**New Event:** Register a new event on the calendar.



Click on **New Event** and fill in the requested information.

Title:

Type:

Home:

End:

Description:

Reminder:

- **Title:** Name of the event;
- **Type:** Select a category for the event being registered;
- **Start:** Date the event begins;
- **End:** Date the event ends;
- **Description:** Details about the event, such as: time, place, members who were invited, material to be brought, etc.

- **Reminder:** You will receive a notification informing you of the event. Clicking this option will bring up more information to fill in.

Internal Messaging date:

---

Email:

---

Reminder text:

- **Internal Messaging date:** The date on which you want to be alerted for this event.
- **Email:** The email that you want to receive this reminder.
- **Reminder Text:** Write the information you want to receive about this event.

Click on **Save** to save the event.

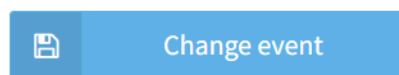


Once registered an event, will appear the calendar of the month and, as well as a color legend of the different events levels.

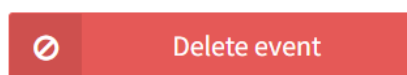


- **Blue Events:** These are Conference-level events;
- **Green Events:** These are Area-level events;
- **Events in red:** These are District-level events;
- **Orange Events:** These are events at the club level.

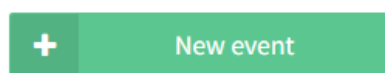
When you click on an event in the calendar, the information registered in it will appear on the screen. To change some information that has been selected, click on **Change event**.



It is also possible to delete the registered event click on **Delete event**.



As a quick access, the button to create a new event will appear again at the end.



## C214 – CERTIFICATES

In this submodule, can manage the course and training certificates of the members. It is possible to register certificates in courses.

There is a filter at the top of the screen so you can select the period in which you want to verify the registered certificates. Just select the start and conclusion date and click on **Filter**.



In the table you can see the name of the course, the area and the number of people who registered as course certificates.

- **Register:** lists the members available to registered as completed the course.



After selecting, click on **Save** to register the certificate.



- **View:** will only appear if you already have a member with the certificate registered.



Click on, will display the names of the members who received the certificate, their current role, and when the certificate was received, which is the date set as the course conclusion date. If you want to delete the certificate registered, click on the **Delete**.



Only the member who registered a certificate can delete it.

## C012 – CLASSES

In this submodule, can manage the classes requirements of the members of your club, registering them individually for each member or multiple for the same member or multiple for the same class.

Firstly, when accessing it, it is possible to check which classes have been registered per member (that's mean class conclusion date, no date when it was registered). At the top, it is possible to filter by date to check which classes were completed in that period. Just select the dates and click on **Filter**.



After filtering, when clicked on **View**, can view the classes registered to the member, for the selected period.



If there are no classes registered in this period, it will be blocked for viewing.



It is possible to see the classes registered as completed, the instructor, the end and registration date, the club with which the class was registered, the area of the class (Adventurers or Pathfinders). Clicking on **Certificate**, YMMS will generate the certificate of completion of that class in PDF format.



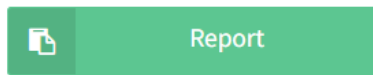
Click on **Delete**, will delete the registered class.



Only the member who registered the class can delete it. Also pay attention to the conclusion date of the class with the date of the filtered period. It will only be possible to delete a registered class within the period of up to one year after the date of registration.

It is not possible to register 2x the same class, so trying to register a class again will not alter the data already registered, if want to update or correct any previously registered data.

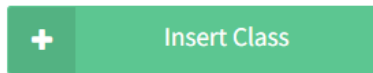
Click on **Reports** will appear a data by classes, to filter and check which members have registered a certain class.



When you click on, to see the registered names, select one of the classes and click on **View**.



To register a new class, click on **Insert class**.



Clicking on, can be completed individually by member or by members per class or by class per member.

- By date: for individual registrations.



Select the name of the member and the class of the drop-down list, respectively, and complete with the name of the instructor, and the conclusion date.

Member:	<input type="text" value="SELECT A MEMBER"/>
Class:	<input type="text" value="SELECT A CLASS"/>
Instructor:	<input type="text"/>
Conclusion in:	<input type="text"/>

At the end, click on **Save**.



- By Class: per members registrations all at once registrations.



Select the class of the drop-down list and then, the members, clicking on the box.

Class:	<input type="text" value="SELECT A CLASS"/>
--------	---

Insert the name of the instructor and the conclusion date (all members will have the same instructor and conclusion date, if they are different instructors and/or different dates, you must register individually).

Instructor:

Conclusion in:

At the end, click on **Save**.



- By member: per classes registrations all at once registrations.



Select the member of the drop-down list and then, the classes, clicking on the box.

Member:

Insert the name of the instructor and the conclusion date (all classes will have the same instructor and conclusion date, if they are different instructors and/or different dates, you must register individually).

Instructor:

Conclusion in:

At the end, click on **Save**.



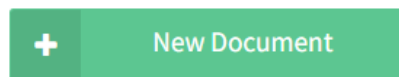
It is not possible to register classes for yourself. If you are the director, you can ask the secretary and vice versa. It is also not possible to register classes with dates that are future to the date of the day of registration.

You should register only when the member completes the class, so that there are no members with registered classes who haven't finished yet.

## C108 – DOCUMENTS

In this submodule, can manage club documents, such as minutes, letters, official documents, applications and dynamic documents, which can function as templates to generate in DOC and PDF format, replacing the words with # (hashtags) with the data of the members registered in the club.

club's documents are created and stored here, making it easier for future club directors/secretaries to access these documents over the years. You can register a variety of documents, such as exit clearance forms, official letters, meeting minutes, and even tests for honors (if used). To register a new document, click on **New Document**.



When the document was set up as:



- **Limited YES:** the Conference cannot see the document, because Conference has master access, but with this option as YES, they will not be able to generate any documents.
- **Dynamic YES:** the document can be generated per member. So that the document file comes out with the information of the selected member, according to the keywords registered in the document.

There are also some options to click on when having one document created.:



generate Word files



Change the already created document

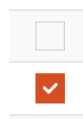


generate PDFs files



Delete the document

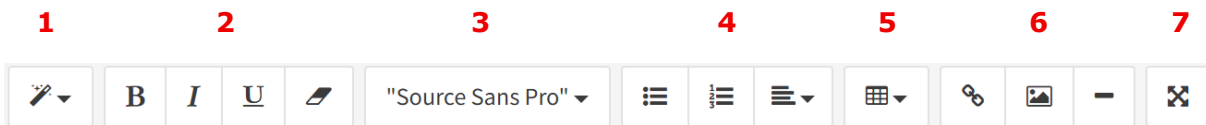
If the document is **Dynamic YES** clicking on the generate files options (PDF or Word) to display, firstly, the list of all active members of the club, with a box to the left of their names. Select the members you want to generate the document (can even select everyone).



After selecting all the desired members, scroll to the bottom of the page and click on **Generate PDF** or **Generate DOC** whichever case may be. The file will be downloaded on a new screen, with the keywords replaced by the information contained in the registers of the selected members.



- **Mail merge (Dynamic):** allows to create a document for each registered member in the club (active registered members in the **CO07 - Member** submodule), such as exit permits, travel, meetings, etc.
- **Limited:** If leave it as limited, only the club director/secretary will be able to see the document. The Conference will NOT see it. If want the document to be viewed from the Conference, this option should not be selected.
- **Title:** to add a title and write below the content of the document, using the following tools:



1. Style
2. Bold/Italic/Underline/Remove font style
3. Font family
4. Unordered list/Ordered list/Paragraph
5. Table
6. Link/Picture/Insert horizontal rule
7. Full screen

If you are copying and pasting from a text editor (e.g. MS Word), use [wordhtml.com](https://wordhtml.com/) to clean up the source code of unnecessary elements <https://wordhtml.com/>.

The most interesting thing about this tool is how to customize the documents that will be generated for each member with information from him/her. For that, should use the hashtags option, which is called merge fields. Please note that in merge fields, no accents or punctuation are used within hashtags with the word.

Keywords:

**Member`s data**

- #member# - Name of the member
- #maritalstatus# - Marital status
- #birthday# - Date of birth
- #age# - Age (automatically calculated)
- #role# - Member`s Role
- #sex# - Gender
- #t-shirt# - T-shirt size
- #baptized# - If you are baptized
- #telephone# - Fixed phone
- #cellular# - Cellphone
- #email# - Email

**Member links**

- #club# - Club name
- #area\_cluster# - Name of the Ministry
- #macro# - Name of the Ministry
- #church# - Name of the church
- #district# - The district name
- #conference# - Name of Conference
- #unit# - Name of the unit

**Member`s address**

- #address# - Address (street and number)
- #zipcode# - Zip code
- #city# - Name of the city
- #province# - State

**Responsible for member**

**#father#** - Father`s name

**#emailfather#** - Father`s email

**#telfather#** - Father`s phone number

**#mother#** - Mother`s name

**#emailmother#** - Mother`s email

**#tel\_mon#** - Mother`s phone number

**#responsible#** - Person Responsible

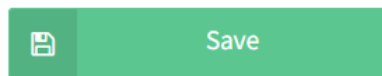
**#link#** - Type of relationship with in charge/responsible

**#emailresponsible#** - Person Responsible`s Email

**#telresponsible#** - Person Responsible`s Phone

For the document's hashtags to work, must select it as **Mail merge**. When the document is generated, in place of the words, the hashtags will appear with the information contained therein.





When finished, click on **Save**.



## C220 – ENROLLMENT

In this submodule, can manage the enrollment of the club members, comparing them with the current data of the members (in the case of already registered members) and the confirmation in the case of new members.

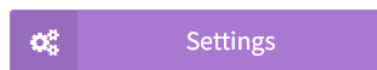
Registration is a pre-registration so that parents, responsible adults, or guardians of minors and even leaders can update their data, completing the registration form, the health form, and even accepting the terms of membership.

Pre-registrations open: <b>Yes</b> Club Registration Key: Require medical record: <b>Yes</b> Club Registration link:		
		
		

- **Pre-Registration open:** If the answer is yes, it means that members can complete the pre-registration form directly, if not, they are not released to pre-register with the club.
- **club Registration Key:** This is a code generated by the YMMS and it is important to share this key with members who will be completing the club's pre-registration.
- **Require medical record:** Informs that the medical record is mandatory and must be completed, along with the pre-registration form, in the club registration link.
- **club Registration Link:** The club's name appears in blue with the pre-registration link to send to members who will be completing. Remembering that it will only be released for pre-registration if the **Pre-Registration open** option is **YES**.

In addition to this information, we see three options to click on:

- **Settings:** Clicking on this, can open or not the pre-registration through the link.



It is also possible to add an email from the club, a main contact telephone number of the club (if having one),

Available Pre-Registration:	<input type="checkbox"/>
Email Club:	<input type="text"/>
Club Phone:	<input type="text"/>

Even upload a club regulation so that when the member completes the pre-registration through the registration link, they can view, read, or download and be aware of the club regulations. The file to be added to the club Regulations must be a PDF format and no more than 2MB.

Internal Regulation:  Select PDF file  
Optional (The file must be PDF and no more than 2MB)

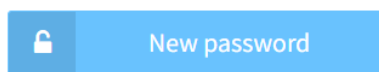
And, finally, to set up to be mandatory the medical record and must be completed after completing the membership registration.

Require medical record:

When making any changes, click on **Save**.



- **New Password:** Each time you click on, will generate a new password for pre-registration. If you generate a new key, the old key is no longer valid. Therefore, only one key is needed for everyone in the club to register via the registration link.



- **Update club:** Will be redirected to **SU02 – My club** submodule to update, if necessary, the club details, such as photo, URL of the club (can be a website or social network), the day of the main club meeting, the time, address and zip code, state and city, club email and club cell phone, location on the map, club history, and additional information.



Next to these options, a QRCode will appear which, when read with the camera, will be redirected to the club registration link.





Here are some important rules about member registrations:

- It is not mandatory, i.e., the club can choose not to use it, continue to register manually, or do a mixed process (online and manual).




- It allows the enrollment of all members, regardless of the role, except for the roles of club director and club secretary.
- All terms are integrated into the online enrollment form, and once completed and accepted, they are immediately registered.
- The club registration key to start online pre-registration is not generated per member; it is unique to the club.
- By including the PDF file of the club's regulations in the enrollment process, the member is obliged to accept the club's regulations as well.
- It does not interfere with the normal process of transferring members who have registers, active or inactive, to other clubs.
- When the member has more than 1 (one) registration form, the verification by the club is required, and, if necessary, contact the Conference.
- It requires the full name of the person who is completing it (member club or responsible adults/guardians), in addition to keeping the IP device.

On the screen, two reports will appear: the report **PRE-ENROLLMENT - WAITING FOR APPROVAL** which lists pre-registered members waiting for approval; and the report **OUTDATED REGISTRATIONS - NO PRE-ENROLLMENT** which lists members with outdated registrations without prior enrollment.

- (1) In the report **PRE-ENROLLMENT - WAITING FOR APPROVAL**, to validate the member's pre-registration, it is necessary to click on **Validate**.

	New enrollments	NEW
	Enrollments of existing registrations	VERIFICATION/UPDATE


The member's completed data will appear on the screen, and if the YMMS already identifies the member, the analysis of the two registers will appear. If it is from a new member, only one completed side will appear, which is the data entered by the club registration link.

	DATA MATCH		DATA NO MATCH
	NEW DATA	" "	EMPTY DATA
NEW PROFILE	STATUS		CURRENT PROFILE

MEMBERSHIP REGISTRATION

The information on the left side (**NEW PROFILE**) is the data filled in by the member in the club registration link, the information on the right side (**CURRENT PROFILE**) is the registration data that already existed in the YMMS.

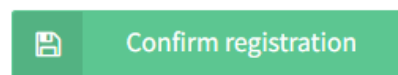
- **NEW:** If the YMMS recognizes it as a new register, select the option of **This is a new profile** of the drop-down list.

Select registration option... 

And click on **Next**. The data will reappear for analysis.



The pre-registration will become a new registration with the data that was filled in the club registration link when clicking on **Confirm registration**.



- **UPDATE:** If the YMMS recognizes another member with the same information, as similar as possible, the number of differences found (if any) will appear:


**Differences: 2**

**Comparing names: Names are identical**

Then, click on **Update**. The member's data will be updated to the data that was filled in the club registration link.



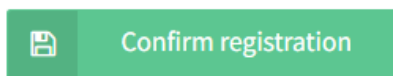
- **VERIFICATION:** If the YMMS recognizes both a new member and an existing member with the same da. It is possible to consider pre-registration as a new registration or an update of an existing registration:

Select registration option... 

Selecting the best option, click on **Next**. The data will reappear for analysis.



The pre-registration will become a new registration or updating registration with the data that was filled in the club registration link when clicking on **Confirm registration**.



For all cases of enrollments, it is possible to delete the pre-registration received by clicking on **Delete**, which once clicked, is an irreversible action.



- (2) In the report **OUTDATED REGISTRATIONS - NO PRE-ENROLLMENT**, the members who have not had their data updated will appear. Clicking on the **Update** column button will direct you to the members' data update screen. There you must update the member's data manually.



If you choose this option, update the member's register and when finishing, must read and accept the *Privacy Policy and Terms of Use*. And finally, click on **Save**.



## C011 – HONORS

In this submodule, can manage the honors and awards requirements of the members of your club, registering them individually for each member or multiple for the same member or multiple for the same honors/awards.

Firstly, when accessing it, it is possible to check which honors/awards have been registered per member (that's mean honor/award conclusion date, no date when it was registered). At the top, it is possible to filter by date to check which honors/awards were completed in that period. Just select the dates and click on **Filter**.



After filtering, when clicked on **View**, can view the honors/awards registered to the member, for the selected period.



If there are no honors/awards registered in this period, it will be blocked for viewing.



It is possible to see the honors/awards registered as completed, the instructor, the end and registration date, the club with which the honors/awards were registered, the area of the honors/awards (Adventurers or Pathfinders). Clicking on **Certificate**, YMMS will generate the certificate of completion of that honors/awards in PDF format.



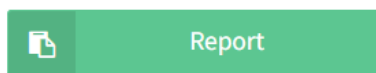
Click on **Delete**, will delete the registered honors/awards.



Only the member who registered the honor/award can delete it. Also pay attention to the conclusion date of the honor/award with the date of the filtered period. It will only be possible to delete a registered honor/award within the period of up to one year after the date of registration.

It is not possible to register 2x the same honor/award, so trying to register a honor/award again will not alter the data already registered, if want to update or correct any previously registered data.

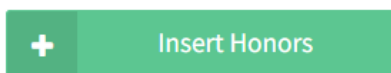
Click on **Reports** will appear a data by honors/awards, to filter and check which members have registered a certain honor/award.



When you click on, to see the registered names, select one of the honors/awards and click on **View**.



To register a new honors/awards, click on **Insert honor**.



Clicking on, can be completed individually by member or by members per honor/award or by honor/award per member.

- By date: for individual registrations.



Select the name of the member and the honor/award of the drop-down list, respectively, and complete with the name of the instructor, and the conclusion date.

Member:

Honor:

Instructor:

Conclusion in:

At the end, click on **Save**.



- By Honor: per members registrations all at once registrations.



Select the honor/award of the drop-down list and then, the members, clicking on the box.

Honor:

Insert the name of the instructor and the conclusion date (all members will have the same instructor and conclusion date, if they are different instructors and/or different dates, you must register individually).

Instructor:

Conclusion in:

At the end, click on **Save**.



- By member: per honor/award registrations all at once registrations.



Select the member of the drop-down list and then, the honors/awards, clicking on the box.

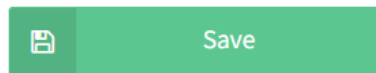
Member:

Insert the name of the instructor and the conclusion date (all honors/awards will have the same instructor and conclusion date, if they are different instructors and/or different dates, you must register individually).

Instructor:

Conclusion in:

At the end, click on **Save**.



It is not possible to register honors/awards for yourself. If you are the director, you can ask the secretary and vice versa. It is also not possible to register honors/awards with dates that are future to the date of the day of registration.

You should register only when the member completes the honor/award, so that there are no members with registered honors/awards who haven't finished yet.

## C007 – MEMBERS

In this submodule, can register new members, update the data of already registered members, update the role, add photo to the member register, activate and deactivate members, etc. When login, will appear a filter, with the following options:

Status	Minimum age
ALL	00
Unit	Maximum age
ALL UNITS...	100
Role	Baptism
ALL ROLES...	ALL

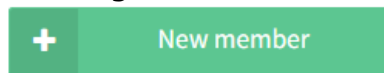
- **State:** active and inactive members;
- **Unit:** filters by the unit in which the member is registered.
- **Role:** role for which members are registered;
- **Minimum Age:** can select a minimum age of members for the filter, where is already pre-selected in 00;
- **Maximum Age:** can select a maximum age of members for the filter, where is already pre-selected in 100;
- **Baptism:** filters by members who have not been baptized and those who have already been baptized.

When selecting any filter, click on **Filter**.



On the right side there are two options to click on:

- (1) **New Member:** Creates a register for a new member directly.



When appearing the virtual register of members, fill in as much information as possible to make the register as complete as possible. Depending on the date of birth of the member, there may be mandatory data that must be completed in order to save the new registration form.

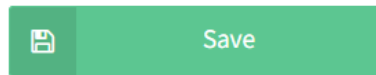
- For minors is necessary to register the information of the parents and/or guardian/guardian, being mandatory to complete an emergency contact telephone number.
- For adults will appear to request information about the level of education or training. Also, about their degree in the health area, in

case someone is a health professional (dentist, nurse, physiotherapist, doctor, psychologist, or lifeguard).

It is important to read the *Privacy Policy and Terms of Use* before checking **I accept the Terms**.

\*I accept the Terms:

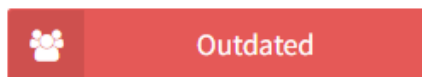
At the end, click on **Save**.



If the member is already registered in the YMMS and another register is being created for them, an error will occur. If the member needs another register in the YMMS (same club), contact the Conference Secretary/Administrative Assistant and request the creation of a linked register. Only is necessary more than one register in the YMMS if the member is actively involved in two clubs (different or same ministries, different or same church) or in one club and in the Conference.

The member register can also be created by sending the club registration link, from **C220 – Enrollment** submodule, for the member to complete it (or the parent/guardian for minors). This is more advantageous since by completing the club registration link, will already complete the medical form, if mandatory by the club, and accept the *Privacy Policy and Terms of Use*.

- (2) **Outdated:** Active members who have outdated registers will appear (more than 1 year).



It is possible to update them directly by clicking on **Update**.



Also, if the club wants the member or parent/guardian update the register, send the club registration link generated at **C220 – Enrollment** submodule.

Below of the screen appear the red bar with the text **Need help to understand the types of pending issues?** which, when clicking on, will display in detail all the information about pendencies on how to resolve the pending issues that appear in the members' register.

 NEED HELP TO UNDERSTAND THE TYPES OF PENDING ISSUES?

**Pending alerts show necessary (and not always mandatory) actions to keep each member registration as up-to-date and appropriate as possible. It is a guide that helps the Club maintain its member data. See what types of pending issues each member has, and follow the instructions below on how to correct them**

Note: Some types of pending items may not occur or appear in your Conference, due to settings

**Pendencies:** The pending items column shows whether there are any pending items and suggestions for each member, and a brief description of what needs to be corrected

**Status:** This message warns that the member is inactive. To reactivate: SECRETARY -> C007 Members -> "Options" button -> "Reactivate member" of the specific member

**Photo:** Of course it is an optional action, but having a photo of each member is always useful when we need to identify a member in special situations. To insert: SECRETARY -> C007 Members -> "Options" button -> "Update photo" of the specific member

**Age:** Some older registration types may not have a birth date filled in, and to correct this: SECRETARY -> C007 Members -> "Options" button -> "Change data" for the specific member

**Classes:** The purpose of a Club is always for the member to have Classes inserted, as this is important for their membership history. To insert: SECRETARY -> C012 Classes -> "Insert Classes" button

**Honors:** Like Classes, Honors are fundamental to the member's history. To insert: SECRETARY -> C011 Honors -> "Insert Honors" button

**Voluntary:** The YMMS has the Adventist Screening Verification for adults over 18 years of age. If your Conference has this service activated and mandatory, it is necessary to register the information of the date of the verification in SECRETARY -> C007 Members -> "Options" Button -> "Change data" of the specific member

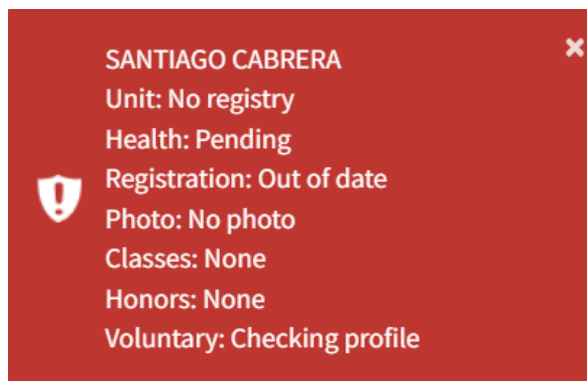
**SV Expiration:** When the Conference has the Adventist Screening Verification, the SV Expiration date of each leader is displayed, so that before expiration, the leader performs the renewal process

**Health:** The updated Medical Form brings benefits to the Club, as it allows for the planning of activities with due care for members who have pre-existing illnesses, allergies, or special needs. This update is done in SECRETARY -> C007 Members -> "Options" button -> "Medical Form" of the specific member

**Registration:** At least once a year, or always after the Conference Access Reset, it is necessary to review the member's registration, and even if no information has been changed in the period, confirm the data, saving the member's registration, to update the last review date log. To update: SECRETARY -> C007 Members -> "Options" button -> "Change data" of the specific member

**Unit:** The member should be in a Unit Club. This can be done by going to UNITS OF CLUB -> C020 Members -> "Adjust Members" button

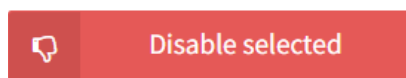
Next appears the table with the active members. When clicking on the number of pendencies, a message will appear at the top of the screen, with the information of these pendencies. There is a total of 7 possible quarrels:



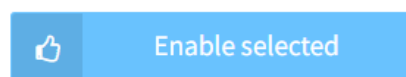
At the end, of the table, there are two options to reactivate or inactivate members, 1 time, several or all. By checked on **All**, YMMS select all the members in the table, and then click on the action you want to take with the registers, either reactivate or inactivate.



Simply select the active member(s) and click on **Disable selected** to inactivate members.



And, after filtering by status, click on **Enable selected** to reactivate members.



There is an **Options** to click on in the table that has various functionalities, depending on the member's status (active/inactive respectively).

ACTIVE MEMBERS	INACTIVE MEMBERS
VIEW PROFILE	
UPDATE PHOTO	
MEDICAL FORM	
CREATE LOGIN	
LINKING	
CHANGE DATA	REACTIVATE MEMBER
TRANSFER	
INACTIVATE MEMBER	
DELETE MEMBER	

Below, we will learn about the functionality of each of these options.

(1) Option: *VIEW PROFILE*

Clicking on **View profile** will bring up the member's register profile. Right at the top, the member's name and photo (if any) will appear.



And just below it, on the left side, three buttons will appear.



- **Update:** redirects to the **Change data** option, to update the register data.
- **Photo:** redirects to add or change the member's register photo. The image must be in JPG/JPEG format and in a resolution of 500 x 500px.

Full name: RODRIGO DIAS DORVAL

Actual picture:



New picture:

Select?

JPG/JPEG image. Resolution 500 x 500px

At the end, click on **Save**.



- **Message:** redirects to write a message to the member, this message will be sent to the member's registered email.

Text

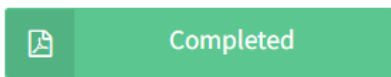
Type the message in the space next to the writing **Text** and then click on **Send**.



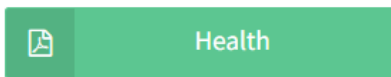
Then, on the right-hand side, you will see the data related to the member's health (medical record, attendance and medical care at events). Below you can view their histories of achievements (awards, certifications, classes, and honors), activities (events and courses), transfers, access logs, other types of histories (clubs, units, registrations and roles), and history of linked users.

On the left side, you will find all the data filled in the member's registration, including the login details for the member to log in to the **Find a club** portal.

Next, we have an **EXPORT** part, with four buttons that when clicked:



Allows to view the member's register and medical form



Allows to view only the member's medical for




Allows you to view only the member's registration card


## (2) Option: *UPDATE PHOTO*

Clicking on **Update photo** will bring up a screen for updating the member's photo.

Full name: RODRIGO DIAS DORVAL

Actual picture:



New picture:  

JPG/JPEG image. Resolution 500 x 500px

The image must be in JPG/JPEG format and in a resolution of 500 x 500px.

If you need to compress and resize photos, there are a few on-screen solutions to resize and compress the photo if necessary. To select the photo, click on **Select**, and the files will open from your device, cell phone, or computer.



At the end, click on **Save** to save the photo.



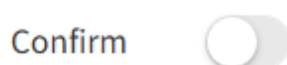
If the photo is added and doesn't appear, clear the **Cache**, which is located at the top of the screen, a circle of arrows. And check again if the photo has been updated.



### (3) Option: *MEDICAL FORM*

Clicking on **Medical form** you can view and manually fill out the member's medical form. In the text fields of the medical form, if there is no text to enter, leave it blank! Please note that the submodule works in these text fields based on the existence of registered content! *For example:* In the " If yes, list all medications" field, it is not necessary to put "No", "Nothing", "Do not take anything", if there is no use of other medications, just leave it blank.

The saved information has a duration of 1 year from the moment it is reviewed. If it is altered within the validity period, it updates to the date on which it was registered and saved any change, always when clicking on the **Confirm** checkbox.



Your Conference made completing the Medical History and Consent to Treat optional. But your club is able to complete out and use it locally (only the club director and secretary can view the data). If you wish to disable it, simply access the **C220 – Enrollments** submodule and click on **Settings**.



At the end, click on **Save** to save the information from the medical form.



### (4) Option: *CREATE LOGIN*

This option will only appear for members with a leadership role (16+ years or older) if don't already have a user created. Clicking on **Create login**, it is possible to create a user for access to the YMMS for a member of your leadership.

Username:

They follow the tips to create a strong password so that it reaches the required minimum of 80%. Accessing here, can also be used to change the password if necessary.

*Tips:*

1. Password longer than 8 characters: +5% security
2. Password longer than 12 characters: +15% security
3. Password with at least 01 character in uppercase: +20% security
4. Password with at least 01 lowercase character: +20% security
5. Password with at least 01 number from 0 to 9: +20% security

6. Password with at least 01 special character: +20% strength - (!@#\$%&?)

Password:

At the end, click on **Save** to save the created login and also to save the password if it was changed.



If the member already has a registered user, this option will not appear. To see the created username for the member, click on **View profile**, and then in the **Member`s** data will appear the username, so that the member can access the YMMS.

If the member doesn't remember the password, simply need to click on **Forgot password?** on the sign-in screen of the YMMS which will send an email, to the email registered in the member's register, to reset the password.

#### (5) Options: *LINKING*

Linking members is nothing more than two or more existing registers, in different clubs, in the same Conference, that have the same data because they are physically the same member, sharing the same histories of achievements (classes, honors, and awards) and participating in the clubs in which they are linked.

It is not possible to link inactive registers. If the member is in another club within the YMMS and will not participate in the club where he or she is currently registered, the transfer must be requested.

Clicking on **Linking**, it is possible to link a member who already has two registers created. When the message **No linked users and no compatible users to link!** appears, it means that there are no possible members with the same sensitive data to link: name, date of birth, gender, marital status, baptism, and size of the shirt.

Once the registers are linked, YMMS avoids changes to the member's full name and date of birth in any of the member's linked registers.

If a member owns more than two registers that can be linked, will appear below with the member's details to link clicking on **Link**.



To remove the link, click on **Unlink**.



When linking, if the option of **Merge** appears, YMMS can migrate all classes and honors from the selected linked user to the main user, with a few rules:



1. The selected member must be inactive, cannot have a history of events or have taken out annual insurance.
2. If both registers have repeated classes or honors, only the one of the selected member will be valid.

Clicking on **Delete**, will completely deletes the register of the selected linked member, with a few rules:



1. The selected member cannot have any history of access, classes, honors or participation in events, and must be from the same club.
2. It is used to delete duplicate registers with no history.

(6) Options: *CHANGE DATA*

Clicking on **Change data** it is possible to make changes to the member's register. It is used to update the registration or even change the member's role; however, it is necessary to read before accepting the *Privacy Policy and Terms of Use*.

There is certain information that cannot be changed, such as the member's first name. If the member's first name is different from the real one, request the change from the Conference Secretary/Administrative Assistant. In the case of middle and last names, they can be changed up to two times, that is, in two different accesses to the register. However, it is not possible to make a total of three changes to the register (this includes the date of birth, which can only be changed up to two times).

Adding middle name and last names is +1 change, deleting middle name and last names is +1 change, and editing middle name and last names is also +1 change.

*Example 1:* A second last name ("Cabrera") will be inserted in the case

- ☞ Original name: David Santiago Gayoso **+1**
- ☞ New name: David Santiago Gayoso **Cabrera** **change**

*Example 2:* In the case, a second last name ("Cabrera") will be inserted and a middle name ("Santiago") will be removed

- ☞ Original name: David Santiago Gayoso **+2**
- ☞ New name: David **Santiago** Gayoso **Cabrera** **changes**

*Example 3:* In the case a second last name ("Cabrera") will be inserted, a middle name ("Santiago") will be removed and the main last name ("Gayoso" → "Gallos") will be corrected.

- ☞ Original name: David Santiago Gayoso
  - ☞ New name: David ~~Santiago~~-Gallos ~~Gayoso~~ Cabrera
- +3  
changes**

In this case, the register will be blocked, because there were 3 changes.

The extra role should be used for members who have two roles in the club, allowing both roles to be registered in the register and roles history. If a role is already selected as an extra, it will not be possible to add it as a main role as well and vice versa. It is not possible to have club director or club secretary roles as extra roles. To move a role from **Extra role** to **Role**, you must first remove the role in **Extra role** and click on **Save**. Then, you must access the register again and the role will be available to be selected as **Role**.

Remember, once the registers are linked, YMMS avoids changes to the member's full name and date of birth in any of the member's linked registers.

At the end, click on **Save** to changes made to the member's register.



#### (7) Options: *TRANSFER*

Clicking on **Transfer**, YMMS redirects to **C008 – Transfer** submodule to transfer the member to the club to which he or she currently belongs. This option should be used only if it is certain that this member should be transferred to the actual club.

#### (8) Options: *INACTIVATE MEMBER*

Clicking on **Inactivate member**, the member becomes inactive and will no longer appear in the list of active members. This option is for when the member no longer attends their club and will not be transferred to any other club.

#### (9) Options: *REACTIVATE MEMBER*

This option only appears for inactive members, as none of the options listed above can be clicked. Clicking on **Reactivate member**, YMMS will reactivate the member and appear in the list along with active members.

#### (10) Options: *DELETE MEMBER*

This option only appears for members who do not have data in any of the histories. Clicking on **Delete member**, YMMS will remove the member's register completely.

## C008 – TRANSFER

In this submodule, can receive or send members of other clubs of any club, of Adventurers or Pathfinders, of the North American Division. Sending or receiving a member, the transfer process is closed when is accept or reject it. And, when receiving a member, who will be accepted, must choose the role they will have and, optionally, the unit.

On the screen, basically two reports will appear: the report **RECEIVED MEMBERS – FINALIZED** which lists members received by transfer; and the report **MEMBERS SENT - FINALIZED** which lists members sending by transfer.

When transferring a member (regardless of whether it is active or inactive at the time of transfer), it disappears from the list of members in **C007 – Members submodule**, until the transfer process is completed (if it is rejected, it will appear again).

- (1) Clicking on the **Request member**, YMMS sends a message to the inbox of the club director or secretary of the supposed club that owns the register form of the requested member.



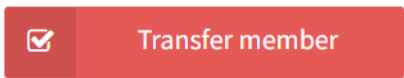
Type the name of the desired member, select from the drop-down list the name of the Conference from which the member comes and the club in which he or she is registered, and finally, write the reason why the club is requesting the transfer.

Desired Member:	<input type="text"/>
Conference - Origin:	<input type="text" value="SELECT THE CONFERENCE"/>
Origin`s Club - Origin:	<input type="text" value="SELECT THE CONFERENCE"/>
Motive:	<input type="text"/>

At the end, click on **Save**.



- (2) Clicking on the **Transfer Member**, YMMS starts the process of transferring members register between clubs.



Select from the drop-down list the name of the member who will be transferred, the name of the Conference and the name of the club to which the register is being sent, and finally, write the reason for the transfer. It is possible to transfer registers of inactive members.

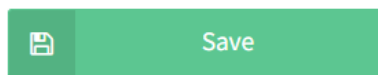
Member:

Conference:

Club destination:

Motive:

At the end, click on **Save**.



Every transfer generates notifications:

- The transferred member receives by email a transfer alert, an acceptance alert, and a transfer rejection alert.
- The club director and secretary of the origin club receive a mandatory notification about the transfer sent.
- Declined transfers will be shown to the origin club (in addition to notifying the club director and secretary).

It is not possible to make transfers from clubs that do not have at least a registered club director.

When you return, a new report titled **MEMBERS SENT - PENDINGS** will appear with the red top, waiting for the other club to accept the member sent.

- **View:** View the member's profile with the registered data.



- **Cancel:** Cancels the transfer made.



- (3) When you receive a transfer, a notification will appear in the bell icon at the top of the screen on the left side.



First, to read about the transfer details, click on **Read**.



After reading, access to C008 – Transfer submodule, a new report titled **MEMBERS RECEIVED - PENDING** will appear with the red top, waiting for your club to accept the member into your club.

- **Receive:** Will redirected to accept the member's transfer.



Select from the drop-down list the decision, the new role of this member in your club if accepted, and the unit that will be part if accepted.

Decision:

Role:

Unit:

And, write the reason, if accepted or if rejected.

Motive:

At the end, click on **Save**.



- **Delete:** Cancels the received transfer.





### C093 – BIRTHDAYS BY MONTH

In this submodule, can see the birthdays by month all registered members in **C007 – Members** submodule.

Where through the display you can see the list by month and export this data as you want clicking on **Filter**.



Can see the information of the member clicking on **View**.



### C212 – CHART GENERATOR

In this submodule, can create charts and templates based on the information the YMMS has about the club. Will see two selection displays:

- Select a chart: The information provided by the YMMS will appear so you can generate a chart.

- Select a template: The information provided by the YMMS will appear so you can generate a template.

After selecting the desired information and chart or template, click on **Execute**.



The chart or template will appear directly below, along with a table containing the same information.

## C104 – CONTACTS

In this submodule, can contact with others registered members around the North American Division. To contact a leader of other clubs, same or different Conference, select the display of Conference and role you want to contact and click on **Search**.



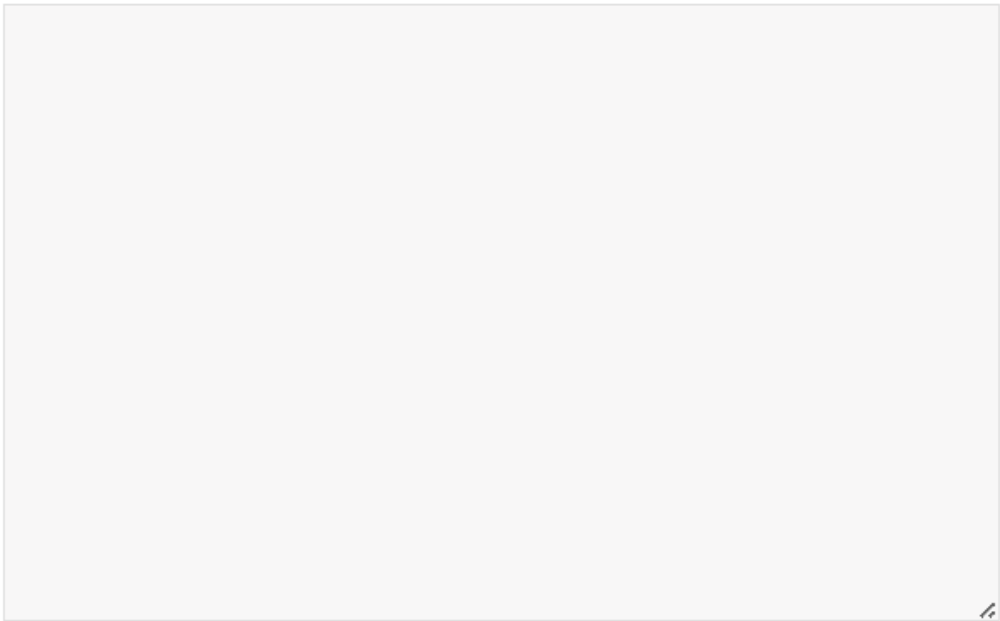
After finding the member's name, click on **View**.



It will open the register with some information about the member and also you can send a message.

MESSAGE

Text

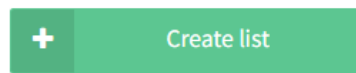


Write your message and click on **Send**.

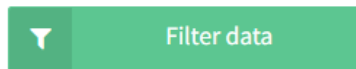


## C083 – EMAIL MESSAGING

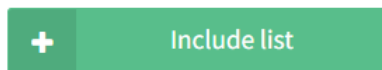
In this submodule, can create a newsletter for sending and to create one or unlimited lists and. For sending emails click **Create List**.



You can filter the options per unit, per role, per registered email and by name. After clicking on **Filter Data**, the search results appear in the list below.



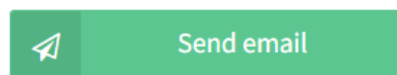
The YMMS searches all members who have email registered (hence the importance of membership registers being as complete as possible). After performing the filter click **Include List**.



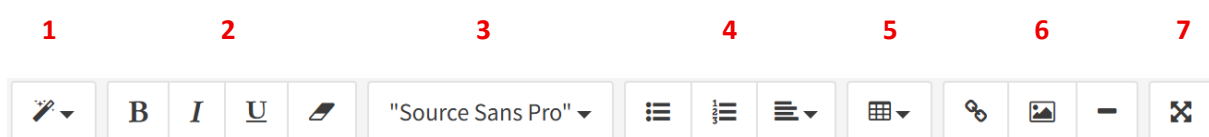
To refresh the search, click on **Cancel**.



After this process click on **Send email**.



Now, write the title of the email and then the message.



8. Style

9. Bold/Italic/Underline/Remove font style

10. Font family

11. Unordered list/Ordered list/Paragraph

12. Table

13. Link/Picture/Insert horizontal rule

14. Full screen

If you are copying and pasting from a text editor (e.g. MS Word), use [wordhtml.com](https://wordhtml.com/) to clean up the source code of unnecessary elements <https://wordhtml.com/>.

The most interesting of this tool is that you how to customize the emails that will be sent to each member with data from it. For that, you should use the "hashtags" which called merge fields.

#id# = Message receiver ID

#person# = Name of message receiver

#email# = Email address of the message receiver

#role# = message receiver`s role

#username# = Message receiver login

#club# = Message receiver`s Club Name

#church# = Church name of message receiver

#district# = message receiver`s district name

#area\_cluster# = message receiver`s Area/Cluster Name

#conference# = Name of the Conference of the receiver of the message

When the member shall receive that message, in place of the words "hashtags" he will receive the information contained therein. In other words, it will display the message.

You can choose the option, if wished, the receiving or not receiving confirmation reading. After completing the title and email settings choose the desirable or not receive a read.

Read confirmation:

Remember that if you click **Receive a read receipt** each person reading the email will be sent another email back to you! Select the option to enable or disable the merge fields. Recalling that disable the field will leave faster shipping, but you cannot use hashtags for sending personalized messages.

Merge Fields:

Finally, click **Send** and wait until you have shot all emails (not exit the YMMS while the message appears at the end, as in the picture below).



Then you can view all messages sent and the recipients of each message by clicking the **History** button on the home screen of this submodule.



Clicking, you will see all data of the sending message. To view the recipients, click on **Target**.



And to view the sended message click on **View**.

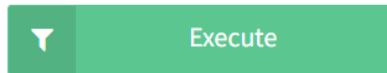


The YMMS keep a text, by default, at the end of each message, such as an electronic signature.

## C207 – REPORT GENERATOR

In this submodule, can be generating statistical data with some information and curiosities about the Pathfinders and Adventurers Department of the local Conference.

To generate the reports, click list of reports available, select the report you want, and click **Execute**.



## C080 – BALANCE SHEET

In this submodule, all accounts payable and receive registered properly, can have a full review of the finances of the Club, in an organized manner.

- **Balance sheet:** Also known as accounting trial balance or trial balance, it is a financial statement used to verify, through credits, debits and balances, the financial reality of the Club. This is all accounts payable and receivable that have already been paid/confirmed.

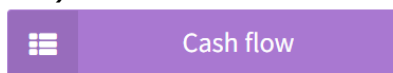


Clicking on it brings up a search filter by period.



And all the registered items, separated according to the account to which they were registered, will appear.

- **Cash flow:** It is the movement of money inflows and outflows from the club's cash, which includes even planned income (not just confirmed/paid accounts).



Clicking on it brings up a search filter by period:



And all the registered items, separated according to the month in which they were registered, will appear.

- **New Credit** and **New Debit:** will redirect to submodule **C079 – To Receive** and **C078 – To Pay**, respectively.



Registrations for events and online courses (paid) as well as wealth registers (with price) can interfere with the balance sheet.

If your balance sheet is negative that needs to be corrected, it is because there was a debt in **C078 – To Pay** without first having a credit, registered in **C079 – To Receive**. To adjust for this situation, register a new credit in **C079 – To Receive** selecting the account type *Adjustments* with the account value in negative or higher.

Account:

ADJUSTMENT

If your balance sheet is positive that needs to be corrected, it is because there was a credit in **C079 – To Receive** without first having a debt, registered in **C078 – To Pay**. To adjust this situation, register a new debt in **C078 – To Pay** selecting the account type *Adjustments* with the account value in positive or higher.

Account:

ADJUSTMENT

## C078 – TO PAY

In this submodule, can track all club's financial transactions, specifically payments that need to be made (every debt is considered a payment that must be paid).

To register a new debt, click on **New debt**.

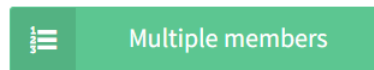


Complete all required information:

Account:

Member:

- **Account:** These are categories for the type of account you will register;
- **Member:** You can leave unselected if you are not related to any specific member. If it is a debit from one member or multiple members with the same information and amounts, please indicate as needed. To register multiple members, you need to click on **Multiple Members**.



Expiration:       Payment:

Description:

Value:

Observation:

- **Expiration:** Select the payment due date;
- **Payment:** Select when the expense was paid (when it is paid);
- **Description:** Create a title, a phrase for that expense;
- **Value:** Enter the amount to be paid;
- **Observation:** Write the details of this expense.

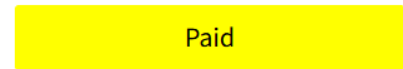
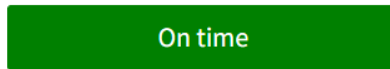
Upon accessing, no information is displayed. To view it, you must use the filter. You can filter by period, status, member, and account category.

Account:       By Member:       By Status:

Clicking on **Filter** will display data about debts:



Below, will see the status for the respective accounts: Delayed, On Time, and Paid.



- When clicking on **View**, will display the debt information.



And clicking on **Receipt**, can generate a receipt for this debt.



- When clicking on **Change**, can change the debt information.



- When clicking on **Delete**, can exclude the debt registered.



You can select multiple accounts and register as paid, all at once. Simply select accounts and click on the **Pay**. Agreeing that the payment date will be linked to the day it was marked as paid, thus the *"today"*.



You can even select multiple accounts and exclude, all at once. Simply select the accounts and click on **Delete**. Agreeing that will be excluded immediately and the value does not consist more in the balance sheet.



## C079 – TO RECEIVE

In this submodule, can track all club's financial transactions, specifically payments that must be received (every credit is considered a payment that must be received).

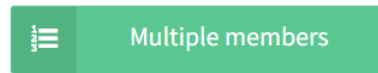
To register a new credit, click on **New credit**.



Account:

Member:

- **Account:** These are categories for the type of account you will register;
- **Member:** You can leave unselected if you are not related to any specific member. If it is a debit from one member or multiple members with the same information and amounts, please indicate as needed. To register multiple members, you need to click on **Multiple Members**.



Expiration:  Payment:

Description:

Value

Observation:

- **Expiration:** Select the payment due date;
- **Payment:** Select when the expense was paid (when it is paid);
- **Description:** Create a title, a phrase for that expense;
- **Value:** Enter the amount to be paid;
- **Observation:** Write the details of this expense.

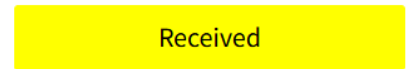
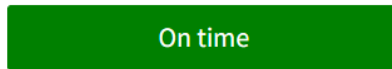
Upon accessing, no information is displayed. To view it, you must use the filter. You can filter by period, status, member, and account category.

Account:  By Member:  By Status:

Clicking on **Filter** will display data about credits:



Below, will see the status for the respective accounts: Delayed, On Time, and Received.



- When clicking on **View**, will display the credit information.



And clicking on **Receipt**, can generate a receipt for this credit.



- When clicking on **Change**, can change the credit information.



- When clicking on **Delete**, can exclude the credit registered.



You can select multiple accounts and register as paid, all at once. Simply select accounts and click on the **Pay**. Agreeing that the payment date will be linked to the day it was marked as paid, thus the "today".



You can even select multiple accounts and exclude, all at once. Simply select the accounts and click on **Delete**. Agreeing that will be excluded immediately and the value does not consist more in the balance sheet.





## UNITS OF CLUBS

### C167 – CLASSES

In this submodule, the Club may accompany the compliance requirement by requirement of each class, regular and advanced classes and leadership class of each member of the Club.

On the screen, two reports will appear: the report **CLASSES** which displays a list of all available classes, how many members are with the virtual card "running" and how many class members concluded; and the report **MEMBERS** which displays a list of all members with their respective classes discharged.

In the report **Classes** to display members who are running the class and members who have already completed the class, click on **Members**.



Here, will appear two lists, one of the members who are running the class **IN PROGRESS** and down a list of members with the class ended **COMPLETED**. Can observed the finished classes click on **View**



Or can observed the classes in course (<100%) click on **Card**.



Or generate the virtual certificate.



Clicking one of the members on **Cards**, in the **MEMBERS** report, appear the running class with the percentage of completed requirements of each class, in line with what were filled in the system.



Clicking on **Card** again, will appear the virtual card with all the requirements of the class, with the option to fill the requirement with date and comments.



Finally, click on **Save**.



When filling in the items of the classes, the percentage column will indicate the degree of progress. Classes already obtained previous years must be completed all fields to reach 100% and having been registered previously in **C012 – Classes**. Only the classes in progress should be completed gradually. Classes are listed by the YMMS automatically based on the member's age.

In the **Members** report in the same initial screen in the submodule displays all club members and the number of classes and honors already completed and released in the Secretary modules, **C012 – Classes** or **C011 – Honors**, and the option to display the available cards as age, for filling for the Club.

Id	Name	Age	Classes	Honors	Role	Cards
----	------	-----	---------	--------	------	-------

The Club has the option to manage and complete data of all members of this module, access or access to each unit can handle its members and card directly into the **Find a Club** portal. This access can be passed directly to the counselor through **C021 – Units** submodule.

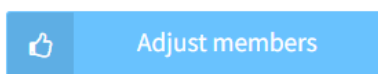
Who monitors compliance with the classes is the Club Director. The final member (Pathfinder or Adventurer) does not have access to the unit corner in the **Find a Club** portal. The vision (PADNAD) is that the relationship *counselors/instructor to members* is always direct and personal, not virtual or distance.

## C020 – MEMBERS

In this submodule, can manage and assign each member of a unit. All members must be on a unit. The Club can create units' "Directive", "Support Team", "Parent" or "Family Network" to assign all members.

Previously, need to create the name of the units, in the **C021 – Units** submodule. On the screen, two reports will appear: the report **MEMBERS IN UNITS** which lists members registered in units; and the report **MEMBERS WITHOUT UNITS** which displays a list of all members without registered in units.

To insert the members in a unit, click on **Adjust members**.



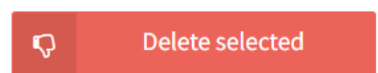
Select the desired unit.

Unit:

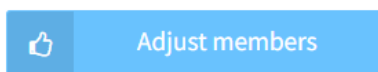
And, after selecting the unit, select the members that will below to the unit and click on **Save**.



In the report **MEMBERS IN UNITS**, you can remove members from their units to register them in others, selecting the members that will remove to the unit and click on **Delete selected**.



In the report **MEMBERS WITHOUT UNITS**, you can register members from their units, repeating the same steps when clicking on **Adjust members**.



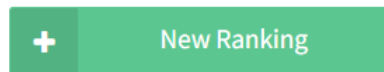
## C168 – RANKING

In this submodule, can create a report unit corner for requirements with questions and still create periods, so that unit leader's member may respond member, directly on the **Find a Club** portal or directly in this submodule also for everyone.

For example: the Club has a report Corner unit with several questions that must be filled member to member as "Present Member", "Punctuality" "She brought the Bible", "Monthly at day", "Compliance with the Classes", etc.

The Club may create this report, create the weeks or periods (weeks or meetings for example) and then every counselor, their access to the **Find a Club** portal, be able to respond to this report weekly and look at the % complete responses of members of the units.

To create a ranking, click on **New Ranking**.

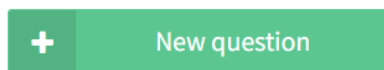


Create a name of the report, starting date and final date and click **Save**.

Report Name:	<input type="text"/>		
Starting date:	<input type="text"/>	Final date:	<input type="text"/>



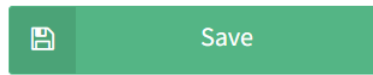
To create questions in your report, click on **New question**.



Create the name of your question and select the type of response. The counselor or instructor can answer checking with the date, number, YES/NO or text.

Question:	<input type="text"/>
Type of response:	<input type="text" value="SELECT THE TYPE OF RESPON..."/>
Points:	<input type="text"/>

After setting the question, the type of response and points, click on **Save**.



To change some question, click in **Change**.



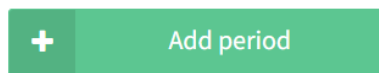
Or to delete some question, click in **Delete**.



To create periods or weeks in which the requirements will be required, click on **Step 03**.



Then click on **Add Period**.



You can rename as from the way you prefer.

Description of the  
period:

Week 1

Name your period and click on **Update**.



To rename some period, click on **Rename**.



Or to delete some period, without answers registered yet, click on **Delete**.



The period is defined here. It can be weekly, biweekly, monthly, bimonthly, etc ... The suggestion is to be at least monthly. Define a name for the time-based period that you choose between one report and another. For example: If the report will be completed fortnightly by the Counselors in the Unit Corner, then the names of the periods could be "Fortnight 01 - March", "Fortnight 02 - March".

To see the loaded answers click on **Answers**. On the screen, two reports will appear: the report **ANSWERS** which lists answers of members; and the report **MEMBERS IN UNITS** which displays a list of all members without completed answer.



- To see the period with answers, if not 0, click on **Answered**.



To change some answer by period, click on **Update**.



Or to delete some answer by period, click in **Delete**.



- To see the period without answers, if not 0, click on **Pending**.



- To answers some question, if not 0 pending, click on **Reply**.



Complete the question and then click on **Save**.



## C021 – UNITS

In this submodule, can create units and showing the answers of rankings of each member of the unit. Also, create a numeric password for each unit and may also select who the counselor or instructor.

To create a unit, select the option **New unit**.



Complete the name of the unit and select the counselor belonging to that unit.

Name of the unit:

Counselor:

Note that you can create a password for the unit, so that the counselor has access through the **Find a Club** portal. After completing the name of the unit, select the counselor, click on **Save**.

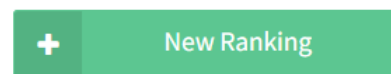


Then, after registering the members in the units in **C020 – Members**, you will can complete the items of the ranking here, select the unit and clicking in **Report**.



Will appear to create a new ranking or to complete one.

- To create a ranking, click on **New Ranking**.



Will be redirected in the **C168 – Ranking** submodule.

- To see answers by question or by members, and complete pending questions or change answered questions, click on Answers.



Will be redirected in the **C168 – Ranking** submodule.

- To change or create some question, click on **Questions**.



Will be redirected in the **C168 – Ranking** submodule.

- To completed the ranking, click on **Completed**.



The next window will show the periods. Click on **Completed**.



Now, will appear the members of the unit, to answer for each of them. Click on **Completed**.



Select the bests option of the answer for each question and click on **Save**. You must need completed all the question.



To change some answered question, click on **Answers**.

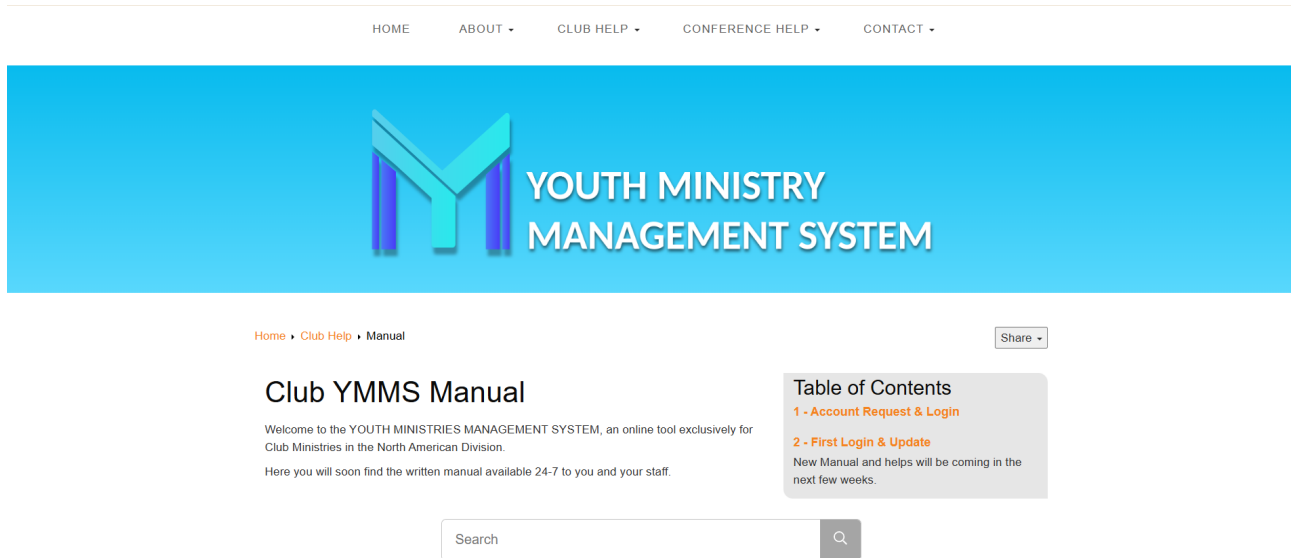




## SU01 – MANUALS

In this submodule, the YMMS redirects to the website of:

<https://help.nadyouth.com/club/manual>



## SU02 – MY CLUB

In this submodule, can see and change the general details of the club. It is important that the data is up-to-date so that users can access the correct information on the **Find a Club** portal. Only club directors and secretaries can access this module.

- **New Logo:** To add or change the club's logo, you must click on **Select JPG/JPEG image**, remembering that the image file must be in JPG/JPEG format and 500 px by 500 px in size.

• 

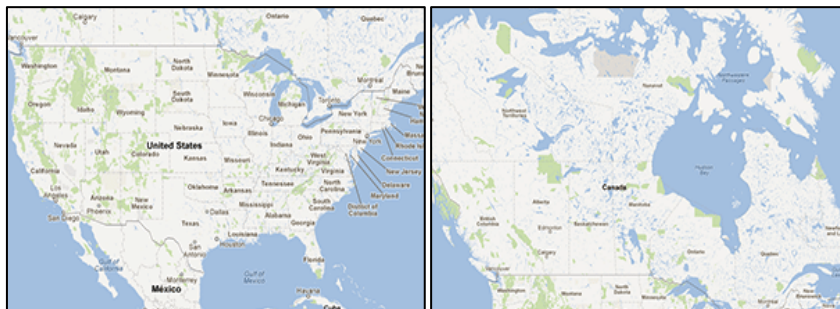
- **Club URL:** If the club has a website, or wants to put a social network, put the link here.
- **Main Meeting:** Register the day of the week that your club's main meeting is held.
- **Time:** Register the starting time of these meetings.
- **Address:** Record the address where your club meets.
- **Zip Code:** This must be the correct zip code, as it is through it that the map identifies the location of where club meetings are held.
- **State:** Your Conference setting up this information, if incorrect, contact the Secretary/Administrative Assistant of your Conference.

- **City:** Your Conference setting up this information, if incorrect, contact the Secretary/Administrative Assistant of your Conference.
- **Foundation:** Register the club's founding date.
- **Email Club:** If the club has it, add it here so people can contact your club.
- **Club Cell phone:** If the club has it, add it here so people can contact your club, but you should know that this number will be visible on the **FIND A CLUB PORTAL**.
- **Location:** Map extracted from the added zip code. If you've already changed your zip code and clicked **Save** the changes, and the tag is still in the wrong place, you can take the tag and move it to your club's main meeting location. If it's too far from the actual location, check the added zip code.
- **Latitude and longitude:** This information changes when the map marker is changed. It cannot be changed manually.
- **Club history:** Here you will write a summary of your club's history.
- **Extra information:** if the club has it, you can write it here.
- **Find a Club Portal:** This is the QRCode that redirects to your club's dashboard on the **Find a Club** portal. Just below the QRCode, there is the link to your club, when you click on it you will see your club details.

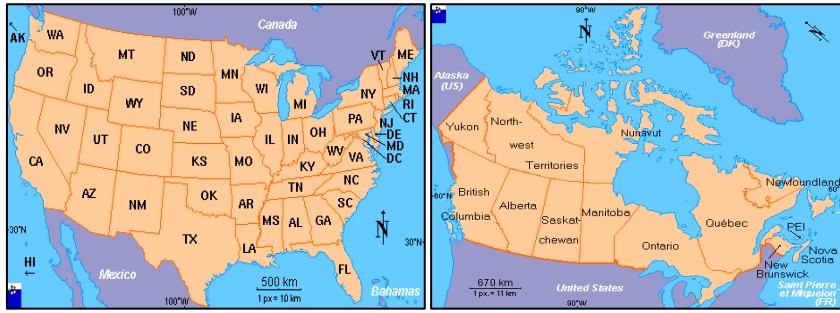
Complete the geolocation data of the club. You can find the **Latitude** and **Longitude** of your Church in the following link:

<http://www.adventistdirectory.org/FindByType.aspx?EntityType>

1. Select your country (United States or Canada) and click on the map image.



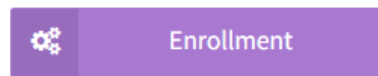
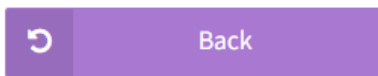
2. Look and select your state/federal district (United States) or province/territory (Canada) and click on it.



Complete the last required information and click on **Save**.



Clicking on **Back** or **Enrollment** will redirect you to **C220 – Enrollment**.



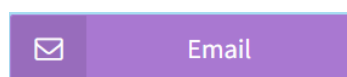
## SU04 – SUPPORT

In this submodule, users can send questions about the YMMS. There are three ways to contact support:

- **Open chat:** This opens a chat window where you can type your questions.



- **Email:** Clicking here will open your email. Type your question and send it to support.



- **Manuals:** This will redirect you to the **SU01 – Manuals** submodule. If support responds to you in the chat and you are no longer logged in, the response will be sent to the email address you registered in the chat window.



The support schedule is detailed in the following table:

Club Secretaries and Directors		
Schedule / Days	Monday – Thursday	Friday
Morning	8:00 am – 12:00 am	
Afternoon	13:00 pm – 18:00 pm	13:00 pm – 16:00 pm

The established time zone (**GMT-4**) is *Campo Grande – Mato Grosso do Sul, Brazil*, where the RDORVAL Solutions in Technology is located.

Remember that the:

- **RDORVAL support team:** Technical problems with the submodules, errors, suggestions about the translation, text or message in other languages, problems with online support such as slow speed when sending message or extremely late attention.
- **Local Conference Support:** Problems with Online Register, reports and doubts of how to use the Youth Ministries Management System, Payments and Register to events, doubts about the evaluation obtained from an item of the year ranking.



**SOLUÇÕES EM  
TECNOLOGIA**

*Rua Raul Pires Barbosa, 619 - Sala 02*

*Campo Grande, Mato Grosso do Sul, Brasil | Código Postal 79050-000*

[contato@rdorval.com](mailto:contato@rdorval.com)

[www.rdorval.com](http://www.rdorval.com)

***ATTENDANCE AND SUPPORT***

*David Santiago Gayoso Cabrera*

*Gustavo de Souza Gomes*

*Nathália Pompeo Oliveira Mochiuti*

***Support Analysts***

**MANAGEMENT AND TRAINING**

Rodrigo Dias Dorval

***Systems Analyst and Webmaster***