

TEXAS CONFERENCE – CLUB MINISTRIES

Youth Ministries Management System YMMS

Step by Step Tutorial



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YMMS Step by Step Tutorial

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<h3>Requirements</h3> <p>Only for Club Director, or Assistant Director, or Club Secretaries.</p> <ul style="list-style-type: none"> ✓ Date of Birth of Staff. ✓ Email Address. ✓ Background Check Eligibility Date for all Adults – click here for example. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>It is required to complete the training and background check, click here for instructions.</p>	<h3>Step 1</h3> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<h3>Step 2</h3> <p>In the login screen, click the button “Request/Reactivate account”.</p> <div style="text-align: center;">  </div> <p>This is the first step to starting your club for the current year cycle in YMMS.</p> <p>If you are a new club leader you will need to request a new YMMS account.</p> <p>Established club leaders will need to reactivate their account.</p>
<h3>Step 3</h3> <p>In the Request Type, select “I don’t have a login to the YMMS”.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>*Request Type: SELECT AN OPTION ▼</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> <p>SELECT AN OPTION</p> <p>I ALREADY HAVE A LOGIN TO YMMS/CMS</p> <p style="background-color: #007bff; color: white; padding: 2px;">I DON'T HAVE A LOGIN TO THE YMMS/CMS</p> </div> </div> 	<h3>Step 4</h3> <p>Fill out ALL the information requested. Read the Privacy Policy and Terms of Use. Check the box “I accept the Terms” and click SUBMIT.</p> <p>It will take the Texas Conference personnel 7 to 10 working days to validate/accept your request, please plan accordingly.</p> <p>Note: The following should not request an account in YMMS themselves. Conference Staff, Area Coordinators, All other Club Staff, Club Members and Parents.</p>	<h3>Important</h3> <p>YMMS will match a user’s (1) Name, (2) Birth Date, and (3) Background Check Verification Date with Adventist Screening Verification as part of the approval process. If any of these three items do not EXACTLY MATCH, the user account will not be approved. When this happens, the user will not be able to access YMMS and possibly not be able to register for Conference events until the error is corrected.</p>

IMPORTANT AND REQUIRED INFORMATION BEFORE STARTING

CLUB STAFF	CHILDREN	ADVENTURERS PARENTS	PATHFINDERS/MASTER GUIDES PARENTS
<ul style="list-style-type: none"> ✓ Date of Birth of Staff. ✓ Email Address. ✓ Background Check Eligibility Date for all Adults. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>If staff has not completed the training and background check, click here for instructions as they MUST complete these steps BEFORE they are allowed to serve in your Club/be registered in CMS.</p>	<ul style="list-style-type: none"> ✓ Info from Local Club Registration. ✓ Pathfinder Local Club Reg. ✓ Adventurer Local Club Reg. <p>Note: A Pathfinder Club Staff's child, if in an Adventurer Club, must be registered under both Clubs separately but with the different Role they have in each Club.</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending combined Pathfinder & Adventurer over night local club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>Click Here for instructions you can share with them before they can be eligible to be registered/attend events.</p>	<ul style="list-style-type: none"> ✓ Date of Birth of Parent. ✓ Email Address. ✓ If attending local Club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver. ✓ Emergency Contact Name/Phone. <p>Click Here for instructions you can share with them before they can be eligible to be registered/attend events.</p>

<p style="text-align: center;">Step 1</p> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<p style="text-align: center;">Step 2</p> <p>In the Short Cut Menu, go to Members and click on Register or under Secretary, click on "C007 – Members" and click New.</p> <div style="text-align: center;"> </div>	<p style="text-align: center;">Step 3</p> <p>Fill out ALL the information requested using the info gathered as detailed above. Make sure to click Save.</p> <div style="text-align: center;"> </div>
<p style="text-align: center;">Step 4</p> <p>Page will refresh and you can look to make sure your Club Member shows in the list below.</p>	<p style="text-align: center;">Step 5 (optional)</p> <p>If you want to View the information you just entered, click on the magnifying glass icon.</p> <div style="text-align: center;"> </div>	<p style="text-align: center;">Step 6</p> <p>If you need to make any Changes to the information you entered, click on the form icon.</p> <div style="text-align: center;"> </div>

Step 1

Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages:

TexasAdventurers.org or

TexasPathfinders.org or


TexasMasterGuides.org

Step 2


In the Short Cut Menu, go to Members and click on Manage.

Step 3A - Activate

To activate, search for the club member. Change the filter by status Disabled and click the filter data button to apply your filter changes.


Filter by status: 

By Unit:

By Role: 

Age between: to

Baptism:




Select the member to be activated and click on the blue check mark 


Note, no users are completely deleted, only their status is changed to "active" or "inactive". Active members show in black.

Step 3B - Inactivate

To inactivate/disable, search for the club member. The default search is for all active members; If change the filter by status ALL and click the filter data button to apply your filter changes.

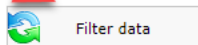
Filter by status: 

By Unit:

By Role: 

Age between: to

Baptism:



Select the member to be activated and click the red X. 

Note, no users are completely deleted, only their status is changed to "active" or "inactive". Inactive members show in red.

Step 1

Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages:

TexasAdventurers.org or

TexasPathfinders.org or

TexasMasterGuides.org

Step 2

In the bottom right corner of password, click on Forgot Password.

Your password



[Forgot password?](#)

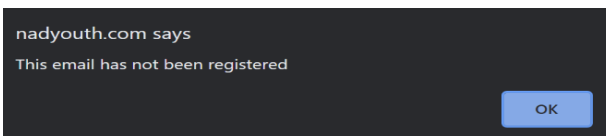
Step 3

Type your email and select your ministry, Click in the send icon.

Enter your email:

Ministry:

If you type the incorrect email or select the wrong ministry, you will receive an error message.



If the information is correct, you will receive an email with instructions.

Step 4

Is important to have a strong password, follow the password recommended guidelines.

Strong password tip from YMMS:

- 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% 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 - (! @ # \$ % & ?)

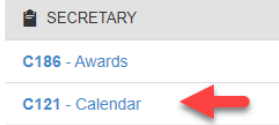
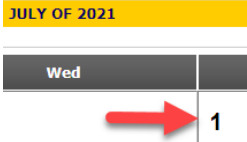
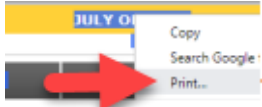


Minimum acceptable: 80%

Possible total: 100%


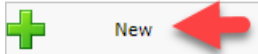
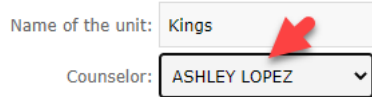
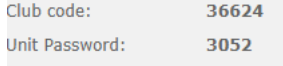
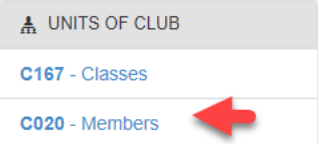

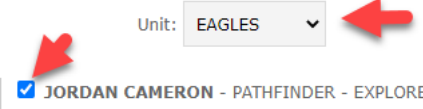
.....



Password entered: 9f5\$Bk@_3#Ee (Characters: 12)

Perfect - Degree of strength: 100%

<p align="center">Step 1</p> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<p align="center">Step 2</p> <p>Look on the left-hand side Menu, click on Secretary and then click on “C121 – Calendar”.</p> 	<p align="center">Step 3</p> <p>Find the Month you wish to add an event in and click on the number of the Date.</p> 
<p align="center">Step 4</p> <p>Add all the required and relevant information. Please be sure to select the correct TYPE of Activity to get credit towards Club of the Year.</p>	<p align="center">Step 5 (Optional)</p> <p>Set an internal reminder for yourself. Note: A Reminder will be sent ONLY if you chose that option to the email you specified.</p>	<p align="center">Step 6</p> <p>For additional events, go back and repeat steps 3 to 5 for all your Club Meetings, Local Club Events and Club of the Year Required Events, etc.</p>
<p align="center">PRINT THE CALENDAR</p> <p>Highlight/select all the days of the month you wish to Print (press and hold the left button on your mouse and highlight down). Right click and Select Print.</p> 	<p align="center">PRINT THE CALENDAR (LIST VIEW)</p> <p>Click on the button at the top right corner. Scroll down to the bottom of the page.</p> 	<p align="center">CHANGE OR DELETE AN EVENT</p> <p>Click on the Event Title in your Calendar, then choose Change or Delete.</p> 

Texas Conference 2021-22 Club Year

<p align="center">Step 1</p> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<p align="center">Step 2</p> <p>We recommend adding all club staff and members before this step.</p> <p>In the Left hand-side Menu, go to Units of Club and click on Units.</p> 	<p align="center">Step 3</p> <p>On the top right corner, click on the “+ New” Button.</p>  <p>Name each class, for example, Friends or Helping hands.</p> <p>Optional - add an identifier for multiple Counselors/Instructors per class level, for example: Friends Class 1 or Friends Mrs. Tenorio.</p>	<p align="center">Step 4</p> <p>On the drop down, select the counselor.</p>  <p>Note: Only Counselors who are already registered in YMMS with the Role will show up as an option.</p> <p>Write down the Club Code and Password for your records and to give to each counselor.</p>  <p>Click Save.</p>
<p align="center">Step 5</p> <p>Once all classes are created with a counselor, click on Units of Club and then Members.</p>  <p>Note: Members must be Registered for Classes and show up on the Class Level Roster.</p>	<p align="center">Step 6</p> <p>Click on the “+New” Button.</p>  <p>Select the Unit from the dropdown.</p>  <p>Check the checkbox next to each child’s name who you want to add to that class and then click Save.</p>	<p align="center">Step 7</p> <p>Email your counselor the following info:</p> <ul style="list-style-type: none"> • Club Code • Unit Password • Tutorial - How to... Record Club Member’s Class Level Progress 	<p align="center">Step 8 Corrections</p> <p>If any member were assigned into the wrong Unit</p> <ol style="list-style-type: none"> 1) Go back to Step 5 2) Search for the child in the section called 3) The click on the Red X under the Delete column 4) Start again at Step 6

<p style="text-align: center;">Step 1</p> <p>Using the Club Code and Password your Director/Secretary has emailed you, please visit: English Access or Spanish Access</p>	<p style="text-align: center;">Step 2</p> <p>You will see the list of members assigned to your class.</p> <p>Note: If the list is incorrect, contact your Club Director or Secretary to get them assigned correctly.</p> <div data-bbox="1141 504 1421 696" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Member</p> <p>SALLY SUE ADVENTURER - HELPING HAND</p> <hr/> <p>SAMUEL STEWART ADVENTURER - HELPING HAND</p> </div>	<p style="text-align: center;">Step 3</p> <p>On the right-hand side, click on the Cards Icon to access that member Class Level Cards.</p> <div data-bbox="1951 354 2091 458" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 60px; text-align: center;">  Cards </div> <p>Click on the Fill in Button for the Class Level that you are responsible for teaching.</p> <div data-bbox="1951 586 2079 691" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 60px; text-align: center;">  Fill in </div>				
<p style="text-align: center;">Step 4</p> <p>For each requirement fill in the Date of Completion and any Comments.</p> <div data-bbox="300 932 810 1003" style="border: 1px solid #ccc; padding: 5px; margin: 10px auto; width: 180px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 2px;">Date</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 2px;">Observations/comments</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Enter the date</td> <td style="border: 1px solid #ccc; padding: 2px;">Note (optional)</td> </tr> </table> </div> <p>You can always return to edit the Card within the club year.</p> <p>Note: Directors and Secretaries can access to verify % of completion for each member directly.</p>	Date	Observations/comments	Enter the date	Note (optional)	<p style="text-align: center;">Step 5</p> <p>Save the updates regularly by clicking the "Update Card" Green Button.</p> <div data-bbox="1174 986 1358 1053" style="border: 1px solid #333; padding: 5px; margin: 10px auto; width: 70px; text-align: center; background-color: #27ae60; color: white;"> Update card </div>	<p style="text-align: center;">Step 6</p> <p>To update someone else's card, click on the "Previous Page" Blue Button to go back to the list of class members and follow step 3.</p> <div data-bbox="1931 996 2107 1058" style="border: 1px solid #333; padding: 5px; margin: 10px auto; width: 70px; text-align: center; background-color: #3498db; color: white;"> Previous page </div>
Date	Observations/comments					
Enter the date	Note (optional)					

Step 1

Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages:

TexasAdventurers.org or
TexasPathfinders.org or
TexasMasterGuides.org

Step 2

In the Left hand-side Menu, go to Units of Club and click on Classes.



Step 3

Check Progress by:

Group - All in one Class Level and then members within that Class Level.

Individual - Individual members for ALL Class Levels they have participated in and then Individual Class Level.

Step 4- Group

After Step 2, To see the progress of all the Club Member for a Class levels, scroll down to the section Classes and click on the magnifying glass icon under the column called Members.

Class	Progress	Completed	Members
COMPANION	0	0	
EXPLORER	0	1	

If you are interested in a particular member's progress, click magnifying glass icon under Card.

Step 5 – Individual

After Step 2, To see the progress of the Club Member for all Class Levels at once, scroll down to the section Members and click on the magnifying glass icon under the column Card.

Id	Name	Age	Classes	Honors	Role	Cards
1381191	ANA CRUZ	9	0	0	PATHFINDER - FRIEND	

If you are interested in a particular member's progress, click magnifying glass icon under Card.

Step 1

Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages:

TexasAdventurers.org or

TexasPathfinders.org or

TexasMasterGuides.org

Step 2

In the shortcut Menu, or under Secretary go to Members.

Search for the Director or Secretary name.

Step 3A

Ex-Director/Secretary leaving the club

If the Past Director or Secretary is not staying with the club as staff or parent, inactivate the user by clicking the X icon.

Name	Age	Role	Active	Medical form (Expiration)	See	Password	Change	Inactivate
DEMO DIRECTOR	39	CLUB DIRECTOR	YES	PENDING				

Step 3B

Ex-Director/Secretary staying with the club

If the Past Director/ Secretary is staying with the club as staff/parent: On the column called Change click on the Edit Icon.

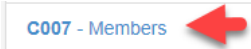

Name	Age	Role	Active	Medical form (Expiration)	See	Password	Change	Inactivate
DEMO DIRECTOR	39	CLUB DIRECTOR	YES	PENDING				

Update the new role and accept the terms.

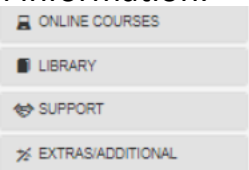
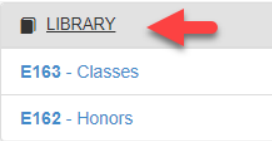


*Role: CLUB DIRECTOR

CLUB TREASURER

Note: If you are needing them to have Club Staff access, please follow the How to...Give access to Parents and Club Staff Tutorial.

<p>Important: Staff/parents will ONLY have access to the Library of Class Requirements and Honors/Awards. This is an optional resource.</p> <ol style="list-style-type: none"> 1) If a Staff/Parent is part of Adventurer and Pathfinder or Master Guides, it is not necessary for them to have more than one account because the library has Pathfinder/Master Guides and Adventurer Class and Honor/Award requirements together. 	<p style="text-align: center;">Step 1</p> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<p style="text-align: center;">Step 2</p> <p>On the left-hand side Menu, click on Secretary and click on C007 – Members.</p> 	<p style="text-align: center;">Step 3</p> <p>On the right-hand side you can search for the staff/parent. Then click on the Lock Icon.</p> 
<ol style="list-style-type: none"> 2) We recommend Usernames be very specific to the person/club. 3) We recommend users to update their password using the tutorial...Change or Reset Password. 4) Copy all the info you created BEFORE clicking SAVE as it will lock you out once you click save creating the user account. 	<p style="text-align: center;">Step 4</p> <p>Create the Username, for example PFJaneDoe.</p> <p>Note: It is optional to add PF or Adv or MG to the Username, this will be for access control.</p>	<p style="text-align: center;">Step 5</p> <p>Create the Password following the requirements.</p> <p>Note: You can double check/copy the password by looking right under the password text box.</p>	<p style="text-align: center;">Step 6</p> <p>Copy for your own records the Staff/Parent Username and Password, then click Save.</p> <p>Note: If the user forgets their username, you should have this information. If the user needs to reset their password, use the tutorial “Change or Reset Password”.</p>

Texas Conference 2021-22 Club Year

<p style="text-align: center;">Step 1</p> <p>Log into your YMMS account at NADYouth.com or any of your Texas club ministry pages: TexasAdventurers.org or TexasPathfinders.org or TexasMasterGuides.org</p>	<p style="text-align: center;">Step 2</p> <p>Use the Username and Password that your director/secretary emailed you.</p> <p>The system will ask you to update your password.</p> <p>NOTE: If the system pop-up mention, “The User does not have an email”, please provide your email to your director or secretary, they will update your records.</p>	<p style="text-align: center;">Step 3</p> <p>As a Parent / Club Staff you will have limited access to general information.</p>  <p>Your Club Director may ask you to visit the library for resources.</p> 
<p style="text-align: center;">Classes</p> <p>Classes refers to the Pathfinder and Adventurer Class Levels. Here you can check the requirements for each class.</p> <p>Click on the search icon to see the specific requirements.</p> 	<p style="text-align: center;">Honors</p> <p>In Honors you will find the requirements and answers to Master Guides/Pathfinder Honors, Adventurers Awards, Chips and Stars from the NAD and other conferences (as they are added into the system).</p> <p>Click on to search icon to see the specific requirements.</p> 	<p style="text-align: center;">Advanced search</p> <p>You can always Search for specific Honors, Awards, Chips or Star using the Search bar.</p>