









STAFF/PARENT SELF CLUB REGISTRATION



<p>Set Up - Step 1</p> <p>Log into your YMMS account at NADYouth.com</p>	<p>Set Up - Step 2</p> <p>Go to the "C216 – Enrollment" sub-module under the Secretary module.</p>	<p>Set Up - Step 3</p> <p>Go to the Settings button  and fill in the data about your Club. </p> <p>Check both options for "Club enabled in Find a Club" and "Available Pre-Registration."</p> <p>Optionally you can include a PDF of your club handbook or welcome letter in the "Internal Regulation" as a file upload. </p>
<p>Set Up - Step 4</p> <p>Generating a key to send parents and staff is also important. Simply click the Generate Key button to create a new key.</p> <p>Now you can copy the Key and the Club Registration Link in either English or Spanish to send to your parents and staff.</p>	<p>Review Submissions - Step 1</p> <p>Once a parent or staff has submitted a Registration for your club, it will be listed and waiting for you to approve in the "C216 – Enrollment" sub-module under the Secretary module.</p> <p>Select the Validate icon to review the submitted application. </p> <p>Click the "Select registration option..." and specify if this is a new registration or an update to an existing registration. Then click the "Select Option" Button </p>	<p>Review Submissions - Step 2</p> <p>Scroll down and review the information.</p> <p>To accept new registrations, click the "Insert New" button. </p> <p>To accept updates, click either the Update Button  to accept the new information "as-is" or the "Update and Edit" button to modify and accept the new information. </p>