





# ADD EVENTS TO YOUR CALENDAR



<p><b>Step 1</b></p> <p>Log into your YMMS account at <a href="http://NADYouth.com">NADYouth.com</a></p>	<p><b>Step 2</b></p> <p>Look on the left-hand side menu, click on Secretary and then click on "C121 – Calendar".</p> 	<p><b>Step 3</b></p> <p>Find the Month you wish to add an event in and click on the number of the Date.</p> 
<p><b>Step 4</b></p> <p>Add all the required and relevant information. Please be sure to select the correct TYPE of Activity.</p>	<p><b>Step 5 (Optional)</b></p> <p>Set an internal reminder for yourself. Note: A Reminder will be sent ONLY if you chose that option in the email you specified.</p>	<p><b>Step 6</b></p> <p>For additional events, repeat steps 3 to 5 for all your Club Meetings, LocalClub Events, and other events.</p>
<p><b>PRINT THE CALENDAR (GRID)</b></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><b>PRINT THE CALENDAR (LIST)</b></p> <p>Click on the button at the top right corner. Scroll down to the bottom of the page.</p> 	<p><b>CHANGE OR DELETE AN EVENT</b></p> <p>Click on the Event Title in your Calendar, then choose Change or Delete.</p> 