

2022-2023
PATHFINDER AND ADVENTURER CLUB

**REQUIRED
PAPERWORK**

DUE DATES, CLUB OF THE YEAR REQUIREMENTS,
EVENTS DATES, CLUB REGISTRATION STEPS,
ADVENTIST SCREENING VERIFICATION (STERLING)
AND YMMMS INSTRUCTIONS

CAROLINA CONFERENCE

IMPORTANT INFORMATION

2022-2023 PAPERWORK DUE DATES

OCT 3	Club Registration + Initial Report
NOV 7	Quarterly Report #1 + Inspection Request + COY Intent Form
DEC 5	Can Collection Report + Outreach Project Proposal + PBE Registration
JAN 9	Investiture Request Form
FEB 6	Quarterly Report #2
MAR 6	Work Bee Registration
APR 6	Outreach Project Report
MAY 1	Quarterly Report #3 + Club of the Year Summary + Pathfinder of the Year App

ALL FORMS AND REPORTS LISTED ABOVE WILL BE AVAILABLE FOR SUBMISSION ON THE YMMS SYSTEM **2 WEEKS PRIOR TO THE DUE DATE LISTED.**

Notice: All YMMS submission windows go from Monday to Monday and all due dates are on the first Monday of each month. i.e: if the due date is Nov 7, the window to submit reports opens on Oct 24.

MANDATORY STEPS TO BE AN OFFICIAL CLUB

These are the steps that clubs need to complete in order to:

- Earn Certificate of Operation
- Attend the Southern Union Camporee @ Camp Kulaqua
- Register Your Club Officially

Completing these steps by October 3 is a requirement to qualify for Club of the Year.

STEPS CHECKLIST:

☐ 1. CLUB REGISTRATION on YMMS www.nadyouth.com

- Every club will need to request an account in the Youth Ministries Management System (YMMS). This step must be completed by either the Club Director or Club Secretary (see page 4 for instructions).
- Add members and event dates to your club calendar on YMMS.

Note: if your club is already on YMMS, you will **ONLY** need to update member roles, add new members and/or deactivate ex-members and add calendar dates for the 2022-2023 club year.

☐ 2. ADVENTIST SCREENING VERIFICATION www.ncsrisk.org

Each adult staff member must complete their Adventist Screening Verification (**background check and training modules**) through Sterling Volunteer. Legal names **MUST** be used through the entire process (see page 5 for instructions).

- Driver Questionnaire Checklist:

Please process all Driver Questionnaires for any Volunteer Drivers you might have for the year. Anyone driving kids (other than their own) to club events/activities need to be Eligible as Drivers on Sterling Volunteers.

☐ 3. SUBMIT INITIAL REPORT on YMMS www.nadyouth.com

Please make sure to submit your Initial Report on YMMS, so that we can verify that steps 1 and 2 have been completed (see page 9 for instructions).

1. CLUB REGISTRATION ON YMMS

ONLY CLUB DIRECTORS, SUB-DIRECTORS OR SECRETARIES ARE AUTHORIZED TO MAKE CHANGES TO THE CLUB ACCOUNT

1. Complete the **Adventist Screening Verification** (Training and Background Check) process on Sterling Volunteers www.ncsrisk.org (see instructions on page 5)
2. Request a **personal account on YMMS**: www.nadyouth.com (you will be asked for your verification date from Sterling Volunteers)



NOTE: Your account needs to be approved by the conference before you can log in, if you try to log in right away it is going to say that your account cannot be found. **Do not create another one, just let us know and we will approve it.**

3. Add members to your club* on YMMS (there are two ways to complete this step):
 - a. Club Directors, Sub-directors and Secretaries are authorized to register members from their dashboard (see instruction on pages 7 and 8)
 - b. Members (staff/pathfinder/parents) can self enroll (see instructions on page 9)
4. Enter Calendar Dates on YMMS (see instructions on page 13)
5. Complete the initial report on YMMS (see instructions on page 14)

**In order for any member older than 18 to be registered on YMMS, they must first complete the Sterling Volunteer process (Training Modules and Background Check)*

2. ADVENTIST SCREENING VERIFICATION (STERLING VOLUNTEERS INSTRUCTIONS)

REMEMBER:

LEGAL NAMES MUST BE USED THROUGHOUT THE WHOLE PROCESS

Step 1: Go to www.ncsrisk.org and click on the first-time registrant button

Step 2: Click on the green arrow to begin the registration process

Step 3: Click on "Seventh-Day Adventist Church"

Step 4: Select the State in which your Club is located (North Carolina/South Carolina)

Step 5: Select the Conference where you work or volunteer (Carolina Conference)

Step 6: When asked if you have previously registered, click "No"

Step 7: Create a user ID and a password you can easily remember. It's recommended to use your email address for your username.

Step 8: Please provide the information requested on the screen. (Note: Do not click the back button or your registration will be lost).

Step 9: Select your primary location where you work or volunteer and click continue. If you work or volunteer in another location, please select 'Yes' and then select the location.

Step 10: Select your role(s) within the organization (multiple may be selected).

Step 11: Click on the green circle to begin the online training. Upon completion, the last screen will allow you to print a certificate.

Step 12: Please read the instructions regarding the details of the online training and then proceed. Select 'Click Here' to begin the online training (Note: Training can take up to half an hour).

Step 13: Upon completion of your online training, you will be instructed to complete your background check. Please complete the steps within the background check process (Note: The background check will only take 5-10 minutes).

Step 14: Review and complete the consent terms and mark the boxes to agree. Enter your First and Last Name as it appears on your legal document and enter your SSN or mark the box that says "No SSN".

Step 15: Confirm the information is correct and **DON'T FORGET TO CLICK the "Submit Background Check" button at the end.** Once the background check has been successfully processed you will be notified via email.

2. ADVENTIST SCREENING VERIFICATION (STERLING VOLUNTEERS INSTRUCTIONS)

ADDITIONAL DETAILS:

How to retrieve your verification date:

Once the online training and the submission of your background check is completed (after completing up to Step 15), you can login to your account and **click on 'My Report'** to view your online training, retrieve a certificate, and **view your background check completion/verification date.**

Sterling Volunteers

Training

Online Training Courses
Training Report
Message Center
My Report
Share My Report

My Report

BACKGROUND SCREENING

Date	Type & Provider	Name Submitted	Run By	Status	Results
01/05/2020	L2 + DR VVV		REGISTRATION	Approved	Eligible
01/29/2017	L2 + DMV Verified Volunteers		REGISTRATION	Approved	Eligible

TRAINING

Module	Assigned	Started	Completed
Child Protection Online Awareness Session	1/29/17	01/29/17	01/29/17

Verification Date

Update My Account Logout

Your Name
Carolina Conference

You can also access 'Update My Account' on the top right corner of your screen to update your personal information.

REGISTER MEMBERS ON YMMS

(REQUIRED INFORMATION BEFORE STARTING)

CLUB STAFF:

- Staff's Date of Birth
- Email Address
- Background check completion/verification date for **ALL** adults (see page 6 for how to retrieve)
- Approved Driver Questionnaire Form if they will be a Volunteer Driver

*Staff **MUST** complete Adventist Screening Verification **BEFORE** they are allowed to serve in your club/are registered in YMMS.

CHILDREN:

- Info from Club Registration
 - Pathfinder Application Forms
 - Adventurer Application Forms

1.3 REGISTER MEMBERS ON YMMS INSTRUCTIONS

**IF YOU ARE A CLUB DIRECTOR, SUB-DIRECTOR OR SECRETARY
AND YOU WANT TO ADD MEMBERS TO YOUR CLUB:**

Step1: Log into your account at www.nadyouth.com


Step 2: In the **Shortcut Menu** go to **Members** and click on **Register**

The screenshot shows the NAD Youth website dashboard. At the top, there is a header with a user profile icon, the text 'YOUR NAME CLUB ASSISTANT DIRECTOR', and navigation links for 'Home' and 'Log Off'. Below the header is a 'Shortcut Menu' with several icons. The 'Members' icon, which shows a person with a plus sign, is highlighted with a red box. A red arrow points from the 'Members' icon to the 'Register' button in the 'Members' section. The dashboard also includes sections for 'Message for you', 'Your last access', and 'Latest forum posts'.

Last post	Title	Last author	Answers	See
21/08/2022 14:15:00	DRUM CORPS - CONFERENCE	ROSAURA FIGUEROA - FLRC	10	
03/09/2022 22:43:55	I AM THE DIRECTOR - ADVENTURERS	BARBARA VIEIRA - TXSC	0	
23/06/2022 11:33:33	SHARE ADVICE - Q&A - CONFERENCE	MIDIAM SEBASTIAN - FLRC	2	
31/03/2022 19:25:00	STAYING CONNECTED - CONFERENCE	DORIS RIVERA OSORIO - FLRC	20	

Step 3: Fill out **ALL** the information requested and remember to **CLICK SAVE**

Step 4: Once you have saved the new member, they should appear on the following screen listed along with the rest of the club members

Step 5: To view information you entered click on magnifying glass 

Step 6: To make changes click on the Edit icon 

ACTIVATE SELF ENROLLMENT OPTION ON YMMS

Step 1: Log into your account at www.nadyouth.com

Step 2: In the **Left-hand side Menu** go to **Secretary** and click on **C216 - Enrollment**

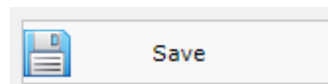
Step 3: On the **Right-hand side top corner** click on the **Settings** Button

Step 4: Add an email address where you want to receive any notifications if someone registers

Step 5: Be sure to have **both Options with Check Marks** or this will not work on the member end, and click **Save**

Club enabled in Find a Club: ☒

Available Pre-Registration: ☒



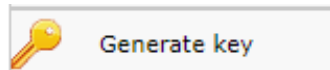
Optional: Add a document with info you wish for your members to download

Internal Regulation:

It needs to be one document (PDF, Max 2 MB)

This could include: Calendar, Event Flyers, Medical Consent Forms, etc.

Step 6: Click on **Generate Key** button



This key (combination of numbers and letters) will show up in a pop-up window and in the top left corner of the next screen.

New keys can be generated each year, but if needed to be done sooner, communicate this change to everyone needing the key as old keys will NOT work once a new one is generated.

Step 7: Send your members the English or Spanish Registration Links along with the key to have them fill in or update their information.

Pre-registrations open: Yes
Club Registration Key: 42058
Club Registration link - English:
Club Registration link - Spanish:

SELF ENROLL / SELF UPDATE MEMBER INFO

Your club may have sent you several items:

1. Link - English or Spanish
2. Club Registration Key
3. This tutorial
4. Role to Select

BEFORE STARTING:

Have background check info ready if you are a staff member.

Step 1: Preferably using a Laptop, Tablet or Desktop: click the link and go to the section that says **"Fill in the data to get started"**

Step 2: Fill the information using the **Club Registration Key**. Full Name and Date of Birth **MUST** match what legally used for your Sterling Volunteer Background Check.

Step 3: Click the **Start Pre-Registration Button**. If you had a typo, on the next page you will be able to click on "Change initial data"

Step 4: Download/review the Internal Regulations for the club you are joining.
Note: some Club Directors choose to use this function and others may not.

Step 5: Select your Role. Note: your club director or Staff may have asked you to pick a specific role. Please follow their instructions, or ask them.

Step 6: Fill in the rest of your information. Note: If you are a Staff Member, your Verification Date is your Background Check date (from Sterling Volunteer)

REMEMBER TO: Accept the terms, Sign your Name and Click "Finalize Pre-Registration".

Congratulations, you have self-enrolled and now your club will need to process your pre-registration. Let them know you have completed your side of the process.

MANAGE ENROLLMENT REQUESTS

Step 1: Log into your account at www.nadyouth.com

Step 2: In the Left-hand side Menu go to Secretary and click on C216 - Enrollment

Step 3: If anyone has self-enrolled, this will show up as a list. Their status can be one of these three:

Status	
CHECK	Members with this status may have information that seems familiar to the System, it may be a New or Returning member
REGISTER	Members with this Status may be a New member
UPDATE	Members with this Status have information already in the System. It would be a Returning member.

Step 4: Sort the registration by **Status** if you wish. Then Click on the Green thumbs-up icon to see what the person filled in.

NOTE: If someone shows up multiple times in the list you can still follow Step 4 and then scroll to the bottom and Click **Delete**

Step 5: IF the Drop-down appears select **New Profile** and click on "**Select option**". No drop down Menu should show up for UPDATE since the member being updated has already been identified.

Step 6 (For NEW members): Verify the information and click **Insert New**, if you need to edit any of their information such as Role, Background Check Date, etc. please, refer to the tutorial on **How to Change current Member Data Manually** **OR** tell them to go back in, now that they have a profile, follow the same steps again but this time the window will auto populate the information and they can edit anything needing to be updated. Then follow the Returning step.

Step 6 (For UPDATE/RETURNING members): NO drop-down Menu will show but Verify the info and click **Update or Update and Edit**.

CHANGE CURRENT CLUB MEMBER DATA MANUALLY

CHANGE PAST DIRECTOR/SECRETARY TO CLUB STAFF

Step 1: Log into your account at www.nadyouth.com

Step 2: In the Short Cut Menu go to **Members** and click on **Manage**



Step 3: On the right hand side **Search Bar**, type the Club Member / Past Director / Secretary name

Search:

Step 4: On second to last column "Change" click on the **Edit icon** 

Step 5: At the top change the **Role** by selecting their new role from the drop down list to their new staff role for the current Club Year.

Step 6: Scroll all the way to the bottom. Accept the terms. Then click **Save**

*I accept the Terms: ☒



Save

ADD EVENTS TO YOUR CALENDAR ON YMMS

Step 1: Log into your account at www.nadyouth.com

Step 2: In the left hand side Menu click on **Secretary** and then on "C121- Calendar"

Step 3: Find the **month** you wish to add an event in and **click on the date number**

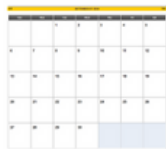
SEPTEMBER OF 2022			
Wed	Thu	Fri	Sat
	1	2	3
7	8	9	10

Step 4: Add all the relevant information. ***ALL THE INFO IS REQUIRED Please be sure to select the correct TYPE of Activity in order to get credit towards the Club of the Year.** You can set an optional internal reminder for yourself. Note: A reminder will be sent ONLY if you chose that option. The reminder will be sent ONLY to the email you specified.

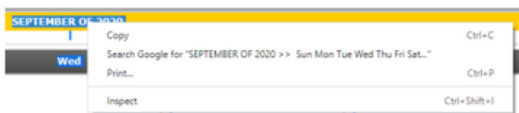
Step 5: Please **go back and repeat** these steps for all your Club Meetings, Local Club Events and Club of the Year required events, etc. ***If you made any mistakes: Click on the Event Title** in your Calendar and choose **Change or Delete**.

Step 6:

If you wish to print the Calendar in Calendar View:

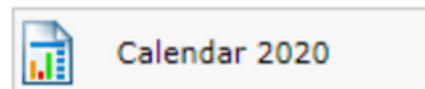


Highlight/select the Month Name with your mouse, (press and hold the left button on your mouse and highlight down) to the last date of the month. Right Click and Select Print.

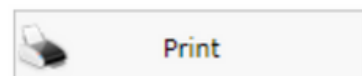


If you wish to print the Calendar in List View:

Click on the button on the top right corner.



Scroll down on the page and click on Print



3. SUBMITTING REPORTS ON YMMS

ALL REPORTS NEED TO BE SUBMITTED THROUGH YMMS

Step 1: On the left hand side menu click on "Ranking"

Step 2: Then click on "Online Report"

Step 3: Click on icon under "Fill in"

The screenshot shows the YMMS interface. On the left, a sidebar menu lists various options: ONLINE COURSES, EVENTS, INVENTORY, LIBRARY, RANKING (circled in red), C091 - Online report, SECRETARY, TOOLS, TREASURER, and UNITS OF CLUB. On the right, a table displays a single entry for the 2020/2021 PATHFINDER QUARTERLY REPORT. The 'Fill in' column for this entry contains a green icon with a red arrow pointing to it. Above the table, there are buttons for Display, Columns, Copy, Print, and Export. The table has columns for N°, Title, Fill in, Pending, and Answer.

Step 4: Click on "Reply"

The screenshot shows the 'Requirements for completion' form. It has a sidebar menu on the left with options: ONLINE CO, EVENTS, INVENTORY, LIBRARY, RANKING, C091 - Online r, SECRETARY, TOOLS, TREASURER, and UNITS OF C. The main content area is titled 'Requirements for completion' and shows a section for 'A - NOVEMBER 09/2020'. Under this section, there are two rows of data. The first row is for 'A - NUMBER OF PATHFINDERS REGISTERED IN CLUB' with a value of 1 and a 'Reply' button circled in red. The second row is for 'B - NUMBER OF ADULT STAFF' with a value of 1 and a 'Reply' button. Below these, there is a section for 'C - HAD SPIRITUAL EMPHASIS AT EACH MEETING?' with two rows: 'NO.' with a value of 0 and a 'Reply' button, and 'YES.' with a value of 1 and a 'Reply' button.

Step 5: Enter information and click "Confirm"

The screenshot shows the 'Registration requirement' form. It has a title bar 'Registration requirement' and a main content area. At the top, it says 'Selected response: CLICK HERE TO CONTINUE COMPLETING.' Below this, there is a section for 'Observations/comments' with a text input field. Underneath, there is a section for 'Number of Pathfinders Registered in Club:' with a text input field and a red note '(Enter only number)'. At the bottom, there are two buttons: 'Confirm' (circled in red) and 'Back'.

CLUB OF THE YEAR

REQUIREMENTS

In order to qualify for the **Club of the Year award**, clubs must check all the boxes and **fill out the Club of the Year Summary report by May 1, 2023.**

- ☐ **Completed mandatory steps to be an official club by Oct 3, 2022**
 - 1. Club Registration on YMMS
 - 2. All staff screened (Adventist Screening Verification)
 - 3. Driver Questionnaires
 - 4. Submit initial report on YMMS
- ☐ **Submitted monthly news and pics on YMMS**
- ☐ **Had at least 2 meetings a month (3 hours min x month)**
- ☐ **Had representation at the Pathfinder/Adventurer Leadership Convention (Aug 2022)**
- ☐ **At least 80% of eligible club members attended the designated Pathfinder Camporee/Area Campout or Adventurer Fun Day**
- ☐ **Had full club participation in a pre-approved Outreach Activity reported on YMMS (Pathfinder clubs need at least 20 hours major Outreach activity)**
- ☐ **Submitted ALL quarterly reports on YMMS by its due dates (Nov/Feb/May)**
- ☐ **Had an Induction Service, Pathfinder/Adventurer Sabbath and Investiture Service**
- ☐ **Had a formal Club Inspection**
- ☐ **Will have representation at Camp Meeting 2023 (Award Ceremony on June 4)**
- ☐ **Will have at least 1 activity during the summer 2023**

If your club will pursue the goal of becoming a Carolina Conference "Club of the Year", you must understand that this requires a lot of planning and work, but that it also brings rewards to the club and its members.

Please fill out the Club of the Year Intent Form on YMMS by Oct 3.

Visit our online calendar at:
www.carolinasda.org/youth-calendar-of-events

2022 CALENDAR

- September 16 – 18** MG Backpack Training
September 17 World Pathfinder Day
October 12 – 16 Union Pathfinder Camporee at Camp Kulaqua
November 4 – 5 Low Country Campout
November 4 – 5 Impact Youth Rally at MPA
December 4 Ice Skating at Greenville SC
December 16 Young Adult Summit – Arden Church

2023 CALENDAR

- January 13 – 14** Pathfinder Council Members Meeting at Nosoca
January 15 Adventurer Council Members Meeting at Nosoca
January 20 Young Adult Summit – Asheboro
January 28 PBE Area Level Test
February 24 – 26 Awaken Conference
February 25 PBE Conference Level Test
March 3 – 4 Alive Youth Rally – Spartanburg
March 25 PBE Union Level
April 14 – 15 Pathfinder Council Members Meeting at Nosoca
April 16 Adventurer Fun Day at Nosoca
April 28 – 30 Work Bee at Nosoca
April 28 Young Adult Summit – Greenville North
May 28 – June 3 Carolina Conference Camp Meeting
June 3 Pathfinder Parade and Ceremony
August 25 – 27 Leadership Weekend at Nosoca Pines Ranch