



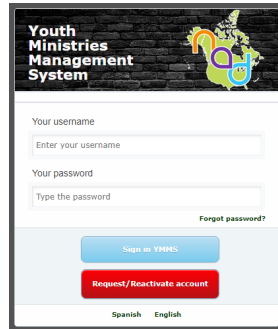
YMMS Tutorial



Carolina Conference Pathfinder/Adventurer Register Members into Class Levels

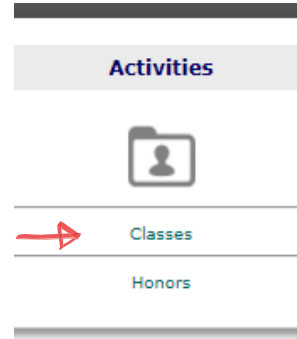
Step 1

Log into your account at padcms.org



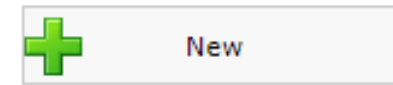
Step 2

In the shortcut Menu go to Activities and click on **Classes**



Step 3

On the top right corner Click on the "+ New" Button

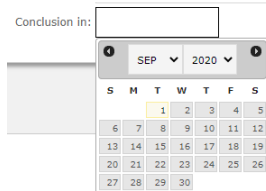


Step 4a

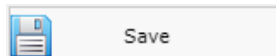
If you are only registering one child into one class:

Select the child's name in the "Member" drop-down then select the **Class**

Type the Instructor's **Name** and the **Date** when the class will end



ALWAYS remember to click **Save!**



Step 4b

If you are registering multiple children into one class:

Click on the "By Class" button on the bottom

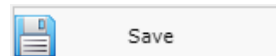


Select the **Class**

Select the children by clicking on the box next to each name

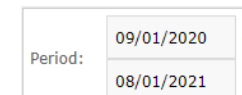
Type the Instructor's **Name** and the **Date** when the class will end

ALWAYS remember to click **Save!**



Step 5

To see the updated list of children registered change the **Period** on the top left to current parameters then click "Filter Data"



You will be able to see all the children in your club and if they are registered for a class this year by clicking the magnifying glass next to their name.

**If you registered a child in the wrong class level click the and start at Step 2 above again.*