



HELP!

**THERE ARE PEOPLE IN YMMS
THAT:**

- 1) ARE NO LONGER PART OF
OUR CLUB**
- 2) COMING BACK AS MEMBERS**
- 3) CHANGED ROLES**





YMMS - How to...

Deactivate/Reactivate a Club Member

Florida Conference Pathfinder/Adventurer Club Year

Let's get started!

<p style="text-align: center;">Step 1</p> <p style="text-align: center;">Log into your account at www.nadyouth.com</p> 	<p style="text-align: center;">Step 2</p> <p style="text-align: center;">In the Short Cut Menu go to Members and Click on Manage</p> 	<p style="text-align: center;">Step 3</p> <p style="text-align: center;">Look at the top left corner and change all the boxes to match the example below:</p> <p>Example:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Filter by status:</td> <td style="padding: 2px;">ALL ▾</td> </tr> <tr> <td style="padding: 2px;">Medical form:</td> <td style="padding: 2px;">ALL... ▾</td> </tr> <tr> <td style="padding: 2px;">By Unit:</td> <td style="padding: 2px;">ALL UNITS... ▾</td> </tr> <tr> <td style="padding: 2px;">By Role:</td> <td style="padding: 2px;">ALL ROLES... ▾</td> </tr> <tr> <td style="padding: 2px;">Age between:</td> <td style="padding: 2px;">00 ▾ to 100 ▾</td> </tr> <tr> <td style="padding: 2px;">Baptism:</td> <td style="padding: 2px;">ALL ▾</td> </tr> </table> </div> <p style="text-align: center;">Click Filter Data Button.</p> 	Filter by status:	ALL ▾	Medical form:	ALL... ▾	By Unit:	ALL UNITS... ▾	By Role:	ALL ROLES... ▾	Age between:	00 ▾ to 100 ▾	Baptism:	ALL ▾
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<p>Step 4</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top; padding: 10px;"> <p style="text-align: center;">All Active Members will be in BLACK text</p> <p style="text-align: center;">To Inactive click on the</p> <p style="text-align: center;"></p> </td> <td style="width: 50%; vertical-align: top; padding: 10px;"> <p style="text-align: center;">All Inactive Members will be in RED text</p> <p style="text-align: center;">To Reactivate click on the</p> <p style="text-align: center;"></p> </td> </tr> </table> <p style="text-align: center; margin-top: 20px;">Each time a member is inactivated or reactivated the member list will refresh to show only the active members.</p> <p style="text-align: center;">If you wish to inactive/reactivate multiple members you will need to start again at Step 3 above and change their status one by one</p>			<p style="text-align: center;">All Active Members will be in BLACK text</p> <p style="text-align: center;">To Inactive click on the</p> <p style="text-align: center;"></p>	<p style="text-align: center;">All Inactive Members will be in RED text</p> <p style="text-align: center;">To Reactivate click on the</p> <p style="text-align: center;"></p>										
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