Club Management System (CMS) - Basic Training

1372705 | EXAMPLE CLUB SECRETARY
SECRETARY OF THE CLUB
36017 |FLRC PATHFINDER EXAMPLE CLUB
2046 |FLORIDA CONFERENCE

1   **2** Home   Log Off

Sidebar menu:
- ONLINE COURSES
- EVENTS **8**
- LIBRARY
- PATRIMONY
- RANKING
- SECRETARY **13**
- TOOLS
- TREASURER
- UNITS OF CLUB
- SUPPORT
- EXTRAS/ADDITIONAL

3

Shortcuts - Most used

4 Members	**5** Events	Treasurer	**6** Ranking	Activities	**7** Support
Register	Register	To pay	Fill in	Classes	Chat
Manage	Pay	To receive	Ranking C.M.S	Honors	Manuals

Message for you **9**

✉ **Exist 6 Unread messages, click here to read**

Classification of your Club in C.M.S **10**

★★★☆☆ **03 Star (s) | 303 Score (Click here for more information)**

Latest forum posts **11**

Show [4 ▼] entries   Search: [   ]

Last post	Title	Last author	Answers	See
19/04/2019 17:31:50	DRILL @ OSHKOSH INTERNATIONAL CAMPOREE 2019 - CONFERENCE	ALEX FLORES - FLRC	0	🗋

Showing 1 to 1 of 1 entries   First Previous 1 Next Last

➕ New post   📊 See all

Calendar from 2019 **12**

September

09/21/2019 - **World Pathfinder Day / Sabbath**
Florida Conference

📊 Details

Club Management System (CMS) – Basic Training
Notes

1. User Info

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2. Home & Log off Buttons

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3. Shortcuts Icon Menu

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4. Members

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5. Events, Treasurer and Ranking

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6. Activities

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7. Support

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8. Side Bar Drop-Down Menu

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Club Management System (CMS) – Basic Training
Notes

9. Messages for you

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10. Classification of your Club in CMS

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11. Forum

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12. Calendar

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13. Secretary Drop-Down

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Additional Notes

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Shortcuts - Most used

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➕ New post   📊 See all

Calendar from 2019 **12**

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📊 Details

YMMS Tutorial

Como...
Agregar Eventos al Calendario

Tutoriales que muestran cada paso pueden encontrarse aqui:
www.floridaconference.com/padcms
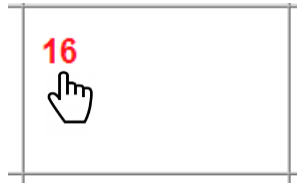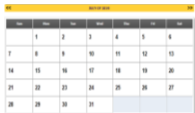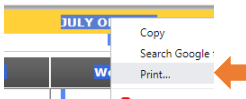
CMS/YMMS - How to…
ADD EVENTS TO YOUR CALENDAR
Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year
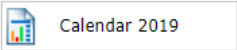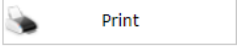
Let's get started!

Step 1	Step 2	Step 3
Log into your account at www.padcms.org	Look on the left hand side Menu Click on Secretary and then Click on "C121 – Calendar"	Find the Month you wish to add an event in and Click on the number of the Date.
Step 4	Step 5 (optional)	Congratulations!
Add all the relevant information. All INFO IS REQUIRED. Please be sure to select the correct TYPE of Activity in order to get credit towards Club of the Year.	Set an 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.	**You have added an event to your Calendar.** **Please go back and <u>repeat</u> these steps for all your Club Meetings, Local Club Events and Club of the Year Required Events etc.**

If you wish to print the Calendar in Calendar view

OR

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 you wish to Print.
Right Click and Select Print.

If you wish to Print the Calendar in List view

Click on the a button t the top right corner.

Calendar 2019

Scroll down to the bottom of the page.

Print

If you made any mistakes:

Click on the Event Title in your Calendar Then choose Change or Delete.

Change   Delete

YMMS Tutorial

Como...
Agregar Miembros

Tutoriales que muestran cada paso
pueden encontrarse aqui:
www.floridaconference.com/padcms

CMS/YMMS - How to…
ADD MEMBERS TO YOUR CLUB
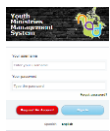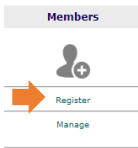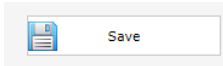## Florida Conference 2020-2021 Pathfinder/Adventurer Club Year

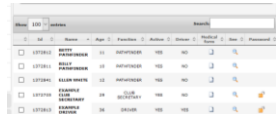### Required info before starting

Required info before starting (left margin)

Required info before starting (right margin)

Club Staff	Children	Pathfinder Parents	Adventurer Parents
✓ Date of Birth of Staff ✓ Email Address ✓ Background Check Eligibility Date for all Adults – Click Here for example. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone If staff has not completed the training and background check please Click Here for instructions as they MUST complete these steps BEFORE they are allowed to serve in your Club/be registered in CMS.	✓ Info from Local Club Registration Pathfinder Local Club Reg. Adventurer Local Club Reg. Note: A Pathfinder Club Staff's child, if in an Adventurer Club must be registered under both Clubs separately but with the different Role they have in each Club.	✓ Date of Birth of Parent ✓ Email Address ✓ If attending local Club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone Click Here for instructions you can share with them before they can be eligible to be registered/attend events. Click Here for example of the date needed, for background check.	✓ Date of Birth of Parent ✓ Email Address ✓ IF attending combined Pathfinder & Adventurer over night local club/conference sponsored events: Background Check Eligibility Date is REQUIRED. ✓ Approved Driver Questionnaire Form if they will be a Volunteer Driver ✓ Emergency Contact Name/Phone Click Here for instructions you can share with them before they can be eligible to be registered/attend events. Click Here for example of the date needed, for background check.

Let's get started! (left margin)

Step 1	Step 2	Step 3	Step 4
Log into your account at www.padcms.org	In the Short Cut Menu go to Members and Click on Register	Fill out ALL the information requested using the info gathered as detailed above. Remember to CLICK SAVE.	Page will refresh and you can look to make sure your Club Member shows in the list below.

Step 6

Congratulations! You have registered a Member into your Club in CMS!

If you want to View the information you just entered Click on the magnifying glass icon

If you need to make any Changes to the information you entered Click on this icon