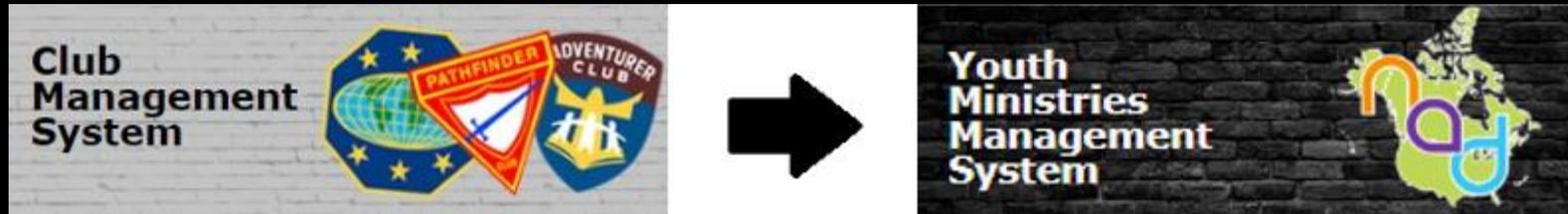


YMMS Tutorial



Como...

**Crear Unidades y Agregar
Miembros a Cada Unidad**

**Tutoriales que muestran cada paso
pueden encontrarse aqui:**

www.floridaconference.com/padcms

CMS/YMMS - How to...

Create a Unit and Assign Children to Each Unit

Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year



Let's get started!

Step 1

Director/Secretary:
Log into your account at
www.padcms.org



Step 2

In the Left hand-side Menu go to
Units of Club and Click on Units



Step 3

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



Name each Unit (we suggest using the
Class Level and the perhaps another
identifying detail if you have multiple
Counselors/Instructors per classes per
class level.

Name of the unit:

Examples:

Friends (Class 1)
or
Friends (Mrs. Smith)
or
Friends (Catch-Up work)

Step 4

On the drop down select the
counselor.

Note: Only Counselors who are
already registered in CMS with the
Role will show up as an option

Counselor:

Write down the Club Code and
Password for your records and to give
to each counselor.

Club code: 36560
Unit Password: 2839

Remember to Click Save



Step 5

Once all Units are created and
assigned a counselor
Click on Units of Club and then
Members



Note: Members must already be
Registered for Classes and show up on
the Class Level Roster

Step 6

Click on the "+New" Button



Select the Unit from the dropdown

Unit: HELPING HAND

Check the boxes next to each child's
name who you want to
register in that Unit.

And then



Remember to Click Save



Step 7

Email your counselor the following info:

Club Code

Unit Password

Tutorial - How to... Record Club Member's Class Level Progress

If any children were assigned into the wrong Unit

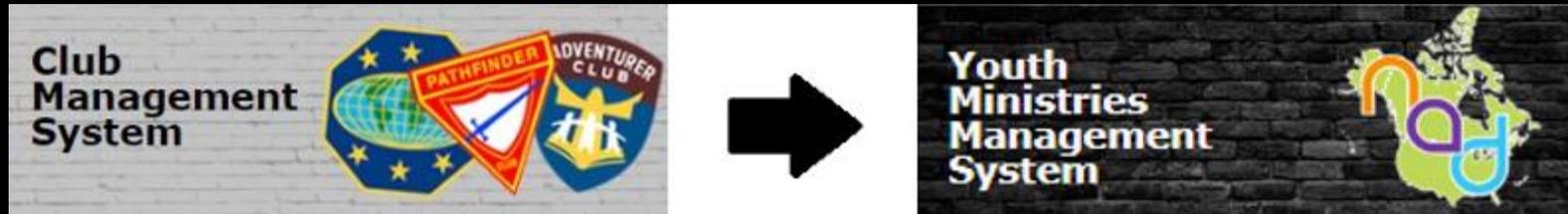
- 1) Go back to Step 5
- 2) Search for the child in the section called **Members in units**
- 3) The Click on the Red X under the Delete column
- 4) Start again at Step 6

Members in units

Delete



YMMS Tutorial



Como...

**Apuntar el Progreso de los
Miembros de la Clase**

**Tutoriales que muestran cada paso
pueden encontrarse aqui:**

www.floridaconference.com/padcms



CMS/YMMS - How to...

RECORD CHILD'S CLASS LEVEL PROGRESS

Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year



Let's get started!

Step 1

Using the Club Code and Password your Director/Secretary has emailed you please visit:

English Access:

<https://padcms.org/club/us/unit-control/>

Clubs de Iglesias hispanas:

<https://padcms.org/club/es/unit-control/>

Complete the information in order to have access

Club Code on YMMS

Unit Password

The data requested are registered directly by the club

Step 2

You will see the list of children assigned to you unit.

Note: If there are any children in your unit by mistake or any children missing please contact your Club Director or Secretary to get them assigned correctly.

Member

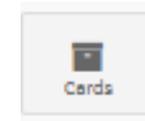
SALLY SUE
ADVENTURER - HELPING HAND

SAMUEL STEWART
ADVENTURER - HELPING HAND

SANTIAGO CABRERA
ADVENTURER - HELPING HAND

Step 3

On the right hand side Click on the Cards Icon to access that child's Class Level Cards



Click on the Fill in Button for the Class Level that you are responsible for teaching.



Step 4

For each requirement fill in the Date of Completion and any Observations / Comments for every requirement as they are completed.

You can always return and continue editing the Card as the Club Year progresses.

Date

Observations/comments

Note: Directors and Secretaries have access to verify % of completion for every child from their CMS Club accounts without needing to contact counselors directly.

Step 5

Remember to ALWAYS Click the "Update Card" Green Button to save all updates to the current Class Level Car.

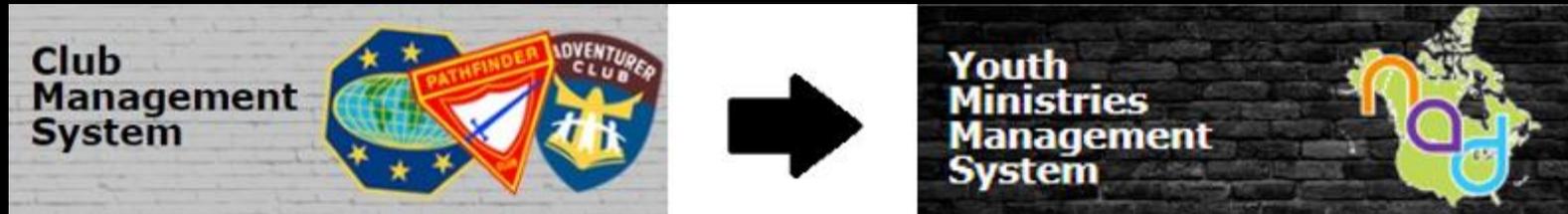


Step 6

In order to continue filling another child's card Click on the Blue "Previous Page" Button to go back to the complete list of children in your unit and start again from Step 3 above.



YMMS Tutorial



Como... Verificar el Progreso de una Clase

**Tutoriales que muestran cada paso
pueden encontrarse aqui:**

www.floridaconference.com/padcms



CMS/YMMS - How to...

Check Class Level Progress



Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year

Let's get started!

Step 1

Director/Secretary:
Log into your account at
www.padcms.org



Step 2

In the Left hand-side Menu go to
Units of Club and Click on Classes



Two Options

Check Progress by:

A

Group of Children
All in one Class Level

And then

Individual Child
within that Class Level

OR

B

Individual Child's
Progress for
ALL Class Levels they have
participated in

And then

Individual Class Level

A

Class Level Progress

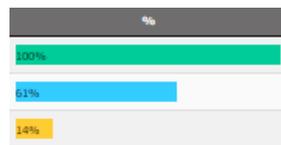
(Group of Children)

After Step 2 Scroll Down to the Section Called Classes

Click on the Magnifying Glass Icon under the Column called Members



Here you will see the progress of all the Club Member
for that Class Levels at once.



If you are interested in a particular Member' Progress



B

Class Level Progress

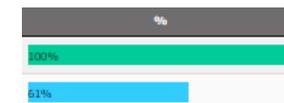
(Individual Child)

After Step 2 Scroll Down to the Section Called Members

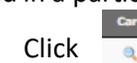
Click on the Magnifying Glass Icon under the Column called Card



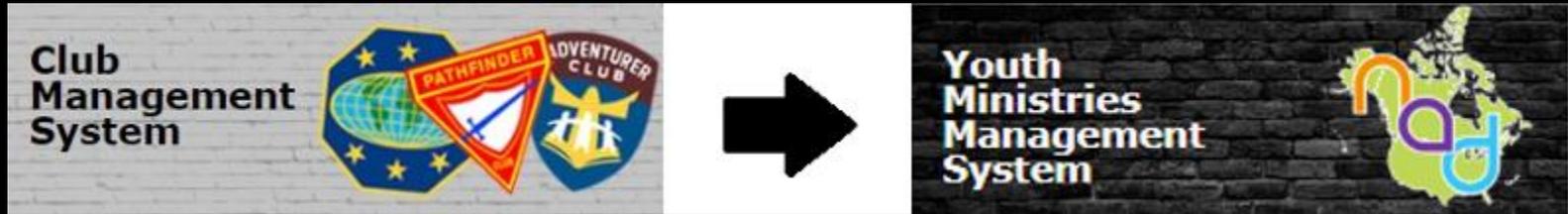
Here you will see the progress of the Club Member
for all Class Levels at once.



If you are interested in a particular Class Level



YMMS Tutorial



Como...

**Actualizar el estatus/posicion
de un Director/Secretaria
del año pasado**

**Tutoriales que muestran cada paso
pueden encontrarse aqui:**

www.floridaconference.com/padcms



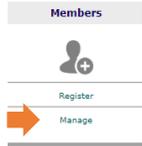
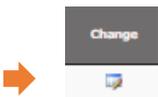
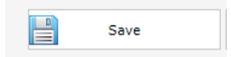
CMS/YMMS - How to...

Update Past Director/Secretary's Status/Role

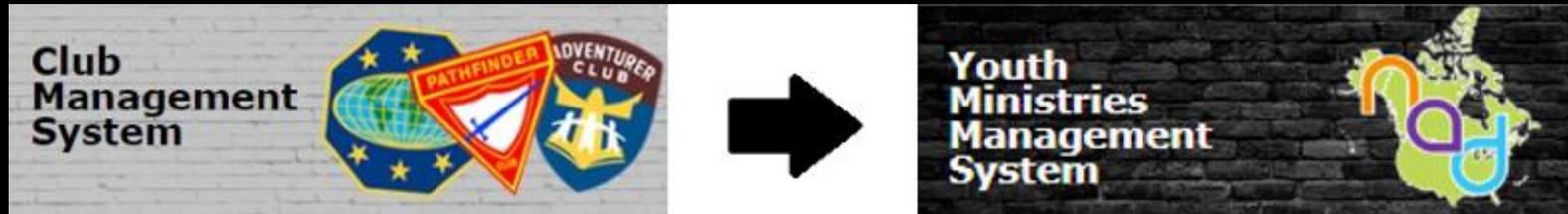
Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year



Let's get started!

<p>Step 1</p> <p>New Director/Secretary: Log into your account at www.padcms.org</p> 	<p>Step 2</p> <p>In the Short Cut Menu go to Members and Click on Manage</p>  <p>On the right hand side Search for the Past Director/Secretary by Name</p> 	<p>Step 3</p> <div style="border: 1px solid black; padding: 5px;"> <p>If the Past Director/Secretary is NOT staying on as Club Staff or Parent:</p> <p>On the last column called Inactive Click on the "X" Icon</p>  <p>Your are all DONE ☺</p> <p>Note: This step will NOT permanently delete the member. Inactivated members can always be re-active if needed.</p> </div> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">OR</p> <div style="border: 1px solid black; padding: 5px;"> <p>If the Past Director/ Secretary IS staying on as Club Staff or Parent:</p> <p>On the second to last column called Change Click on the Edit Icon</p>  <p style="text-align: center; color: red; font-weight: bold;">Continue to Step 4</p> </div>
<p>Step 4</p> <p>At the top change the Role from CLUB DIRECTOR or CLUB SECRETARY to their new staff role for the current Club year.</p> <p>* Required fields</p> <p>*Role: CLUB DIRECTOR</p>	<p>Step 5</p> <p>Scroll all the way to the bottom. Accept the terms.</p> <p>*I accept the Terms: <input checked="" type="checkbox"/></p> <p>Then Click Save.</p> 	<p>Additional Tips:</p> <p>If you are needing them to have Club Staff access please follow the How to...Give access to Parents and Club Staff Tutorial</p> 

YMMS Tutorial



Como...
**Darles acceso a los Padres
y Consejeros**

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



CMS/YMMS - How to...

GIVE ACCESS TO PARENTS AND CLUB STAFF

Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year

Let's get started!

Read BEFORE starting

Warning read before proceeding:

Parents and Club Staff will ONLY have access to the Library of Class Requirements and Honors/Awards.

This is optional and aims to help Parents and Club Staff to have access to this resource section.

- 1) If a Parent/Club Staff is part of both a Pathfinder and Adventurer Club it is not necessary for them to have two Usernames and Passwords because the Library has both Pathfinder and Adventurer Class and Honor/Award requirements together.
- 2) We recommend Usernames be very specific to the person/club. Ex. Username: AdvRoseJohnson
- 3) We recommend you give everyone the same password in case anyone forgets the password. They can change it if they wish by following the How to...Change or Reset Password Tutorial
- 4) Copy all the info you created BEFORE clicking SAVE as it will lock you out once you click save in the persons account.

Step 1

Log into your account at www.padcms.org



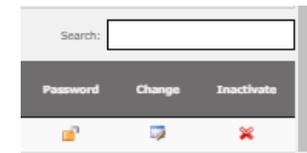
Step 2

On the left hand side Menu
Click on Secretary and
Click on C007 - Members



Step 3

On the Right hand side you can Search for the Parent or Club Staff



Then Click on the Lock Icon

Step 4

Create Username

Ex. Username: AdvRoseJohnson

Please add Path or Adv to their Username as they will need to know which Club gave them access if they ever need to reset their password.

Step 5

Create Password

Can be generic but must follow the requirements stated to be accepted.

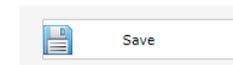
Note: You can double check/copy the password by looking right under the password text box.



Step 6

Copy Username and Password and send to the Parent or Club Staff Member.

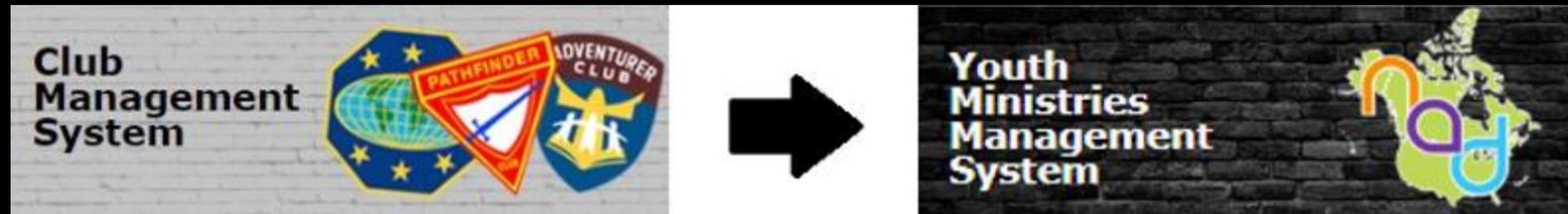
Then, Click Save



If Parent/Club Staff Member forgets their username you should have record of it.

If they wish to reset or forget their password please have them follow the How to...Change or Reset Password Tutorial

YMMS Tutorial



Como...

**Navegar su acceso de
Padre o Consejero del Club**

**Tutoriales que muestran cada paso
pueden encontrarse aqui:**

www.floridaconference.com/padcms



CMS/YMMS - How to...

NAVIGATE MY PARENT / CLUB STAFF ACCESS

Florida Conference 2020 - 2021 Pathfinder/Adventurer Club Year

Let's get started!

Step 1

Open your browser and visit www.padcms.org



Step 2

User the Username and Password that your director emailed you.

The system will ask you to update your password to something that you'll personally remember.

NOTE:

If the system says the User does not have an email, please contact your director with the email you wish the system to use in case of needing to reset your password.

Step 3

As a Parent / Club Staff you will have limited access to general information.



Your Club Director may ask you to visit the Library for resources.



Classes

Classes refers to the Pathfinder and Adventurer Class Levels. Here you can check the requirements each class.



Click on to see the specific requirements

Honors

In Honors you will find the requirements and answers to Pathfinder Honors, Adventurers Awards, Chips and Stars from the NAD, Florida Conference and other conferences (as they are added into they system).



Click on to see the specific requirements

Extra Tips:

You can always Search for specific Honors, Awards, Chips or Star using the Search bar.



If you need to reset/change your password please following the How to...Reset/Change your Password Tutorial