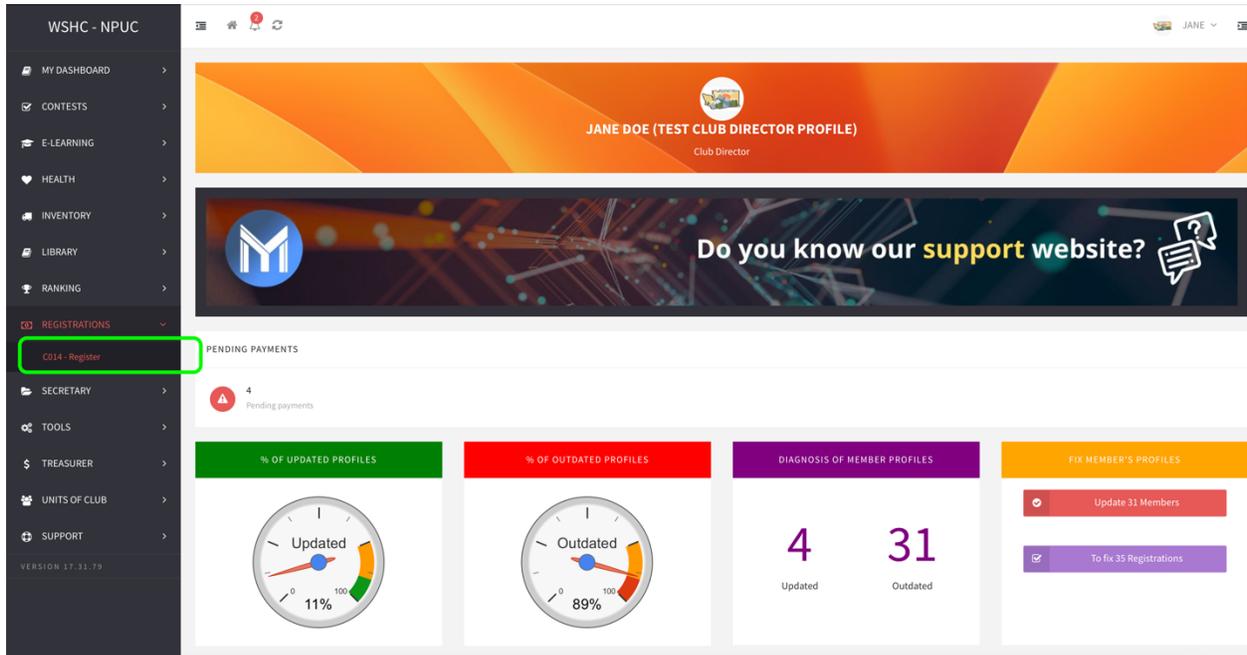


Step 1: Log in to your YMMS Director/Secretary profile.

Step 2: Click REGISTRATIONS, and then **C014- Register**



WSHC - NPUC

MY DASHBOARD

CONTESTS

E-LEARNING

HEALTH

INVENTORY

LIBRARY

RANKING

REGISTRATIONS

C014 - Register

SECRETARY

TOOLS

TREASURER

UNITS OF CLUB

SUPPORT

VERSION 17.31.79

JANE

JANE DOE (TEST CLUB DIRECTOR PROFILE)
Club Director

Do you know our support website?

PENDING PAYMENTS

4 Pending payments

% OF UPDATED PROFILES

Updated 11%

% OF OUTDATED PROFILES

Outdated 89%

DIAGNOSIS OF MEMBER PROFILES

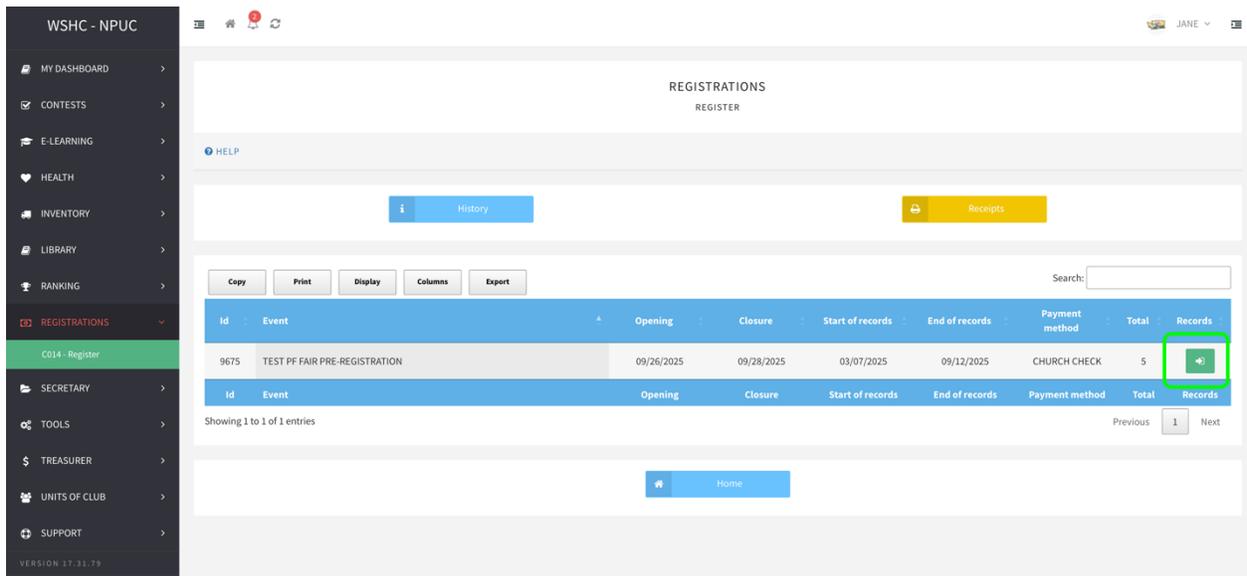
4 Updated, 31 Outdated

FIX MEMBER'S PROFILES

Update 31 Members

To fix 35 Registrations

Step 3: Click the Green button for the event you are registering.



WSHC - NPUC

MY DASHBOARD

CONTESTS

E-LEARNING

HEALTH

INVENTORY

LIBRARY

RANKING

REGISTRATIONS

C014 - Register

SECRETARY

TOOLS

TREASURER

UNITS OF CLUB

SUPPORT

VERSION 17.31.79

JANE

REGISTRATIONS REGISTER

HELP

History Receipts

Copy Print Display Columns Export

Search:

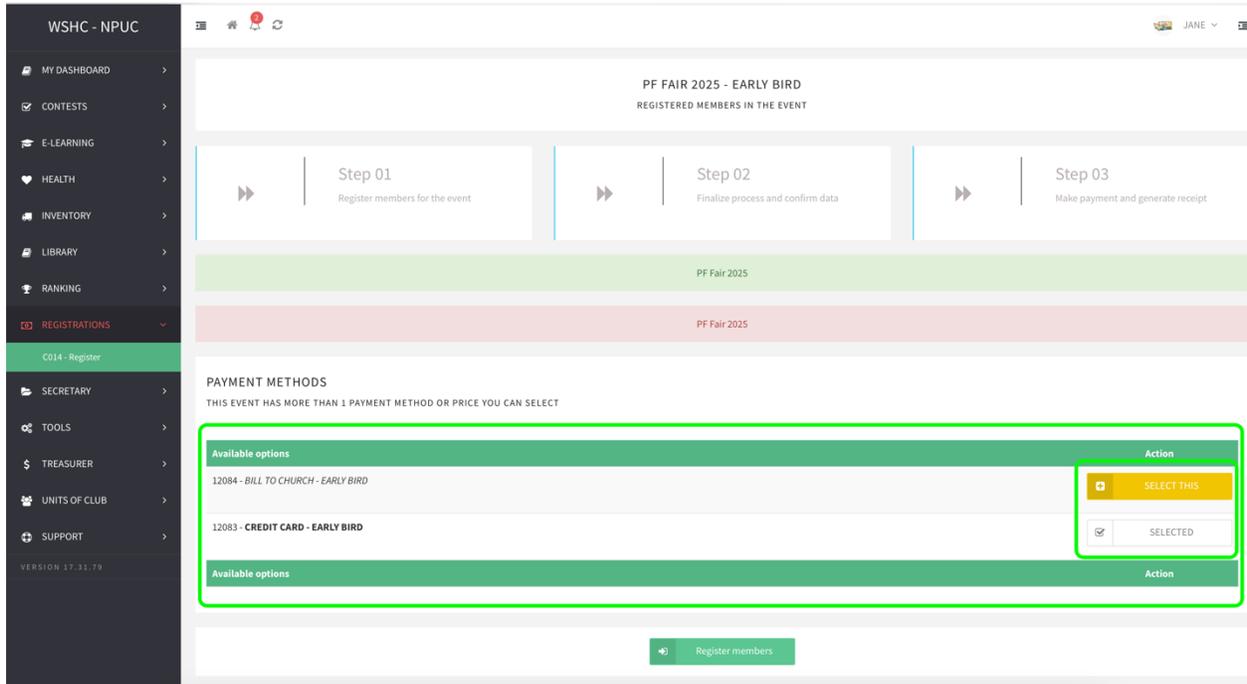
Id	Event	Opening	Closure	Start of records	End of records	Payment method	Total	Records
9675	TEST PF FAIR PRE-REGISTRATION	09/26/2025	09/28/2025	03/07/2025	09/12/2025	CHURCH CHECK	5	

Showing 1 to 1 of 1 entries

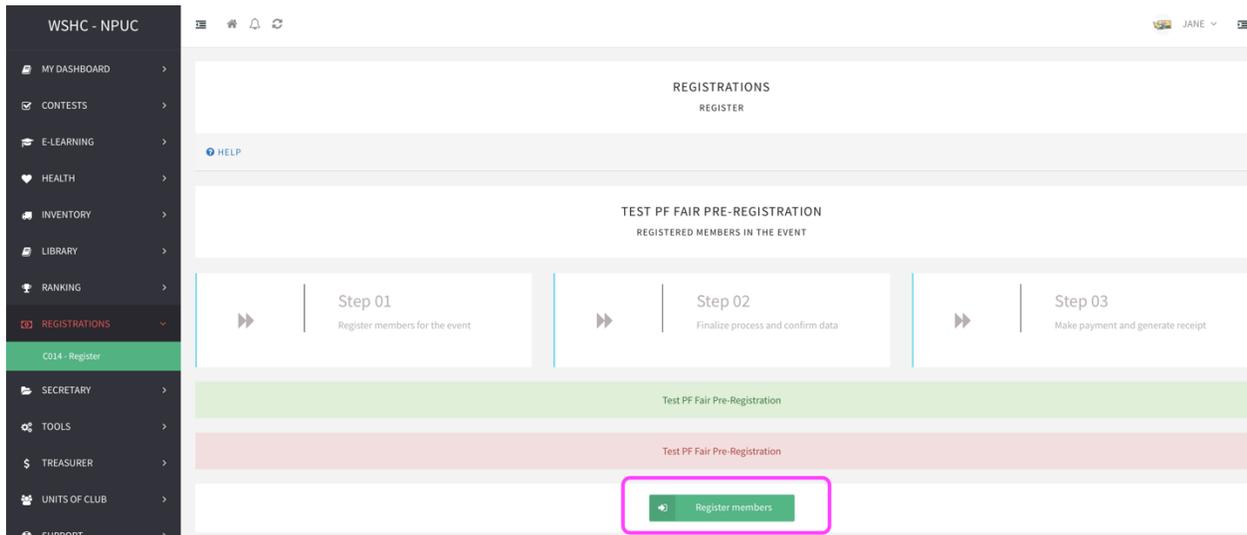
Previous 1 Next

Home

Step 4: Select the Payment Method.



Step 5: Then Click Register Members.



Step 6: Select the members in your club attending the event.

The screenshot shows the registration interface for 'Test PF Fair Pre-Registration'. On the left is a dark sidebar with navigation options: MY DASHBOARD, CONTESTS, E-LEARNING, HEALTH, INVENTORY, LIBRARY, RANKING, REGISTRATIONS (selected), SECRETARY, TOOLS, TREASURER, UNITS OF CLUB, and SUPPORT. The main content area displays registration statistics: Registered now: 0, % Leadership: 0% (Maximum: 100%), Maximum Members: 100 (100%), Registered now: 4, % Members: 100% (Maximum: 100%). On the right, it shows Level 1: 0 - (Between 9 to 17 Years), Level 2: 3 - (Between 18 to 100 Years), Previously registered: 3, Pending payment: 0.00, Pay now: 80.00, and Registered now: 4. Below the statistics are three buttons: 'Available members' (highlighted with a pink box), 'Ineligible members', and 'Registered members'. Under 'Available members', there are 'Print' and 'Export' buttons and a search field. A table lists available members with columns for Id, Member, Role, Age, Club, and Price. The first four rows are selected with checkboxes (highlighted with a pink box): ALBERT EINSTEIN (Pathfinder - Explorer, 14, \$20.00), BEN SALAS (Pathfinder - Ranger, 15, \$20.00), BRIANNA MARS (Pathfinder - Ranger, 15, \$20.00), and CHRISTIAN SUMMITS (Pathfinder - Friend, 12, \$20.00). Other members listed are DANIELA MILLER, ELIZABETH JONES, and GERONIMO STILTON.

Id	Member	Role	Age	Club	Price
<input checked="" type="checkbox"/>	ALBERT EINSTEIN	PATHFINDER - EXPLORER	14	*DEMO PF CLUB	20.00
<input checked="" type="checkbox"/>	BEN SALAS	PATHFINDER - RANGER	15	*DEMO PF CLUB	20.00
<input checked="" type="checkbox"/>	BRIANNA MARS	PATHFINDER - RANGER	15	*DEMO PF CLUB	20.00
<input checked="" type="checkbox"/>	CHRISTIAN SUMMITS	PATHFINDER - FRIEND	12	*DEMO PF CLUB	20.00
<input type="checkbox"/>	DANIELA MILLER	PATHFINDER - RANGER	15	*DEMO PF CLUB	20.00
<input type="checkbox"/>	ELIZABETH JONES	COUNSELOR	35	*DEMO PF CLUB	20.00
<input type="checkbox"/>	GERONIMO STILTON	PATHFINDER - COMPANION	13	*DEMO PF CLUB	20.00

Step 7: Scroll down and click Pay.

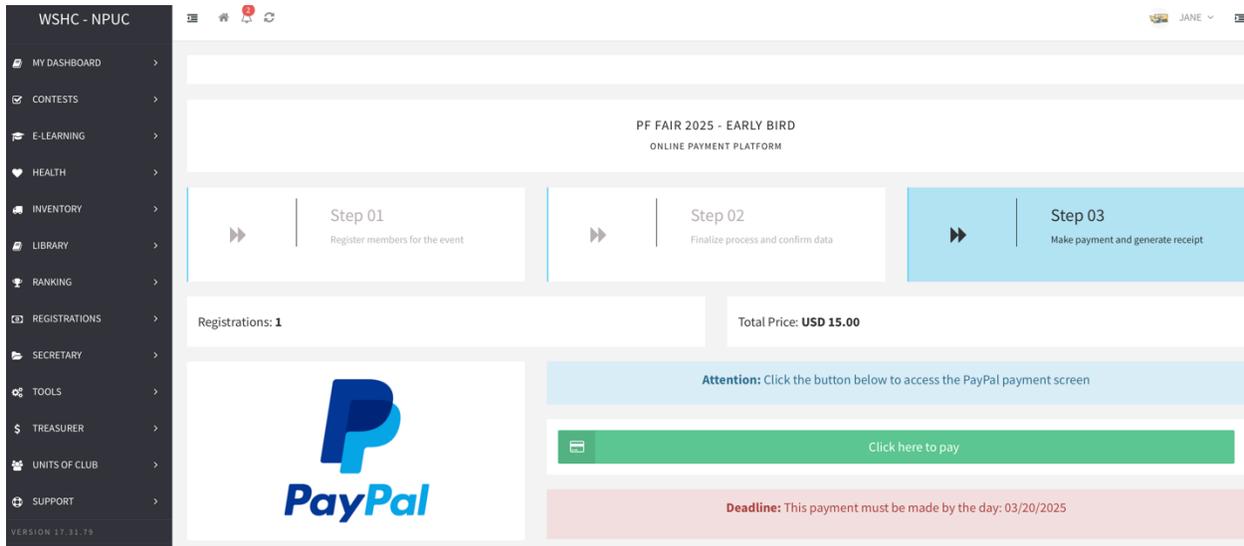
The screenshot shows the registration summary. On the left, it displays 'Registrations: 4'. On the right, it displays 'Total Price: 80.00'. At the bottom center, there is a purple button with a credit card icon and the text 'Pay', which is highlighted with a pink box.

Step 8:

- For **Bill to Church Method:** select click **‘Generate Payment’**.



- For **Credit Card – PayPal:** select **‘Click here to pay’**



Step 9: Once payment is generated, you’ll have a receipt.

