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

Step 2: Click **REGISTRATIONS**, and then C014- **Register**
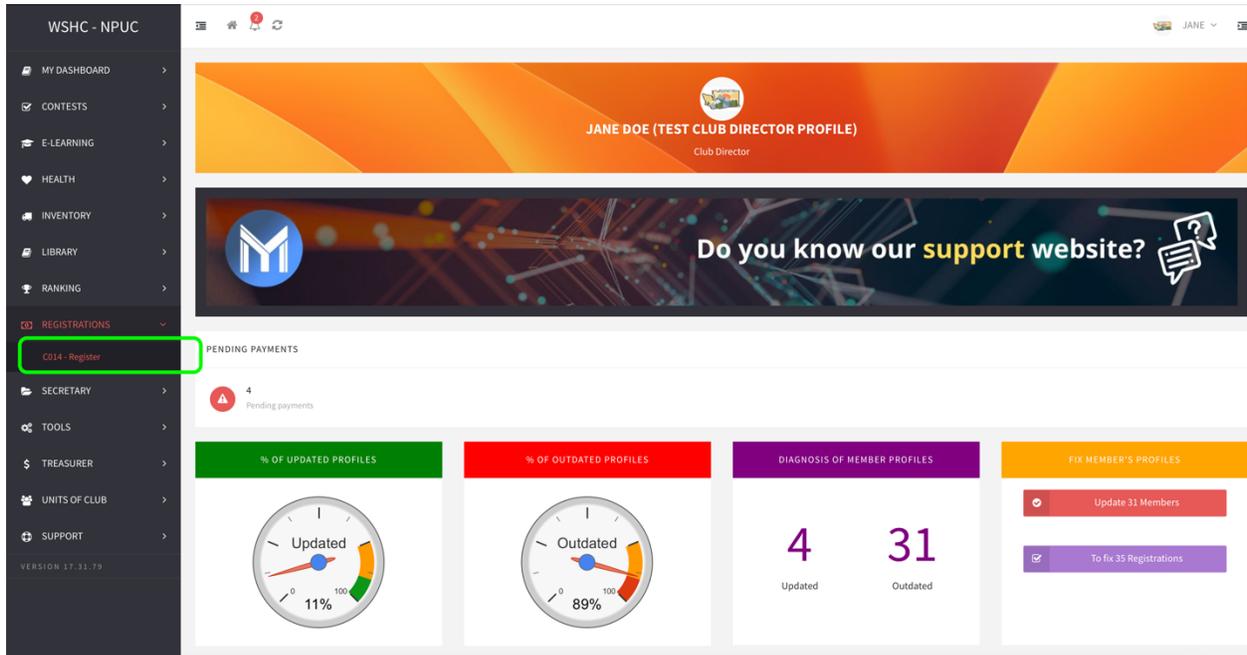
Step 3: Click the **Green** button for the event you are registering.
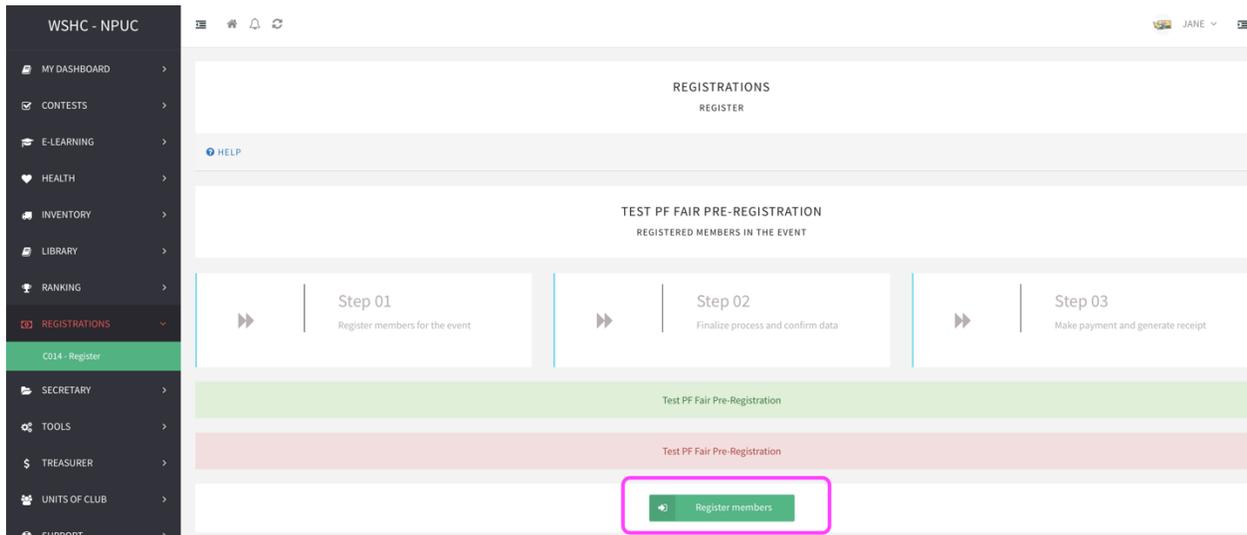
Step 4: Select the **Payment Method**.
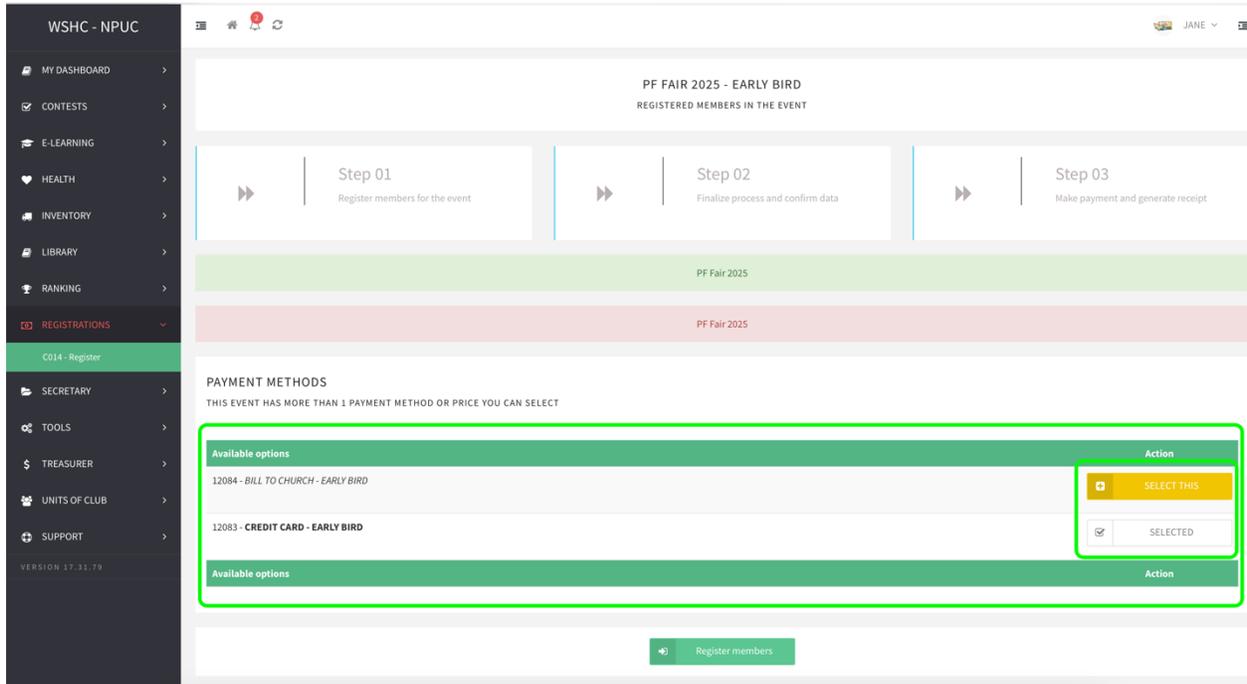
Step 5: Then Click **Register Members**.

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

Step 7: Scroll down and click **Pay**.

Step 8:

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

-   For **Credit Card – PayPal:** select '**Click here to pay'**
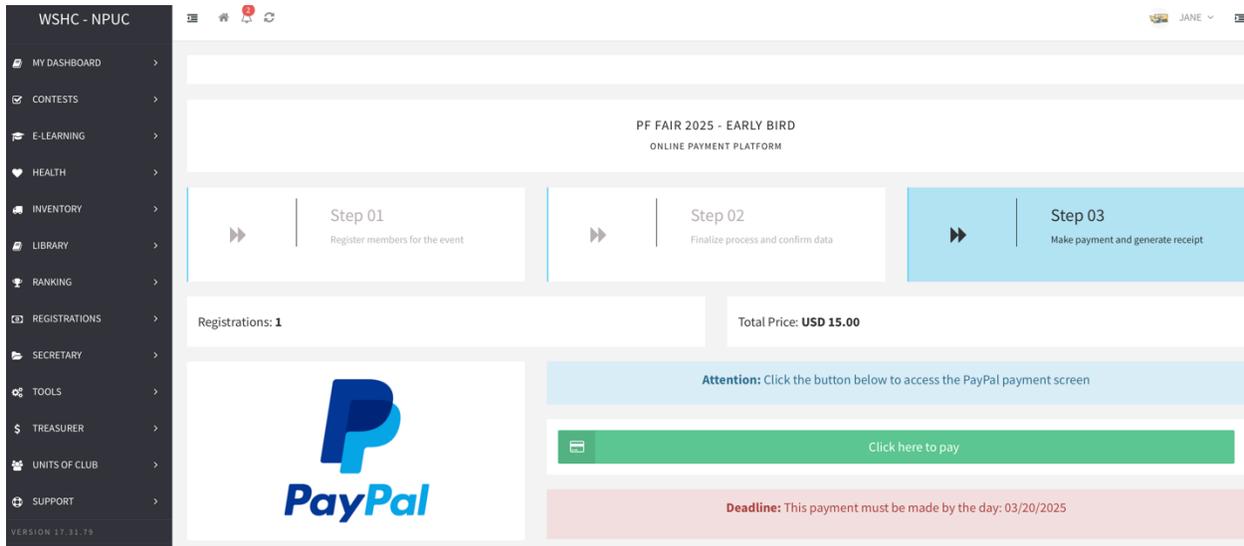
Step 9: Once payment is generated, you'll have a receipt**.**