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.

WSHC - NPUC	± # <sup>9</sup> / <sub>2</sub> C ⊗	JANE 🗸 🔳							
MY DASHBOARD >	REGISTRATIONS								
E-LEARNING >	REGISTER								
♥ HEALTH >									
INVENTORY >	i History 🖨 Receipts								
■ LIBRARY >	Copy         Print         Display         Columns         Export								
T REGISTRATIONS ~	Id Event Opening Closure Start of records End of records Payment Total method	Records 👌							
C014 - Register	9675 TEST PF FAIR PRE-REGISTRATION 09/26/2025 09/28/2025 03/07/2025 09/12/2025 CHURCH CHECK 5	-0							
SECRETARY >	Id Event Opening Closure Start of records End of records Payment method Total	Records							
oc tools >	Showing 1 to 1 of 1 entries Previous	1 Next							
\$ TREASURER >									
UNITS OF CLUB	A Home								
SUPPORT >									
VERSION 17.31.79									

WSHC - NPUC	I 🕷 🙎 C	
MY DASHBOARD >	PF FAIR 2025 - EARLY BIRD	
☑ CONTESTS →	REGISTERED MEMBERS IN THE EVENT	
🔁 E-LEARNING >		
♥ HEALTH >	Step 01 Step 02 Step 03	
INVENTORY >	regues incluents to une event request and committion and research water process and committion and research received and generate re	
🖻 LIBRARY >		
	PF Fair 2025	
REGISTRATIONS	PF Fair 2025	
C014 - Register		
SECRETARY >	PAYMENT METHODS THIS EVENT HAS MORE THAN 1 PAYMENT METHOD OR PRICE YOU CAN SELECT	
og tools >		רב
\$ TREASURER >	Available options Action	
😁 UNITS OF CLUB >	12084 - BILL TO CHURCH - EARLY BIRD	4
SUPPORT >	12083 - CREDIT CARD - EARLY BIRD SELECTED	
VERSION 17.31.79	Available options Action	
		J
	Register members	

# Step 4: Select the Payment Method.

## Step 5: Then Click Register Members.

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MY DASHBOARD	, ,	REGISTRATIONS						
E-LEARNING	, ,	HELP	REGISTER					
🎔 HEALTH	>							
INVENTORY	>			TEST PF FAIR PRE-REGISTRATION REGISTERED MEMBERS IN THE EVENT				
LIBRARY	>							
nanking	>		Step 01	Step 02	Step 03			
REGISTRATIONS	~	▶	Register members for the event	Finalize process and confirm data	Make payment and gener	rate receipt		
C014 - Register								
SECRETARY	>			Test PF Fair Pre-Registration				
🗙 TOOLS	>							
\$ TREASURER	>	Test PF Fair Pre-Registration						
	>			Register members				
CD SUPPORT	<i>,</i>							

### Registration for an event in YMMS

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

WSHC - NPUC		<b>⊒</b> # ↓	C						🥁 JANE ~
MY DASHBOARD CONTESTS	> >	Registered nov % Leadership:	w: 0 0% (Maximum: 100%)		Level 1: Level 2: Previously registered:	0 - (Between 9 to 17 Yea 3 - (Between 18 to 100 Y 3	rs) ears)		
≓ E-LEARNING	> >	Maximum Men Registered nov	mbers: 100 (100%) w: 4 100% (Maximum: 100%)		Pending payment: Pay now:	0.00 80.00			
INVENTORY	>	10 Herridera			Registered now:	4			
LIBRARY	>	Test PF Fair Pre	e-Registration						
🝸 RANKING	>	Autilible members Inselinible members Resistance members							
REGISTRATIONS	<b>~</b>								
C014 - Register		Available m	nembers					Search:	
🗁 SECRETARY	>		Member		A Pol		lae A	Club	A Price A
og tools	>		ALBERT EINSTEIN		PATHFINDER	- EXPLORER	14	*DEMO PF CLUB	20.00
\$ TREASURER	>	<b>S</b> E	BEN SALAS		PATHFINDE	R - RANGER	15	*DEMO PF CLUB	20.00
😁 UNITS OF CLUB	>	<b>C</b> E	BRIANNA MARS		PATHFINDE	R - RANGER	15	*DEMO PF CLUB	20.00
		<b>v</b> (	CHRISTIAN SUMMITS		PATHFINDE	R - FRIEND	12	*DEMO PF CLUB	20.00
UPPORT SUPPORT	>	E	DANIELA MILLER		PATHFINDE	R - RANGER	15	*DEMO PF CLUB	20.00
VERSION 17.31.79		E	ELIZABETH JONES		COUN	SELOR	35	*DEMO PF CLUB	20.00
		0 0	GERONIMO STILTON		PATHFINDER	COMPANION	13	*DEMO PF CLUB	20.00

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

Registrations: 4		Total Price: 80.00
	Pa	ay

## Step 8:

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



For Credit Card – PayPal: select 'Click here to pay'

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MY DASHBOARD >			
☑ CONTESTS >			
🗃 E-LEARNING >		PF FAIR 2025 - EARLY BIRD Online payment platform	
♥ HEALTH >			
INVENTORY >	Step 01	Step 02 Step 0	03
LIBRARY >	Register members for the event	Finalize process and confirm data	ment and generate receipt
REGISTRATIONS	Registrations: 1	Total Price: USD 15.00	
SECRETARY >			
og tools >		Attention: Click the button below to access the PayPal payment screen	
\$ TREASURER >			
😁 UNITS OF CLUB >		Click here to pay	
✿ SUPPORT >	PayPal	Deadline: This payment must be made by the day: 03/20/2025	
VERSION 17.31.79	_		

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

MY DASHBOARD	>		Receipt of the Payment Order			392888
CONTESTS	>					
🕿 E-LEARNING	>	Test PF Fair P	re-Registration			
HEALTH	>					
INVENTORY	>	YOUTH MINISTRIES M WASHINGTON CONFE	ANAGEMENT SYSTEM RENCE		INFORMATION Issuance: 03/10/2025 Validity: 03/10/2025	
LIBRARY	>				Deadline: 03/12/2025 Payment: STILL OPEN	
😨 RANKING	>				Confirmed: NO	
REGISTRATIONS	>	Buyer: JANE DOE (TES Club: *DEMO PF CLUB	T CLUB DIRECTOR PROFILE)			
SECRETARY	>	Conference: WASHING Church: *DEMO TEST ( District: WASHINGTON	TON CONFERENCE CHURCH I CONFERENCE OF SDA			
oc Tools	>	Area/Cluster: WASHING	GTON CONFERENCE OF SDA			
\$ TREASURER	>	Participant				
嶜 UNITS OF CLUB	>	Id	Member	Role		
SUPPORT	>	1407242	ALBERT EINSTEIN	PATHFINDER - E	XPLORER	
VERSION 17.31.79		1407251	BEN SALAS	PATHFINDER - F	ANGER	
		1407250	BRIANNA MARS	PATHFINDER - F	ANGER	
		1407223	CHRISTIAN SUMMITS	PATHFINDER - F	RIEND	
		Payment			Quantity:	4
		Method: CHURCH CHE	ск		Fee:	0.00