



YMMS - How to...

Self-Enroll / Self-Update Member Info

Florida Conference Pathfinder/Adventurer Ministries

Let's get started!

<p>Your Club may have emailed you several items.</p> <ol style="list-style-type: none"> 1) Link – English or Spanish 2) Club Registration Key 3) This Tutorial 4) Role to Select <p style="text-align: center;">BEFORE STARTING Have Background Check Info Ready Click Here for Example</p>	<p style="text-align: center;">Step 1</p> <p>Preferably using a Laptop, Tablet or Desktop:</p> <p>Click the Link and go to the Section that says</p> <p style="text-align: center;">“Fill in the data to get started”</p>	<p style="text-align: center;">Step 2</p> <p>Fill in the information using the Club Registration Key Give.</p> <p style="text-align: center;">Full Name and Date of Birth MUST match what legally used for your Sterling Volunteer Background Check.</p> <p style="text-align: center;">Click Here of info needed</p>	<p style="text-align: center;">Step 3</p> <p>Click the Start Pre-Registration Button</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <input checked="" type="checkbox"/> Start Pre-Registration </div> <p>If you had a typo, on the next page you will be able to click on</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="checkbox"/> Change initial data </div>
<p style="text-align: center;">Step 4</p> <p>Download/review the Internal Regulations for the Club you are joining.</p> <div style="text-align: center; border: 1px solid blue; padding: 5px; width: fit-content; margin: 10px auto;"> Download Internal Regulation </div> <p>NOTE: Some Club Director choose to use this function and other may not.</p>	<p style="text-align: center;">Step 5</p> <p>Select your Role.</p> <p>Note: Your Club Director or Staff may have asked you to pick a specific role. Please follow their instructions.</p> <p>If you had a typo in the previous page you can go back and make changes by clicking the button</p> <div style="text-align: center; border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <input type="checkbox"/> Change initial data </div>	<p style="text-align: center;">Step 6</p> <p>Fill in the rest of your information.</p> <p style="text-align: center;">Note: Verification Date is your Background Check Date</p> <p style="text-align: center;">Click Here to see Example.</p> <p>Additionally, if there is anything in the Medical Section that is required but you wish to not respond , please select NO for each of those fields.</p>	<p style="text-align: center;">Remember to</p> <p>Accept the terms, Sign your Name and Click</p> <div style="text-align: center; border: 1px solid blue; padding: 5px; width: fit-content; margin: 10px auto;"> Finalize pre-registration </div> <p style="text-align: center;">Congratulations, You have Self-Enrolled and now your Club will need to process your Pre-Registration.</p> <p style="text-align: center;">Let them know you have completed your side of the process.</p>