

New Way for Directors to Approve Members' Background Checks

Once you have entered your member's Background Check Date and Database ID, directors can now verify and approve the background check directly in YMMS.

Follow these steps:

1. Go to Secretary.
2. Select Members.
3. Find the member's name.
4. Click the Options purple button on the right side of the member's name.
5. Select Check Volunteer.

The system will then check the information against the Sterling website.

What the System May Show

* **User Found:** If the system finds matching information and a valid background check, the director will be able to approve the member.

* **User Found – But No Valid Background Check Recorded:** This means the system found the person, but there is no valid background check currently recorded.

This information will help directors identify which members are not yet in compliance with the background check requirements and need to complete or update their background check.