


GUIDELINES FOR PROCESSING ROSTER, MEMBER PAPERWORK, AND HOY NOMINATION

When you sign into the MMS, on the blue Menu bar you will see . If you click on this, there is a user's guide for State or District Secretaries on how to use the system and three demo videos:

1. Online Membership How-To: Processing Roster;
2. Online Membership How-To: Member Paperwork; and
3. HOY Nomination.

MEMBER PAPERWORK: DO NOT CHECK THE BOXES INDICATING MEMBERSHIP APPLICATION RECEIVED AND MINOR'S RELEASE RECEIVED WITHOUT VERIFYING THESE DOCUMENTS HAVE BEEN UPLOADED TO THE PROFILE.

ROSTER: IF A ROSTER IS SUBMITTED WITHOUT THE DOCUMENTS BEING UPLOADED INTO THE PROFILE, THE MEMBER'S MEMBERSHIP WILL NOT BE ACTIVATED UNTIL THE DOCUMENTS ARE UPLOADED.

If you have any questions after reviewing the user's guide and the three demo videos, please do not hesitate to contact our office. Thank you.