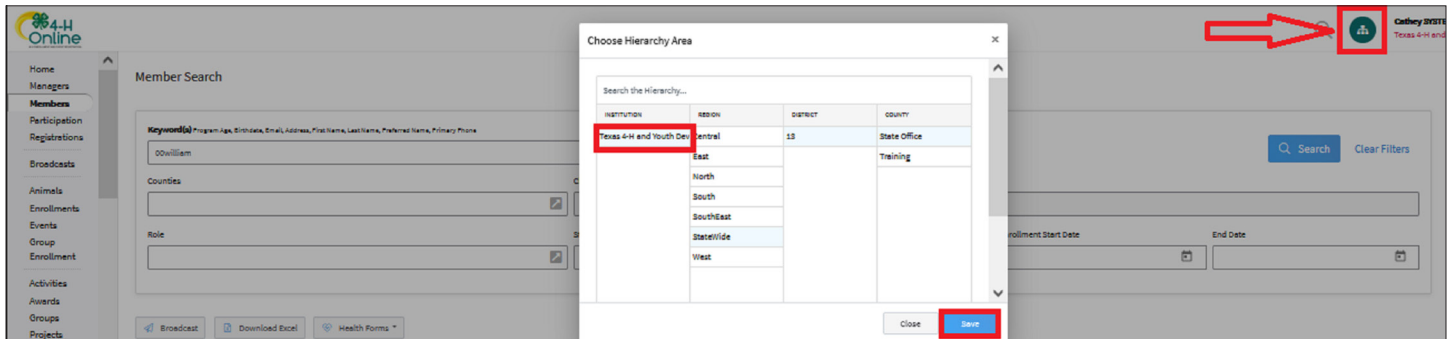


The best enrollment status will say have the words Enroll Now beside ALL member names in a family. Delete enrollment when possible so it can be restarted in the new county. If a family is moved while members are in any pending, screening or in a training process there may be issues with events and enrollment details.

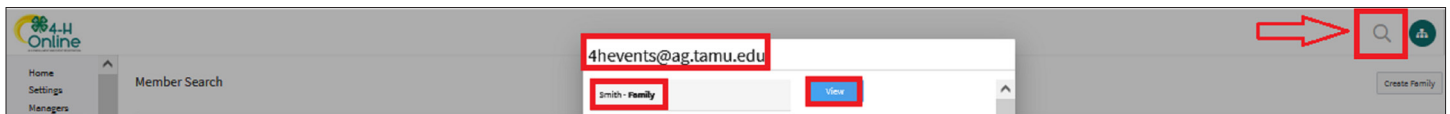
IF AN ENROLLMENT HAS BEEN STARTED THE DISTRICT NEEDS TO ENTER THE MEMBER CLUBS. IF NOT THE MEMBER WILL SHOW UP IN THE WRONG COUNTY STILL. THE COUNTY MIGHT NOT BE ABLE TO DO IT.

COUNTY MANAGERS DO NOT HAVE PERMISSIONS FOR THESE INSTRUCTIONS

- Click the green hierarchy icon at the top of any manager screen.
- Select the Texas 4-H and Youth Development hierarchy selection under the Institution level.
- Click the blue Save button.



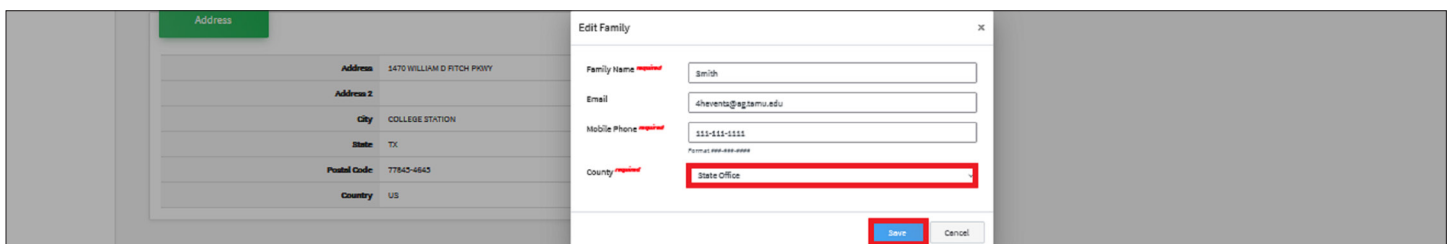
- Click the Magnifying glass at the top of the screen.
- Type in the family's email address on the screen that pops up. Allow time for the system to search across the state.
- Click the family's name from the list on the left side.
- Click the blue View button.



- Click the Family link on the left side on the navigation pane.
- Click the Edit button in the Family section.



- Select the new county from the drop-down menu. If unable to then you are not in the right hierarchy or not a state/district office.
- Click the blue Save button.



CONTINUE TO NEXT PAGE FOR STEPS TO ENSURE THE COUNTY CHANGED IN ALL THE MEMBER PROFILES

AFTER A FAMILY IS TRANSFERRED

	INCOMPLETE	RESUBMIT	APPROVED	PENDING
1	<ul style="list-style-type: none"> Click the green hierarchy icon at the top of any manager screen. Select the Texas 4-H and Youth Development hierarchy selection under the Institution level. Click the blue Save button. 	<ul style="list-style-type: none"> Click the green hierarchy icon at the top of any manager screen. Select the Texas 4-H and Youth Development hierarchy selection under the Institution level. Click the blue Save button. 	<ul style="list-style-type: none"> Click the green hierarchy icon at the top of any manager screen. Select the Texas 4-H and Youth Development hierarchy selection under the Institution level. Click the blue Save button. 	<ul style="list-style-type: none"> Click the green hierarchy icon at the top of any manager screen. Select the County hierarchy selection under the County level. (old county) Click the blue Save button.
2	<ul style="list-style-type: none"> Click the Member link on the main navigation menu on the left side of the screen. Click the clear filters link in the search area. Type in the family email address in the keywords area. Click the blue Search button. Click the member's name in the displayed list at the bottom. 	<ul style="list-style-type: none"> Click the Member link on the main navigation menu on the left side of the screen. Click the clear filters link in the search area. Type in the family email address in the keywords area. Click the blue Search button. Click the member's name in the displayed list at the bottom. 	<ul style="list-style-type: none"> Click the Enrollment link on the main navigation menu on the left side of the screen. Click the clear filters link in the search area. Type in the family email address in the keywords area. Click the blue Search button. Click the member's name in the displayed list at the bottom. 	<ul style="list-style-type: none"> Click the Enrollment link on the main navigation menu on the left side of the screen. Click the Awaiting Review subtab along the top. Click the member's name in the displayed list at the bottom.
3	<ul style="list-style-type: none"> Click the club name in the clubs area. Click the SWAP Club button below the club list. Select the new county from the Clubs to Transfer Projects To County drop-down menu. Select the new club from the Club To Transfer Projects To drop-down menu. Click the blue Save button. 	<ul style="list-style-type: none"> Click the Member List link. Click the Resubmit Enrollment link beside that person's name. Click the trash can beside all the clubs in the (old) county. Click the Select Units button to add the new club in the new county. Click the blue Next button. This is important because this is the part that refreshes the record. 	<ul style="list-style-type: none"> Click the club name in the clubs area. Do not click the edit button first. Just click the club's name. Click the SWAP Club button below the club list. Select the new county from the Clubs to Transfer Projects To County drop-down menu. Select the new club from the Club To Transfer Projects To drop-down menu. Click the blue Save button. 	<ul style="list-style-type: none"> Click the club name in the clubs area. Click the SWAP Club button below the club list. Select the new county from the Clubs to Transfer Projects To County drop-down menu. Select the new club from the Club To Transfer Projects To drop-down menu. Click the blue Save button.
4	<ul style="list-style-type: none"> Click the Edit button in the Clubs Area. Click the blue Save button. This is important because this is the part that refreshes the record. 	NONE	NONE	<ul style="list-style-type: none"> Click the Edit button in the Clubs Area. Click the blue Save button. This is important because this is the part that refreshes the record.
	Repeat steps 3 and 4 for each club listed and delete clubs from the old county if needed ONLY if a project is not assigned to that club.	Repeat step 3 above for each member in the family with this status.	Repeat steps 3 and 4 for each club listed and delete clubs from the old county ONLY if a project is not assigned to that club.	Repeat steps 3 and 4 for each club listed and delete clubs from the old county ONLY if a project is not assigned to that club.
	Repeat the steps above for each member in the family with this status.		Repeat the steps above for each member in the family with this status.	Repeat the steps above for each member in the family with this status.

IMPORTANT

- ADULT PROFILES - YOU MAY NEED TO DELETE THE VOLUNTEER TYPE AND ADD IT BACK BEFORE THESE TIPS WILL WORK
- STARTED/DELETED PROFILES - YOU MAY NEED TO START/RESTART THE ENROLLMENT AGAIN TO DO THESE TIPS
- AWAITING PAYMENT PROFILES - YOU CANNOT DO ANYTHING YET - PAYMENT MUST BE RECEIVED FIRST