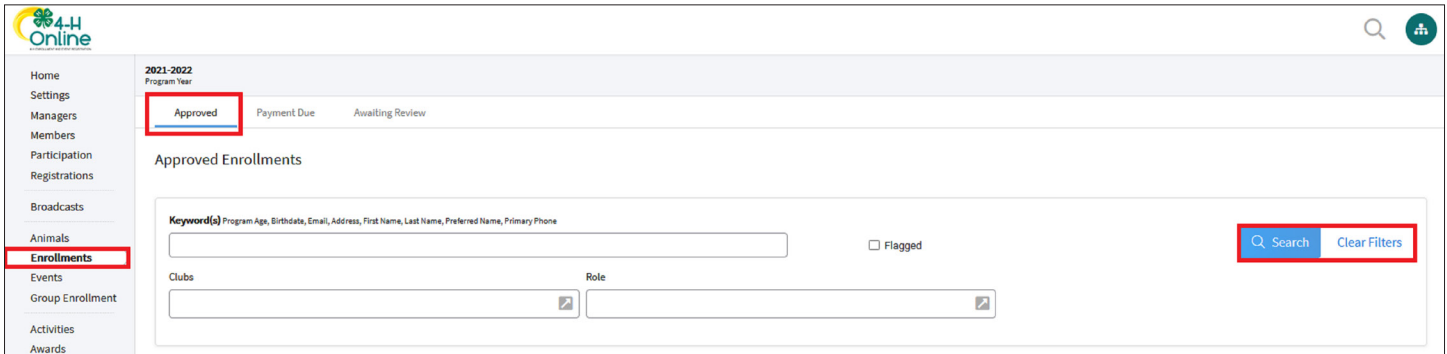


**MUST BE DONE BY PRIMARY COUNTY MANAGER
MUST BE APPROVED AND PAID**

SEARCHING

The Enrollment link contains sub-tabs for viewing Approved, Payments Due and Awaiting Review enrollments. The member records listed in the approved screen are those enrollments that are paid for the current 4-H program year. These instructions are the only way to make adjustments to the enrollment information after it's approved and paid.

- Click on the Enrollments link on the navigation pane on the left side of the screen.
- Click on the Approved sub-tab.
- Click the Clear Filters link in the search area.
- Click the blue Search button.

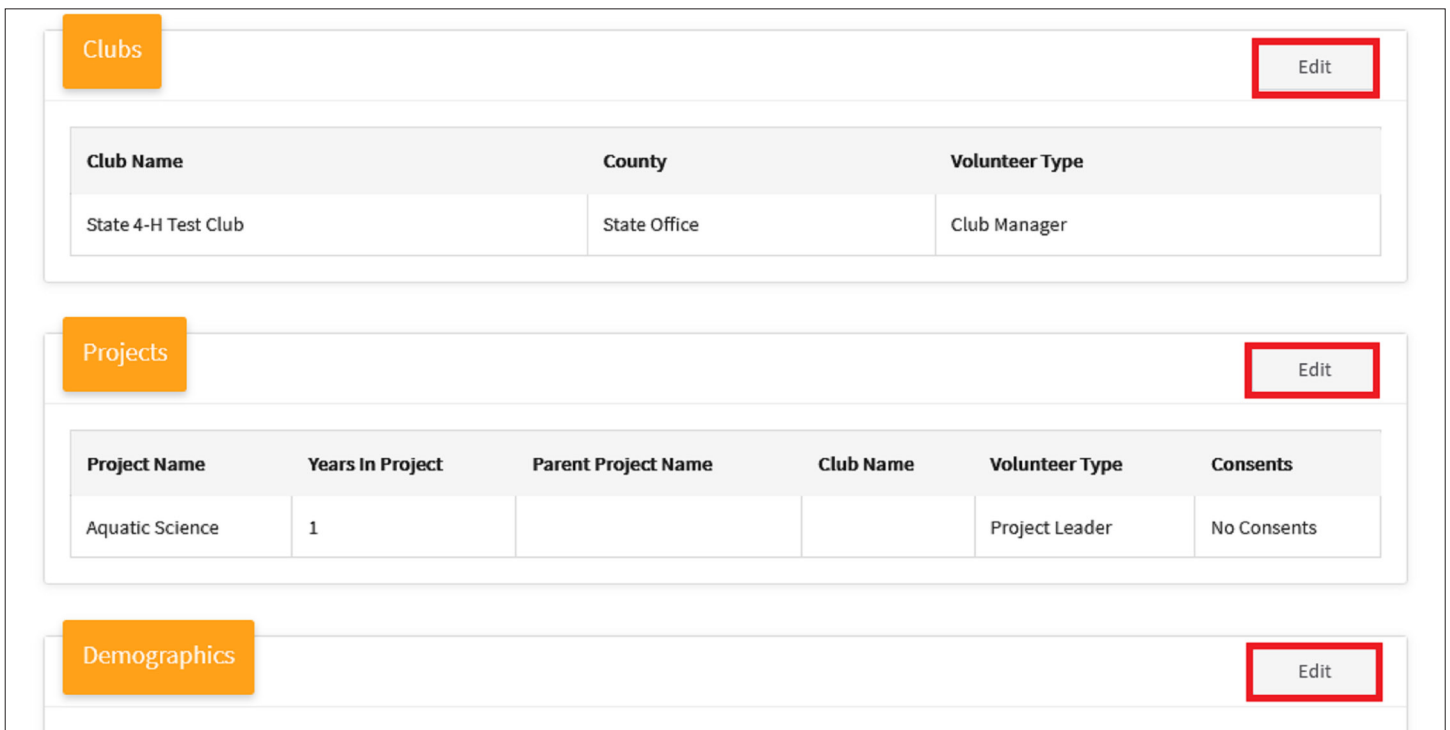


- The results will be displayed at the bottom of the screen.
- Click the name of the person to navigate to the member's enrollment details.

Last Name	First Name	Email	Birth Date	Role	Primary Unit Name	Grade	Status	Approval County	Approved Date
George	00William	4hevents@ag.tamu.edu	8/20/1965	Volunteer	State 4-H Test Club		Approved	State Office	9/6/2021

EDITING

- Click the Edit button beside the area to update.
- Make the adjustment and click save (or Add depending on the area)



Club Name	County	Volunteer Type
State 4-H Test Club	State Office	Club Manager

Project Name	Years In Project	Parent Project Name	Club Name	Volunteer Type	Consents
Aquatic Science	1			Project Leader	No Consents