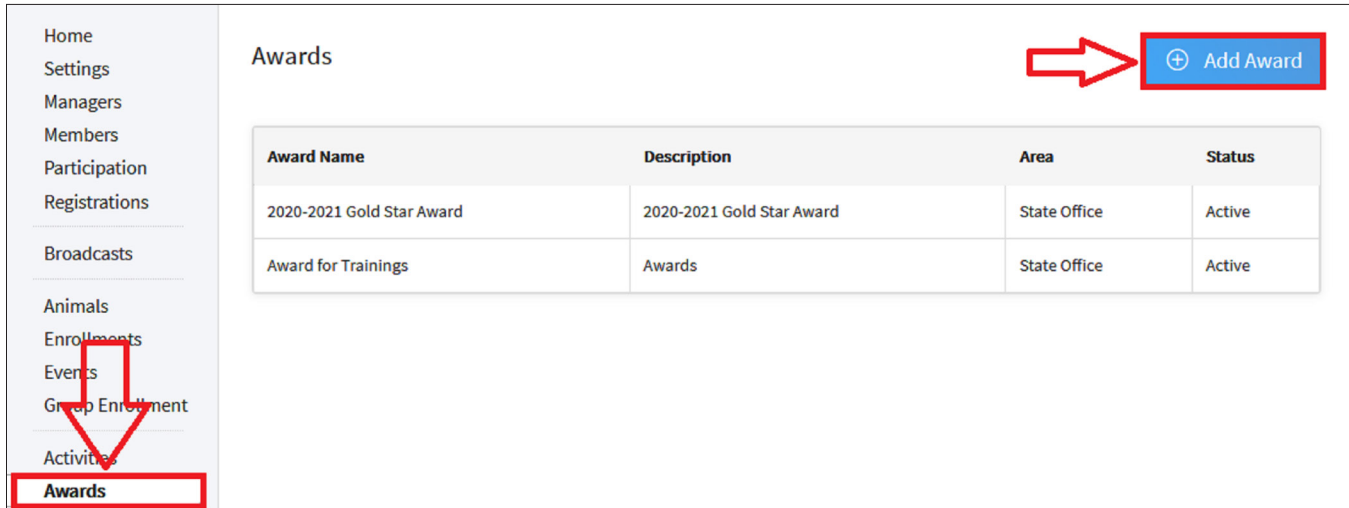


The awards function allows the county manager to create a list of member awards to add to youth profiles.

CREATE AN AWARD

- Click on the Awards link in the navigation pane.
- Click the Add Award button.



Award Name	Description	Area	Status
2020-2021 Gold Star Award	2020-2021 Gold Star Award	State Office	Active
Award for Trainings	Awards	State Office	Active

- Enter the name of the award.
- Enter a description of the award.
- Enter the status of the award.
 - Active - Ready to be used
 - Inactive - Not ready to be used
- Click the blue Save button.

Add Award ✕

Award Name *required*

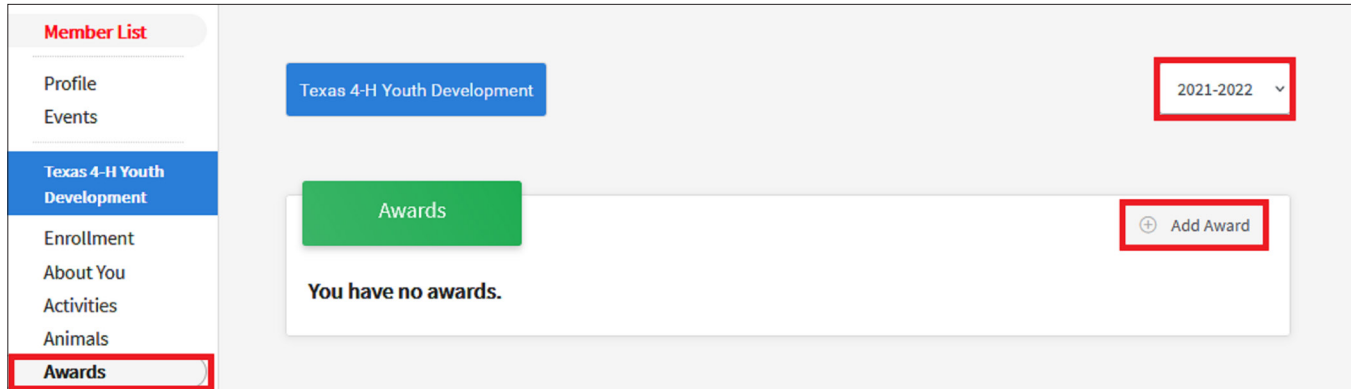
Description *required*

Status *required*

Area

ADD AN AWARD TO A YOUTH MEMBER RECORD

- Click on the member's record from the Member search screen.
- Click on the Awards link in the navigation pane.
- Select the enrollment program year from the drop-down menu.
- Click the +Add Award button.



The screenshot shows the 'Member List' interface. On the left is a navigation menu with 'Awards' highlighted. The main content area shows 'Texas 4-H Youth Development' with a dropdown menu set to '2021-2022'. Below this is a green 'Awards' button and a '+ Add Award' button. A message states 'You have no awards.'

- Select the award from the drop-down menu.
- Enter the date of the award.
- Click the blue Save button.



The 'Add Award' form has two required fields: 'Award' (a dropdown menu with 'award name' selected) and 'Award Date' (a date field with '10/1/2021' and a calendar icon). At the bottom are 'Cancel' and 'Save' buttons.