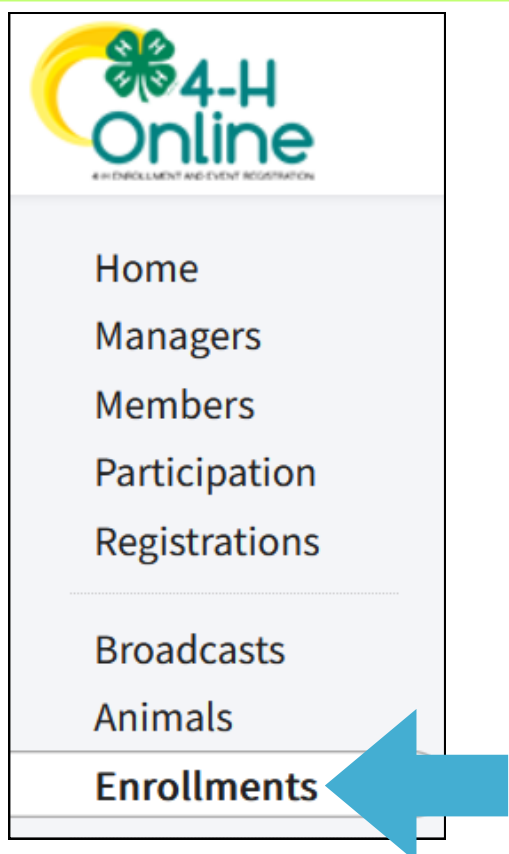


# EDIT PAID MEMBER

## ADD OR REMOVE CLUBS

### QUICK GUIDE

1



**CLICK ENROLLMENTS LINK  
AND CLEAR FILTERS**

2

The screenshot shows the 'Approved Enrollments' search interface. It includes a 'Keyword(s)' field with 'Misty Cathey' entered, a 'Flagged' checkbox, and a blue 'Search' button. Below the search fields are dropdown menus for 'Counties', 'Clubs', and 'Role'. At the bottom, there are buttons for 'Broadcast', 'Download Excel', and 'Customize'. A table of results is displayed below, showing columns for Last Name, First Name, Role, Primary Unit Name, Status, Approval County, and Approved Date. A blue arrow points to the 'Search' button.

**ENTER MEMBER'S NAME OR CRITERIA  
AND CLICK BLUE SEARCH BUTTON**

3

The screenshot shows the 'Approved Enrollments' search interface. It includes a 'Keyword(s)' field with 'Misty Cathey' entered, a 'Flagged' checkbox, and a blue 'Search' button. Below the search fields are dropdown menus for 'Counties', 'Clubs', and 'Role'. At the bottom, there are buttons for 'Broadcast', 'Download Excel', and 'Customize'. A table of results is displayed below, showing columns for Last Name, First Name, Role, Primary Unit Name, Status, Approval County, and Approved Date. A blue arrow points to the 'Misty' name in the 'First Name' column of the results table.

**CLICK THE NAME AT THE BOTTOM  
OF THE SCREEN**

4

The screenshot shows the 'Clubs' section of the interface. It has a table with columns for Club Name, County, and Volunteer Type. The first row shows 'Castlegate 4-H Club' in 'Brazos' county. To the right of the table is a blue 'Edit' button. A blue arrow points to the 'Edit' button.

**CLICK THE EDIT BUTTON IN THE  
CLUBS SECTION TO ADD A CLUB**

5

The screenshot shows the 'Edit Units' dialog box. It has a table with columns for Primary, Club, Type, County, and Remove. The first row shows 'Castlegate 4-H Club' in 'Brazos' county. Below the table is a blue 'Select Units' button. A blue arrow points to the 'Select Units' button.

**CLICK THE SELECT UNITS BUTTON**

6

The screenshot shows the 'Add Clubs' dialog box. It has a dropdown menu for 'County' set to 'Brazos'. Below it is a list of clubs with a blue 'Add' button next to each. A blue arrow points to the 'Add' button next to 'Brazos 4-H Archery Club'. Below the list is a 'Cancel' button. Below the dialog box is another 'Edit Units' dialog box with a blue 'Save' button. A blue arrow points to the 'Save' button.

**CLICK THE BLUE SELECT  
BUTTON BESIDE EACH  
CLUB TO ADD**

**CLICK THE BLUE SAVE  
BOTTOM**

**REFRESH SCREEN FOR CHANGES TO LOAD**

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