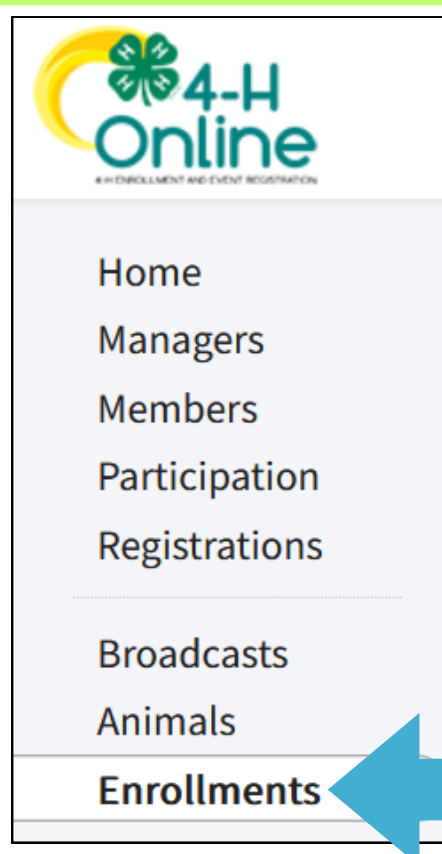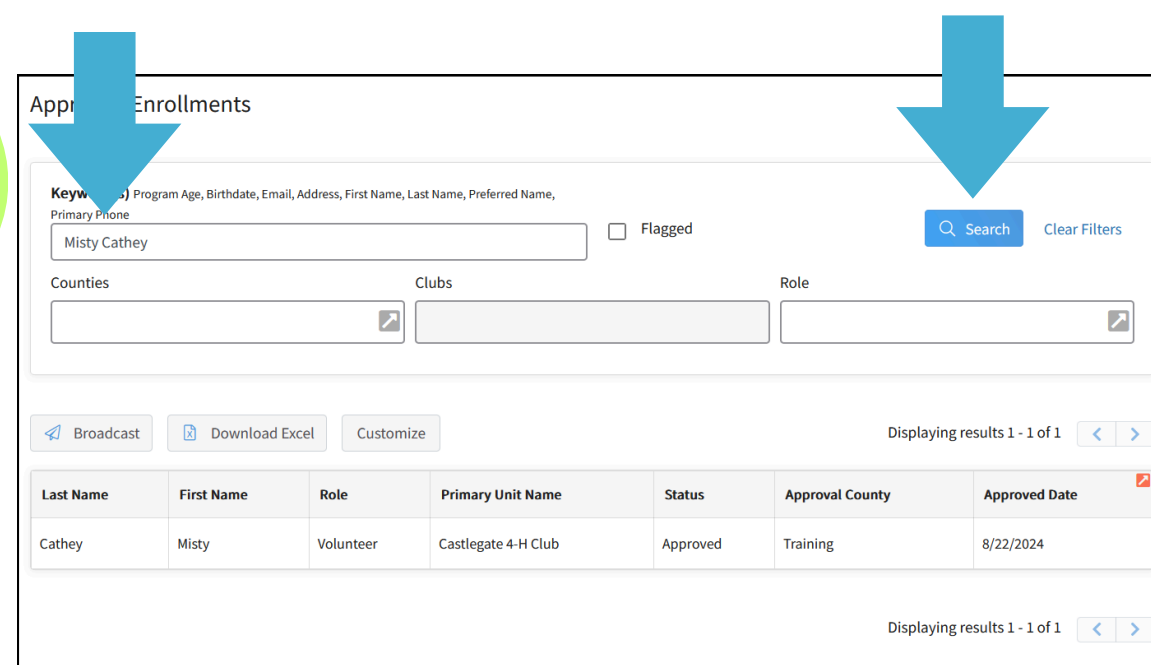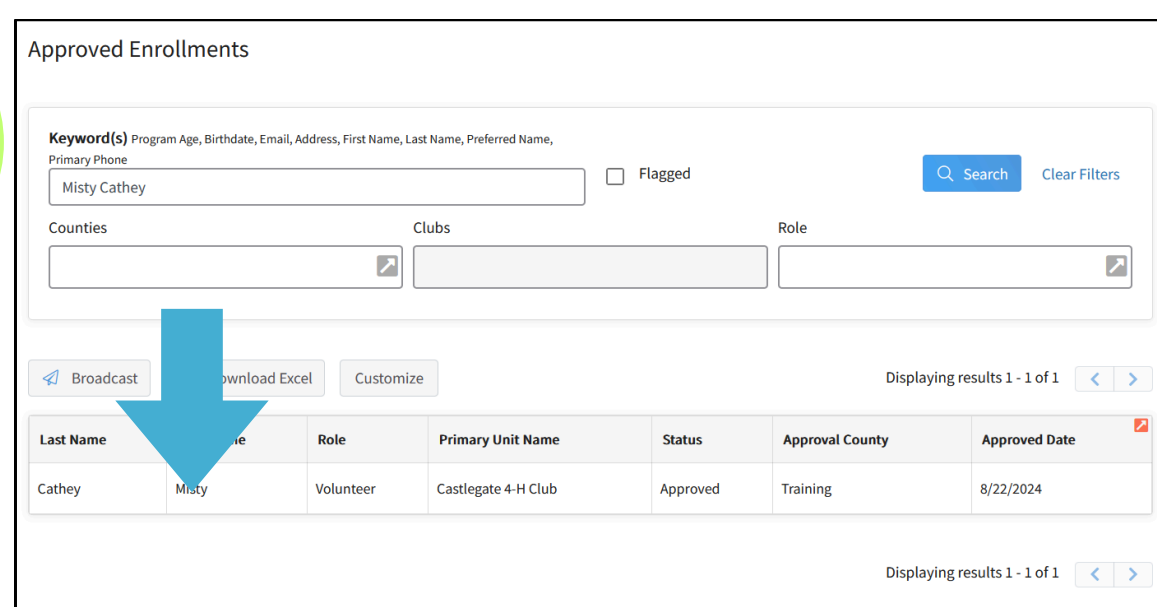# EDIT PAID MEMBER
## DEMOGRAPHICS
# QUICK GUIDE

**1**

CLICK ENROLLMENTS LINK
AND CLEAR FILTERS

**2**

SEARCH FOR MEMBER
AND CLICK BLUE SEARCH BUTTON

**3**

CLICK THE NAME AT THE BOTTOM
OF THE SCREEN

**4**

DEMOGRAPHICS INCLUDE:
- Gender
- Grade
- Residence
- Emergency Contact
- Parent / Guardian 1
- Parent / Guardian 2
- School
- Military
- Address
- Second Family
- Years In Program
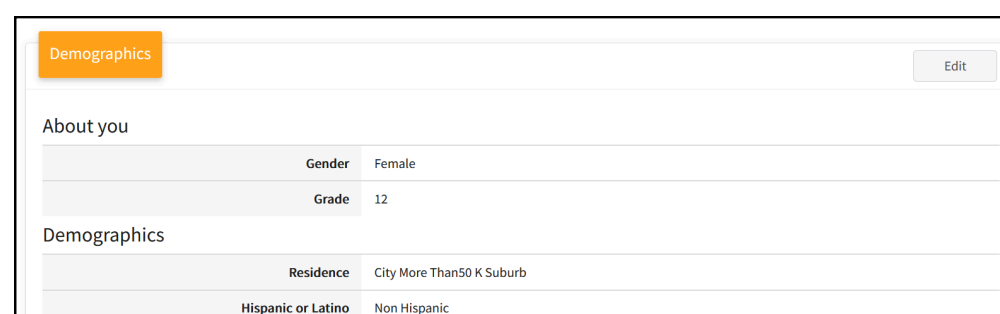
CLICK THE EDIT BUTTON IN THE
DEMOGRAPHICS SECTION

**5**

MAKE ADJUSTMENTS AND CLICK
THE BLUE SAVE BUTTON

**!**

REFRESH SCREEN FOR CHANGES TO LOAD

CHANGING THE GRADE FROM A CLOVER KID TO A
CLUB MEMBER OR VICE VERSA IS NOT ALLOWED

# https://texas.4honline.com