EDIT PAID MEMBER
PROJECTS

QUICK GUIDE

1
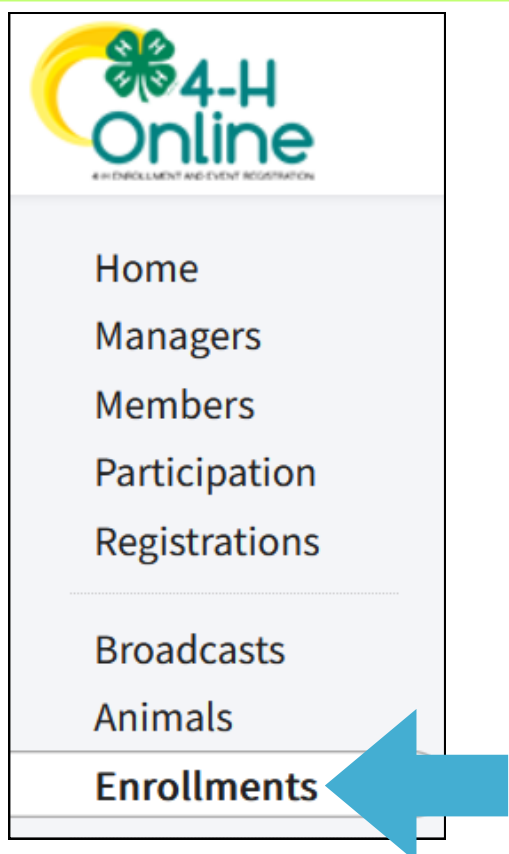
CLICK ENROLLMENTS LINK AND CLEAR FILTERS

2

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

3

CLICK THE NAME AT THE BOTTOM OF THE SCREEN

4

CLICK THE EDIT BUTTON IN THE PROJECTS SECTION

5

CLICK THE SELECT PROJECTS BUTTON TO ADD A PROJECT (OR CLICK THE TRASH CAN TO REMOVE A PROJECT)

6

CLICK THE BLUE SELECT BUTTON BESIDE EACH PROJECT TO ADD

SELECT THE YEARS IN PROJECT AND CLICK THE BLUE ADD BUTTON

REFRESH SCREEN FOR CHANGES TO LOAD

https://texas.4honline.com