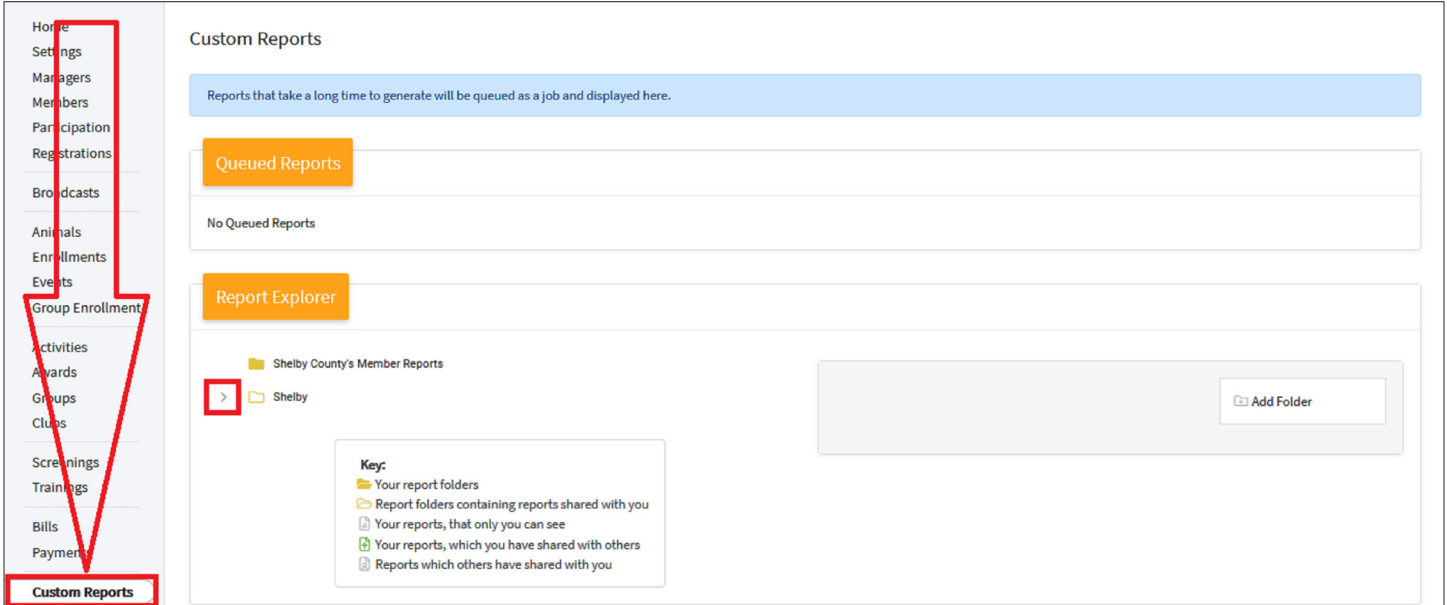
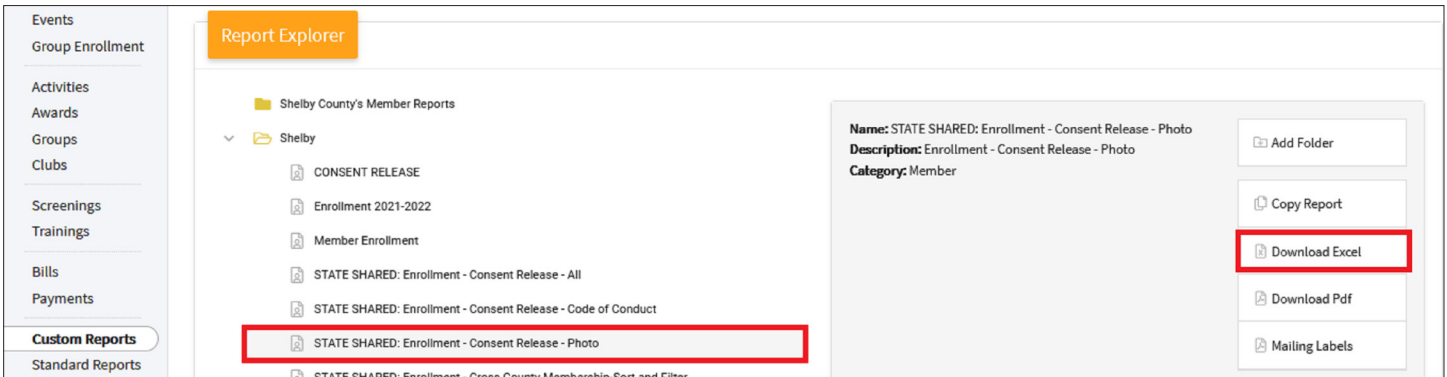


- Click the Custom Reports link in the navigation pane on the left side of the screen.
- Click the right-arrow icon beside the county folder name to open the folder. This is normally the last folder in the list.



The screenshot shows the 'Custom Reports' section of the application. On the left, a navigation pane lists various options, with 'Custom Reports' highlighted in red. The main area is titled 'Custom Reports' and contains a message: 'Reports that take a long time to generate will be queued as a job and displayed here.' Below this, there are sections for 'Queued Reports' (showing 'No Queued Reports') and 'Report Explorer'. In the 'Report Explorer', a folder named 'Shelby County's Member Reports' is expanded to show a sub-folder 'Shelby', which is also highlighted with a red box and a right-pointing arrow. A key explains the folder icons: yellow for 'Your report folders', orange for 'Report folders containing reports shared with you', blue for 'Your reports, that only you can see', green for 'Your reports, which you have shared with others', and grey for 'Reports which others have shared with you'. An 'Add Folder' button is visible on the right.

- Click the Custom Report called **Enrollment - Consent Release - Photo - Filter Consent Status**.
- Click the Download Excel option on the right side of the screen.



This screenshot shows the 'Report Explorer' with the 'Shelby' folder expanded. The report 'STATE SHARED: Enrollment - Consent Release - Photo' is selected and highlighted with a red box. On the right side, a details panel shows the report's name, description, and category. Below this, a list of actions is available: 'Add Folder', 'Copy Report', 'Download Excel' (highlighted with a red box), 'Download Pdf', and 'Mailing Labels'.

- Open the downloaded file in Excel to sort and filter.
- The Enrollment Consent Status column will have the accepted or declined status for the consent acceptance.

Family County	Name: Last, First	Enrollment Role	Enrollment Status	Enrollment Consent Title	Enrollment Consent Status	Enrollment Consent Member Signature	Enrollment Consent Parent/Guardian Signature	Enrollment Consent Mana
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Volunteer	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Accepted			
Shelby		Club Member	Approved	STANDARD MEDIA RELEASE FORM, ADULTS and MINOR CHILDREN	Declined			

**THE CONSENT CANNOT BE CHANGED UNTIL THE NEXT 4-H YEAR ENROLLMENT TAKES PLACE
A HARD COPY OF THE CONSENT WILL NEED TO BE KEPT ON FILE AND SHARED WITH EVENT COORDINATORS**