


## ONLY COUNTY OFFICES CAN ADJUST MEMBER BIRTHDATES

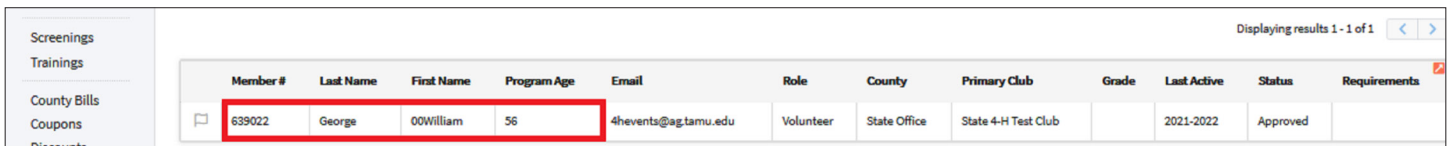
**BIRTHDATES ARE BEST UPDATED IN AN INCOMPLETE OR RESUBMITTED STATUS  
AWAITING REVIEW SHOULD BE RETURNED TO THE FAMILY AND THEN CORRECTED BY THE COUNTY**

### INCOMPLETE, RESUBMIT AND APPROVED STATUSES

- Click the Members link in the navigation pane on the left side of the screen.
- Click the Clear Filters link in the search area.
- Type in the person's name in the keyboard's blank.
- Click the blue Search button.

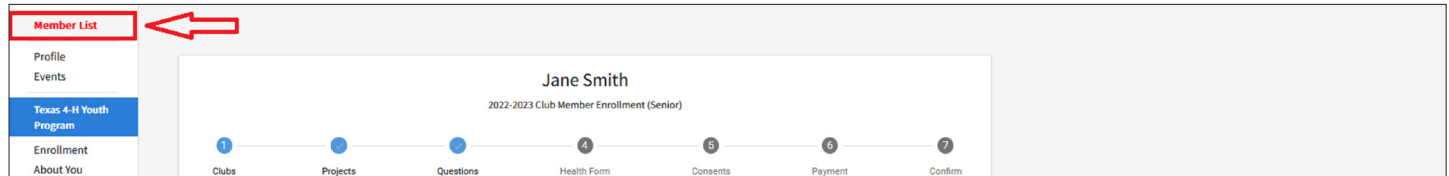


- Click on the person's name in the list that is displayed at the bottom of the screen.

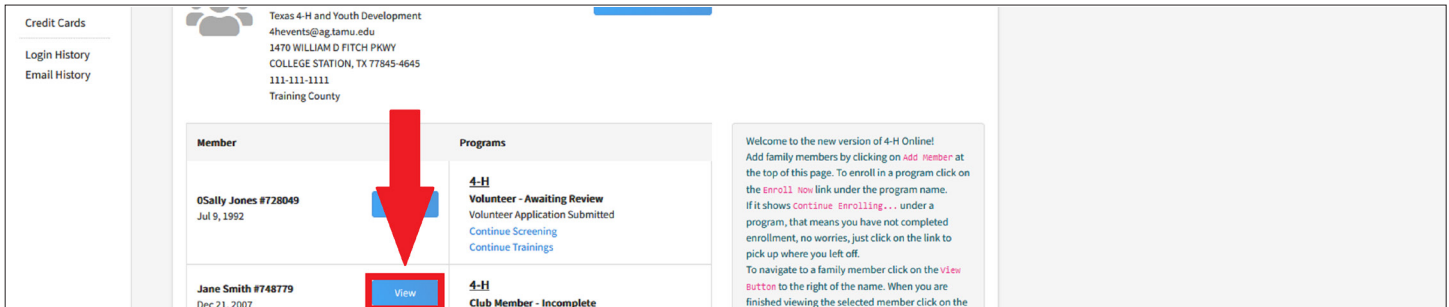


Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
639022	George	00William	56	4hevents@ag.tamu.edu	Volunteer	State Office	State 4-H Test Club		2021-2022	Approved	

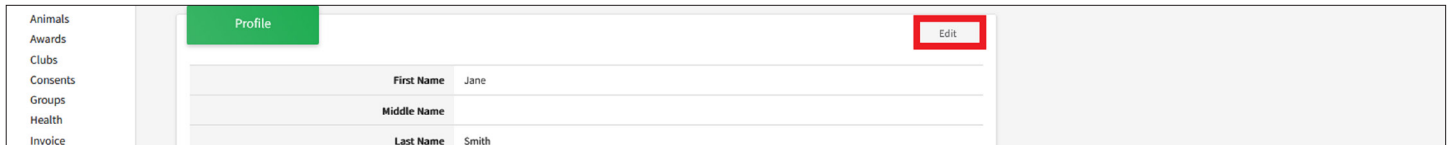
- Click the Member List link in the navigation pane on the left side of the screen.



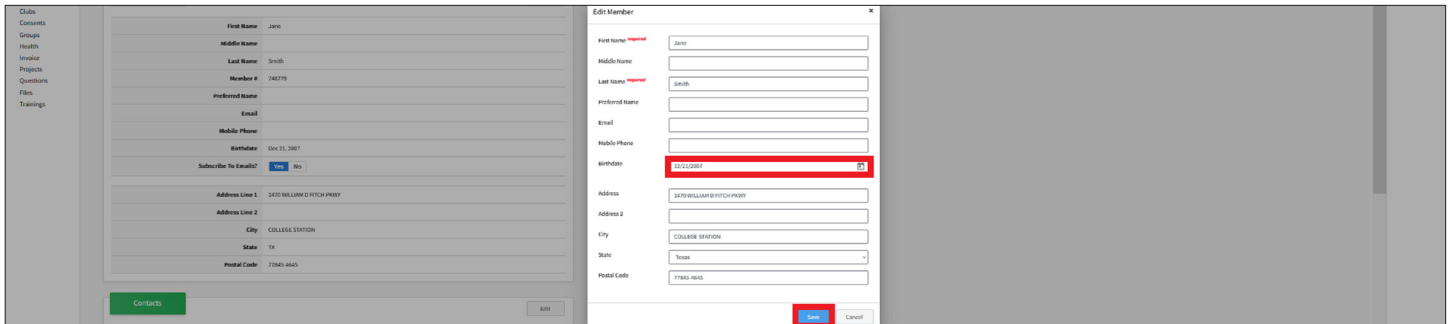
- Click the blue View button beside the member's name.



- Click the Edit button.



- Update the birthdate and click the blue Save button. Return to the member list link to refresh the screen for changes to appear.



## BIRTHDATE CHANGES MAY NOT ADJUST ALL SETTINGS IF THE MEMBER IS APPROVED

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.