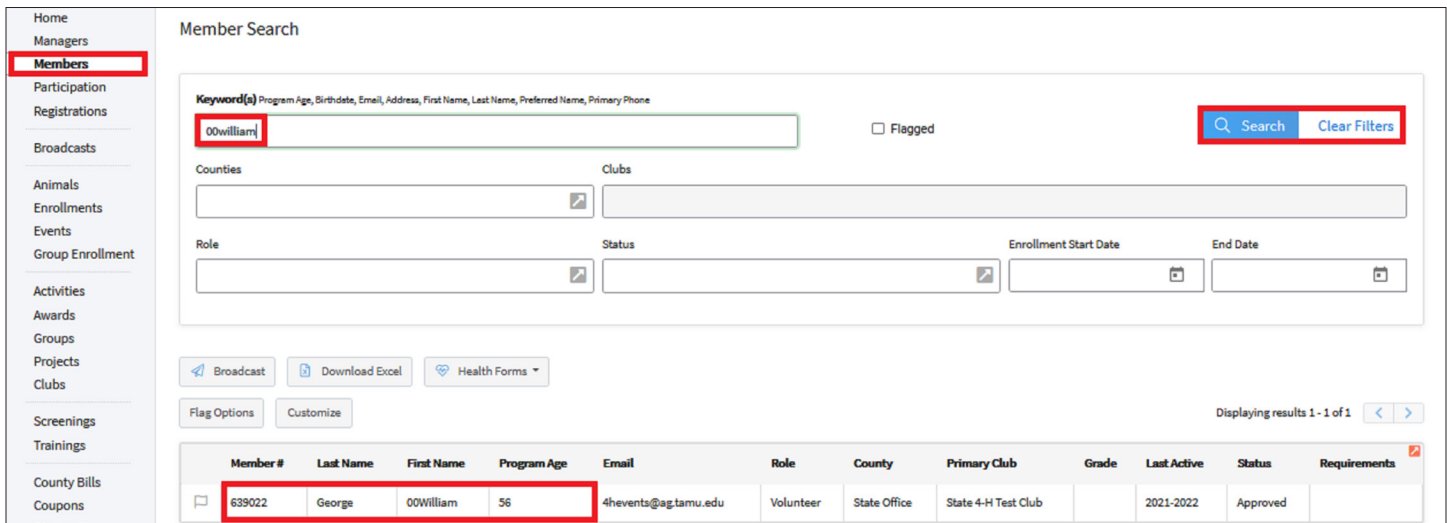


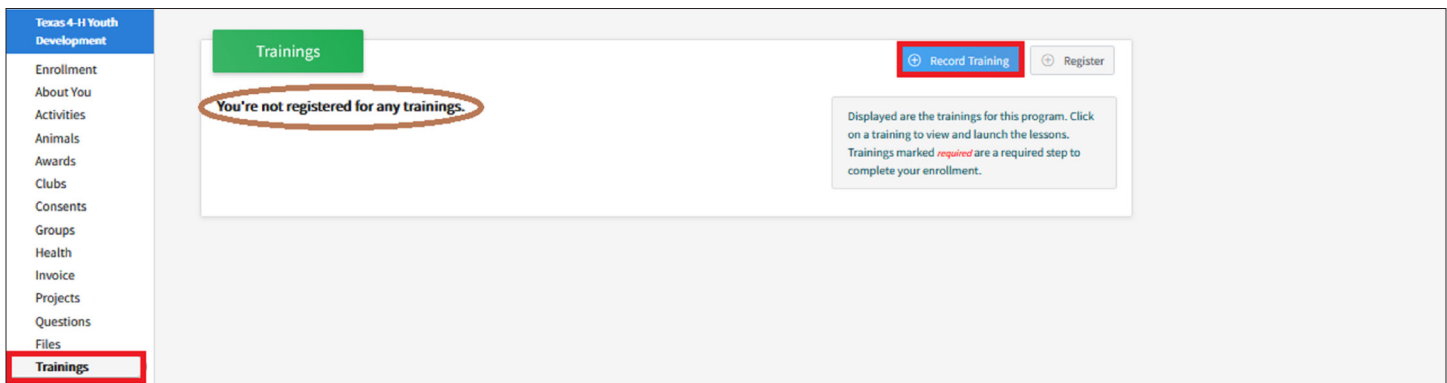
- Click the Members link on the navigation pane on the left side of the screen.
- Click the Clear Filters link.
- Type in keywords or county, club, role, status or enrollment dates. Some of the menus are multiple select menus, meaning you can choose more than one item in a single search request. Click in the field for the drop-down menu to appear to make your selections or leave blank. Tip: The less filters you put in the better.
- Click the blue Search button. The results will be displayed below the search area.
- Click the member's name at the bottom in the search results.



The screenshot shows the 'Member Search' page. On the left is a navigation menu with 'Members' highlighted. The search area includes a 'Keyword(s)' field containing '00William', a 'Flagged' checkbox, and 'Search' and 'Clear Filters' buttons. Below are filters for 'Counties', 'Clubs', 'Role', 'Status', 'Enrollment Start Date', and 'End Date'. At the bottom, there are buttons for 'Broadcast', 'Download Excel', and 'Health Forms'. A table displays search results with one entry highlighted:

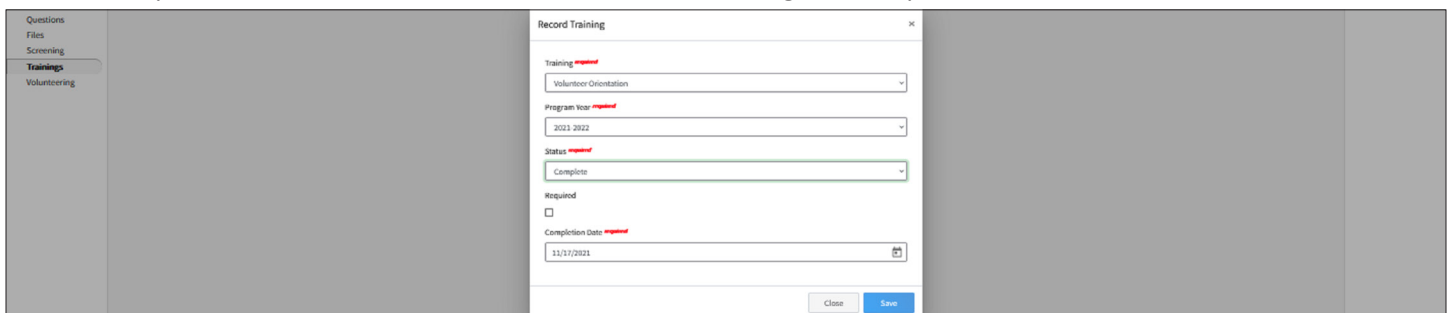
| Member # | Last Name | First Name | Program Age | Email | Role | County | Primary Club | Grade | Last Active | Status | Requirements |
|----------|-----------|------------|-------------|----------------------|-----------|--------------|---------------------|-------|-------------|----------|--------------|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

- Click on the Trainings link on the left side on the navigation pane on the left side of the screen.
- Click on the blue +Record Training button.



The screenshot shows the 'Trainings' page. The left navigation menu has 'Trainings' highlighted. The main content area shows a green 'Trainings' header, a message 'You're not registered for any trainings.', and a '+ Record Training' button. A text box explains: 'Displayed are the trainings for this program. Click on a training to view and launch the lessons. Trainings marked *required* are a required step to complete your enrollment.'

- From the Training drop-down menu, click the Training title. Adults have two training options.
- From the Program Year drop-down menu, click the Program Year. The default Program Year is the current one.
- From the Status drop-down menu, click the Status.
- Click the required checkbox if this training is required for program participation.
- In the Completion Date area, enter the date in which the training was completed.



The screenshot shows the 'Record Training' modal form. It includes the following fields:

- Training: Volunteer Orientation
- Program Year: 2021-2022
- Status: Complete
- Required:
- Completion Date: 11/27/2021

Buttons for 'Close' and 'Save' are at the bottom.

Available Training Link: <https://texas4-h.tamu.edu/trainings/>