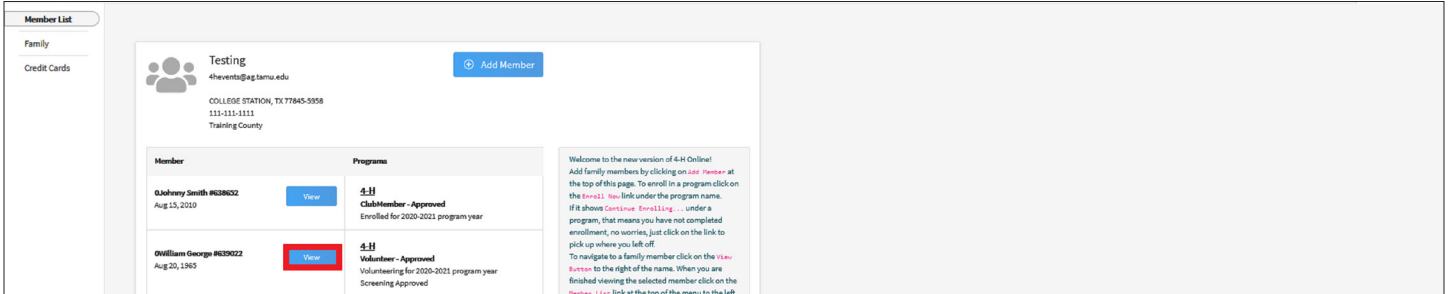



Creating the Charter Application

1. Click on the view button beside the approved adult's name



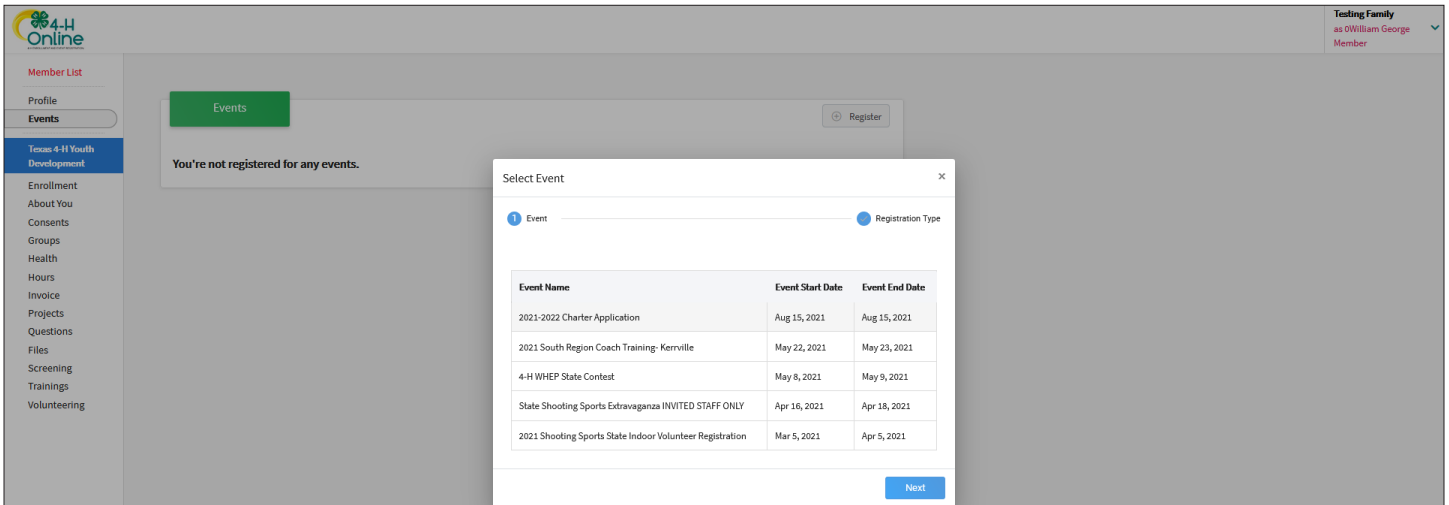
The screenshot shows the 'Member List' page for a family named 'Testing'. It includes contact information and a list of members. Two members are listed with 'View' buttons: Johnny Smith (ClubMember - Approved) and William George (Volunteer - Approved).

2. Click the Events link from the navigation pane
3. Click the Register link



The screenshot shows the 'Events' page. The 'Events' link in the navigation pane is highlighted with a red box, and the 'Register' button is also highlighted with a red box. The main content area says 'You're not registered for any events.'

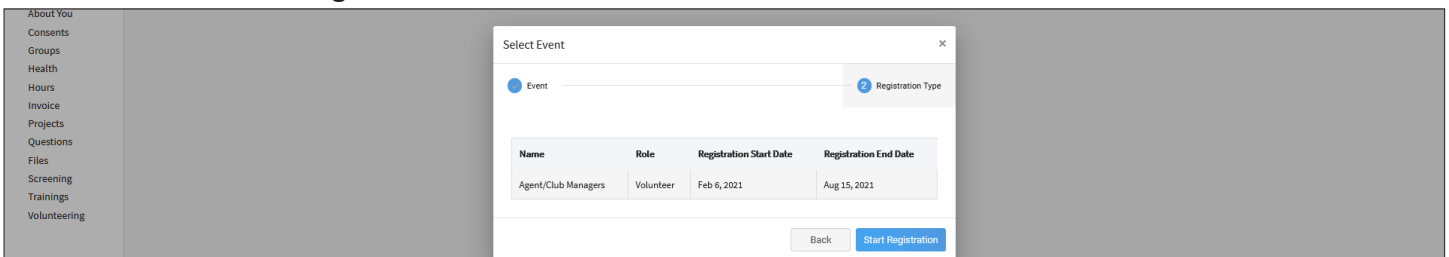
4. Click the 2021-2022 Charter Application event from the list
5. Click the blue Next button



The screenshot shows the 'Select Event' dialog box. The 'Event' radio button is selected. A table lists several events, with '2021-2022 Charter Application' highlighted. The 'Next' button is visible at the bottom right.

Event Name	Event Start Date	Event End Date
2021-2022 Charter Application	Aug 15, 2021	Aug 15, 2021
2021 South Region Coach Training: Kerrville	May 22, 2021	May 23, 2021
4-H WHEP State Contest	May 8, 2021	May 9, 2021
State Shooting Sports Extravaganza INVITED STAFF ONLY	Apr 16, 2021	Apr 18, 2021
2021 Shooting Sports State Indoor Volunteer Registration	Mar 5, 2021	Apr 5, 2021

6. Click Agent/Club Manager from the type list
7. Click the blue Next Registration button



The screenshot shows the 'Select Event' dialog box with the 'Registration Type' radio button selected. A table lists registration types, with 'Agent/Club Managers' highlighted. The 'Start Registration' button is visible at the bottom right.

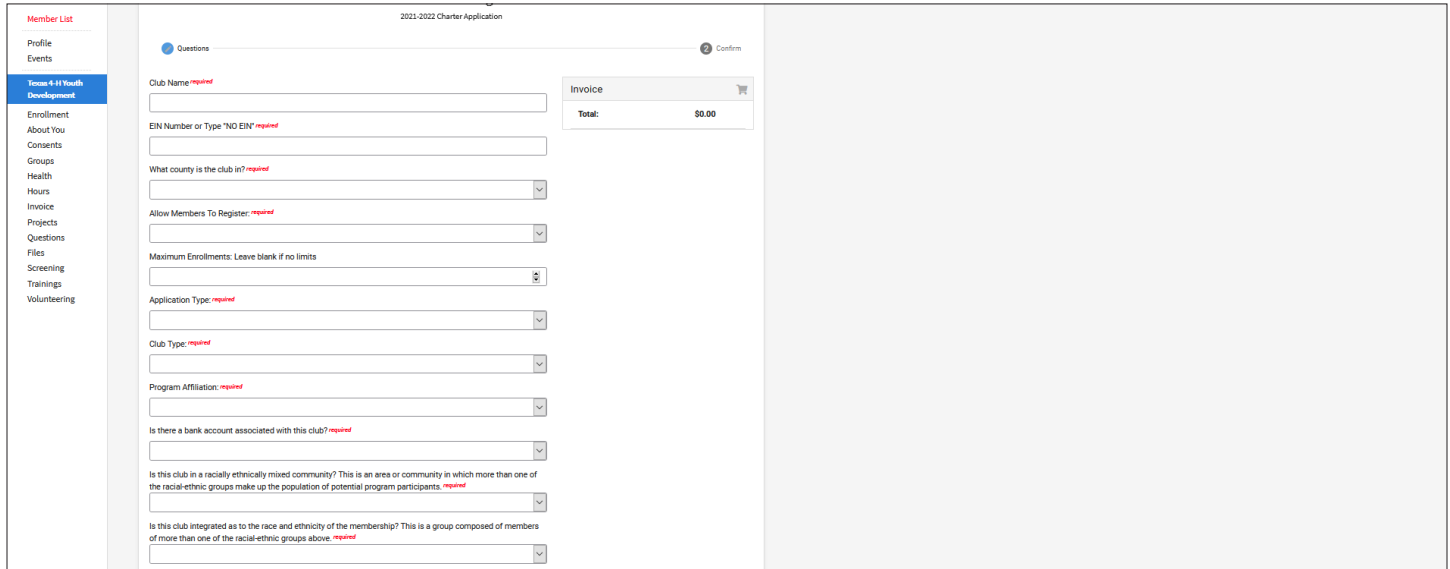
Name	Role	Registration Start Date	Registration End Date
Agent/Club Managers	Volunteer	Feb 6, 2021	Aug 15, 2021

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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.

Completing The Charter Application

1. Fill in all the blanks with the complete club information



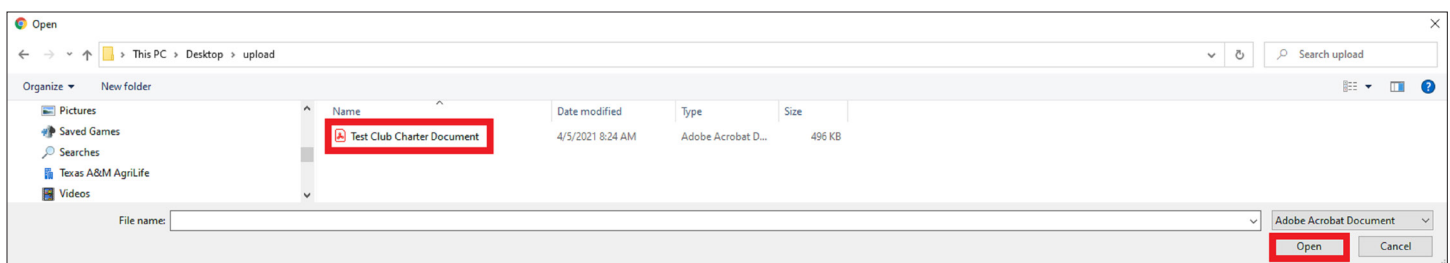
The screenshot shows the '2021-2022 Charter Application' form. On the left is a navigation menu with options like Profile, Events, Texas 4-H Youth Development, Enrollment, About You, Consents, Groups, Health, Hours, Invoice, Projects, Questions, Files, Screening, Trainings, and Volunteering. The main form area contains several required fields: Club Name, EIN Number or Type, Country, Allow Members To Register, Maximum Enrollments, Application Type, Club Type, Program Affiliation, and a bank account question. There are also three questions regarding racial/ethnic diversity. An 'Invoice' section on the right shows a total of \$0.00. A 'Confirm' button is at the top right.

2. Combine all of the documents needed for the club into one PDF file
3. Click the Upload button in the Files section



The screenshot shows the 'Files' section of the application. It displays a message: '2020-2021 Charter Packet Upload - Combine all documents into one PDF file'. Below the message is a large 'PDF' icon with the text 'No File Uploaded'. A red box highlights the 'Upload' button. A 'Next' button is visible at the bottom right.

4. Find the file on the computer or device and select it



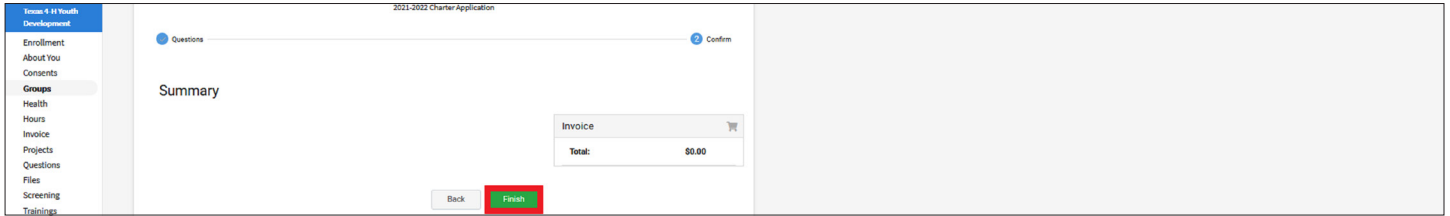
5. Click the blue Next button



The screenshot shows the 'Files' section after a file has been uploaded. A large red 'PDF' icon is displayed. Below it are buttons for 'Overwrite', 'Download', and 'Delete'. A red box highlights the 'Next' button at the bottom right.

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6. Click the green Finish button



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