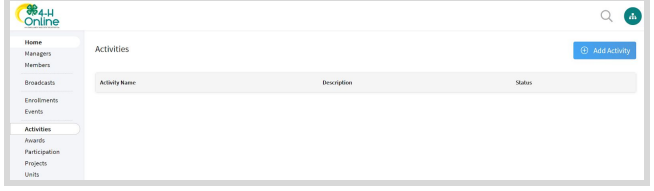
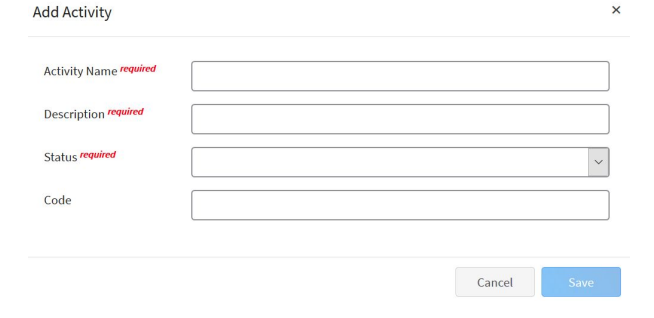


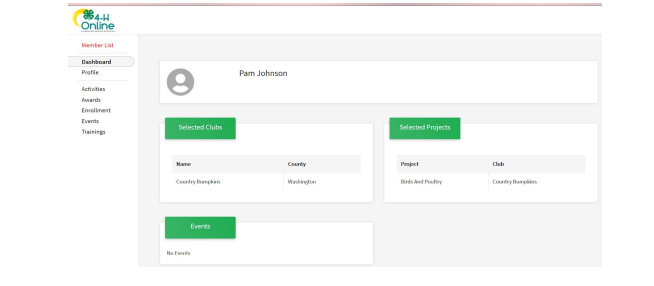
Activities

The Activities section allows County managers to create a list of county activities that may be added to a member's record.

Creating Activities

<ol style="list-style-type: none"> 1. Click on the Activities tab in the navigation pane. 2. Click the 'Add Activity' button to add an activity to the list. 	
<ol style="list-style-type: none"> 1. Enter the name of the activity. 2. Enter a description of the activity. 3. Enter the status of the activity. <ol style="list-style-type: none"> a) Active b) Deleted c) Inactive 4. Enter a code (optional). 5. Click the Save button. 	

Adding an Activity to a Member Record

<ol style="list-style-type: none"> 1. Click on the Member's record from the Member search screen. 2. Click on Activities in the navigation pane. 	
<ol style="list-style-type: none"> 3. Click the +Add Activity button. 4. Select the Enrollment Program Year from the drop-down menu. 5. Select the Activity from the drop-down menu. 6. Enter the date of the activity. 7. Click the Save button. 	