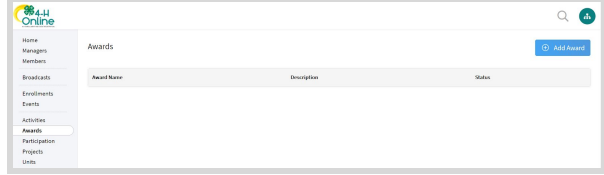



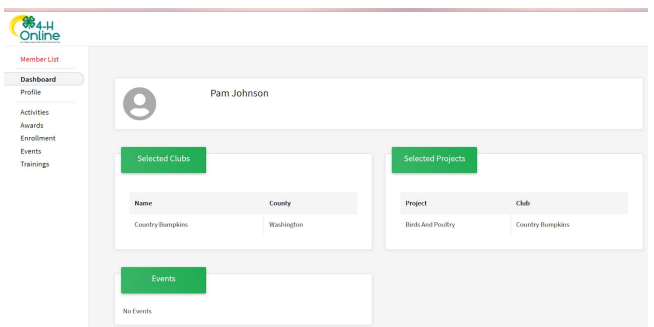
Awards

The Awards section allows County managers to create a list of county awards that may be added to members' records.

Creating Awards

<ol style="list-style-type: none"> 1. Click on Awards in the navigation pane. 2. Click the Add Award button. 	
<ol style="list-style-type: none"> 3. Enter the Award Name. 4. Enter a description of the award. 5. Select the status of the award. <ol style="list-style-type: none"> a) Active b) Inactive 6. Click Save. 	

Adding an Award to a Member's Record

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