

Enrollment

The Enrollment tab contains sub-tabs for viewing Approved and Submitted enrollments. The member records listed in this area pertain to the current program year.

Viewing Approved Enrollments

1. Click on the Enrollments tab in the navigation pane.
2. Click on the Approved sub-tab.
3. You may Search for approved members.
4. Enter key words and use the Club and Role filters if needed.
5. Click the Search button.
6. The returned records will appear in a grid below the search area.
7. Click on a specific record to view the enrollment.

Last Name	First Name	Email	Birth Date	Role	Primary Club Name	Status	Approved Date
Fuller	Chris	Fuller@normal.com	12/1/2002	Youth	Wood Bowler #8 Club	Approved	1/22/2020
Mills	Laurel	Mills.laurel@normal.com	4/13/1999	Volunteer		Approved	1/22/2020
Mills	Vale	Mills.vale@normal.com	10/17/2009	Youth	Wood Bowler #8 Club	Approved	1/22/2020
Mills	Wolfe	Mills.wolfe@normal.com	10/26/2010	Youth	Wood Bowler #8 Club	Approved	1/22/2020

Reviewing Enrollments

1. Click on the Enrollments tab in the navigation pane.
2. Click on the Awaiting Review sub-tab.
3. The screen will list all enrollments that have been submitted.
4. Hover over the symbol in the requirements column to see what is needed for the enrollment to become Active. Records that have an alarm clock symbol are ready to be reviewed.

Last Name	First Name	Role	Enrollment Status	Submitted	Re-submitted	Requirements
Clark	Julie	Volunteer	Submitted	5/6/2020		🔔
Clark	Sydney	Club Member	Submitted	5/6/2020		🔔
Elbert	Kenna	Club Member	Submitted	5/13/2020		🔔
Elbert	Pete	Volunteer	Submitted	4/22/2020		🔔
Elbert	Quinn	Volunteer	Submitted	5/16/2020		🔔
Jefford	Randy	Volunteer	Submitted	5/13/2020		🔔
Jefford	Hathornd	Volunteer	Submitted	5/13/2020		🔔
Jefford	Ryan	Club Member	Submitted	5/13/2020		🔔
Pearson	Marisol	Club Member	Submitted	5/16/2020		🔔

5. Click on the member's name to review their enrollment information.
6. If applicable, click the Edit button for Other Questions to modify responses or to enter responses for manager only questions.
7. If applicable, upload any files that are needed. These may be manager only file uploads, or files uploaded by the member that need to be replaced.
8. If applicable, click the edit button for the Invoice to apply a coupon code.
9. If the enrollment will be returned to the member for corrections, please enter a comment for the user and click Send Back. The comment will be included in the

email they receive to notify them that the enrollment has been returned.

10. In the rare case that the member enrollment is to be Blocked and prevented from enrolling for the rest of the program year, click the Block button. This member will not be allowed to enroll for the current 4-H year only.
11. To approve the member, at which time credit card transactions will be processed or payment locked in, click the Approve button.

The image shows a three-part form interface for 4-H enrollment. The top section, titled "Demographics", contains a table with the following data:

Grade	Kindergarten
Years In Program	1
Birth Gender	Female
Identifying Gender	Female
Hispanic or Latino	Non Hispanic
Residence	Town City 10 K, 1000 K, And Suburbs

The middle section, titled "Other Questions", includes a "Manager Only Field" and three "Text question 1" entries, each with a corresponding "Choice 1", "Choice 2", and "Choice 3" field. It also features a "Radio 3" field and a question: "Which animal do you have most of?" with a "Horses" input field.

The bottom section, titled "Invoice - Payable", shows a payment summary for "Anderson - Cleveland Late Enrollment Fee" with a total of "\$6.00". It lists a "VISA" card ending in "**** * 1000". Below this is a "Comment" text area and a row of buttons: "Send Back", "Block", and "Approve".