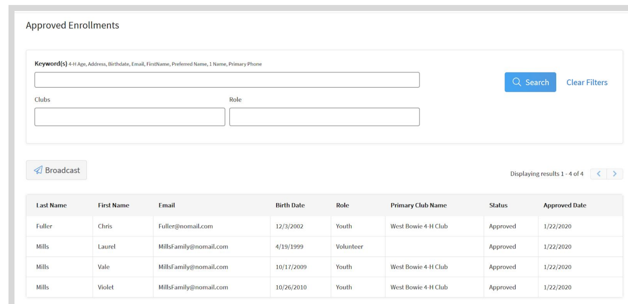
Enrollment

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.

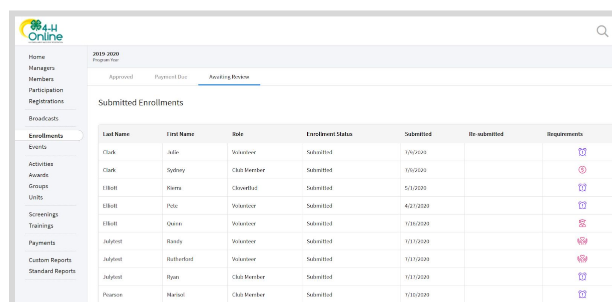
Viewing Approved Enrollments

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.

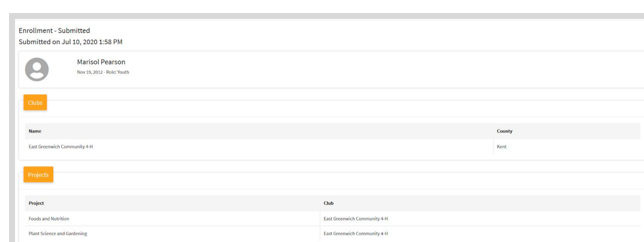


Reviewing Enrollments

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.



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.