

Modifying Approved Member Enrollments

Before You Start

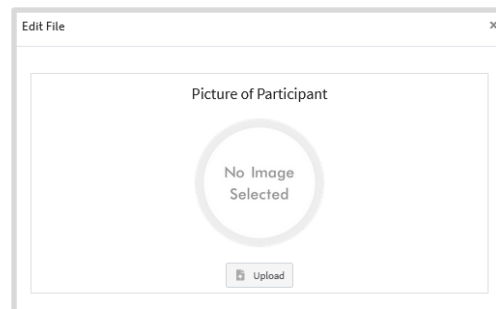
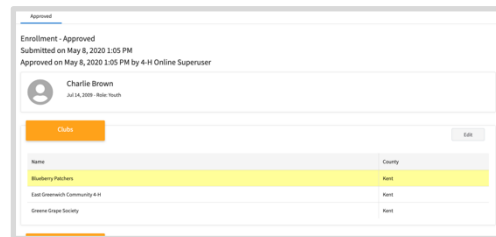
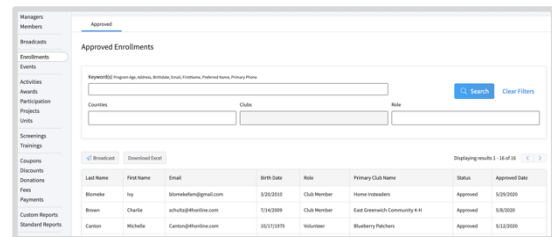
1. Managers may modify approved enrollments. Managers may not modify areas of submitted enrollments that could increase a member's fees.
2. Managers may not change the member's grade if it would result in changing the member's role. System Admins should submit a request to the Support Team for edits that would change the member's role.

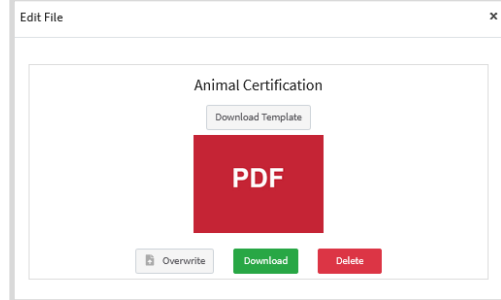
Steps

1. County Managers may modify a member's approved enrollment. Go to the Enrollments tab in the navigation pane.
2. On the "Approved" sub-tab, search for the member's name and click on the record.
3. Click the edit button next to the category you need to modify (Clubs, Projects, Demographics, Other Questions and Files).
4. You may add additional clubs, add projects, and modify demographic and custom question responses as appropriate.
5. Click Save to save the changes to that section.
6. Managers may also upload or replace files that were uploaded during the enrollment process. Click Edit on the file.
7. If a file has not previously been uploaded, click the Upload button.
8. If a file has previously been uploaded, select the appropriate option as follows:
 - Overwrite if you would like to replace the file
 - Download if you would like to download the file and save it
 - Delete if you would like to remove the file from the member's enrollment

Screenshots

(Screen appearance may vary per state)





Tips

- If an adult volunteer did not select a Club Volunteer type, the club selection section will not be available. You must first add the appropriate Club Volunteer type to the approved enrollment before you can select the appropriate club(s).
- If an adult volunteer did not select a Project Volunteer type, the project selection section will not be available. You must first add the appropriate Project Volunteer type to the approved enrollment before you can add the appropriate project(s).