



4-H Online 2.0 Approving Enrollments

Created Dec 2023

Before You Start

Member enrollments are approved by a county manager in their enrollment county.

- Submitted enrollments may not be approved until the member has completed any required screenings and/or trainings associated with the role, volunteer type, or project selections.
- Volunteer Screening must be completed before the enrollment may be approved.

Approving The Enrollment

1. Click on the Enrollments tab in the left side menu.
2. Click on the Awaiting Review sub-tab.
3. The screen will list all enrollments that have been submitted.

Last Name	First Name	Family Email	Family Phone	Primary Club	Role	Status	Submitted	Re-Submitted	Requirements 
Cat	Bella	ted054@centurytel.net	715-294-3422	Gilman Engineers	Club Member	Awaiting Review	9/06/2023		
Cat	Cheeka	wi-cat@nomail.com	202-202-0202	Gilman Engineers	Club Member	Awaiting Review	10/13/2023		
Cat	Mango	wi-cow@nomail.com	123-758-4587	Gilman Engineers	Volunteer	Awaiting Review	9/01/2023		
Goat	Petal	wi-goat@noemail.com	608-123-0987	Gilman Engineers	Volunteer	Submitted	9/22/2023		
Goat	Tribbles	wi-goat@noemail.com	608-123-0987		Volunteer	Submitted	9/22/2023		 
Pig	Pickle	wi-pig@nomail.com	202-202-0202		Volunteer	Submitted	9/22/2023		 
Rooster	Arthur	wi-chicken@nomail.com	202-202-0202		Volunteer	Submitted	9/22/2023		

4. Hover over the symbol in the requirements column to see what is needed for the enrollment to become Approved.
5. Records that have an alarm clock symbol are ready to be reviewed. Youth will always have an alarm clock.
6. Click on the member's name to review their enrollment information.

For Youth

1. Check the Grade and the Age. There should be a difference of about 5-6.
2. Click on the Edit button in the Demographics section to change the Grade if needed. If the grade change crosses the 2nd/3rd grade line, then you will have to send back and delete the enrollment. See the Correcting Wrong Grade documentation sheet for instructions.
3. There are five Local Fields in the Other Questions section. Click on the Edit button to change anything in these fields.
4. If the enrollment was submitted as a paper form, you can scan and upload the paper form in the Files section.



Cheeka Cat #200739

Birthdate: Aug 14, 2007 Age: 16

Role: Club Member Grade: 10

5. Scroll past the Health Form and Consents section. There is nothing to change or check here.
6. 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.
7. 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.
8. To approve the member, click the Approve button.

For Adults

1. Check the Volunteer Types and compare to the Clubs and Projects selected to make sure they match. For example, the volunteer selected “Club Project Leader” but didn’t select a project.
2. If there is a problem with the Volunteer Types and the Clubs/Projects selections, then you will need to send back the enrollment. Make a mental note of the problem and continue the review. Step 7 below shows how to send back an enrollment.
3. Scroll to the Other Question section and verify that there is a date listed in the Orientation/VIP Training Date field. Click on the Edit button in this section and add the date if it is missing.
4. There are five Local Fields in this section. Click on the Edit button to change anything in these fields.
5. If the enrollment was submitted as a paper form, you can scan and upload the paper form in the Files section.
6. Scroll past the Health Form and Consents section. There is nothing to change or check here.
7. If the enrollment will be returned to the member for corrections, 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.
8. 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.
9. To approve the member, click the Approve button.

Tips

Do not approve the enrollment (send back to member) if:

- any of the consents were incorrectly accepted or declined. Send back for corrections because once the enrollment is approved, the enrollment consents are locked for the remainder of the program year.
- the member role is incorrect. Send the enrollment back and delete it. When the member enrolls again, have them select the correct role, appropriate grade, etc.