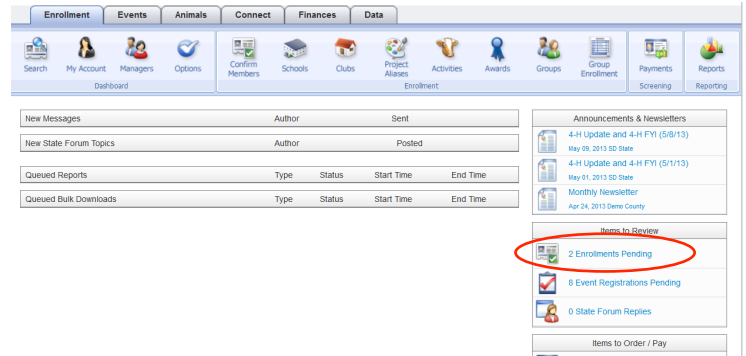


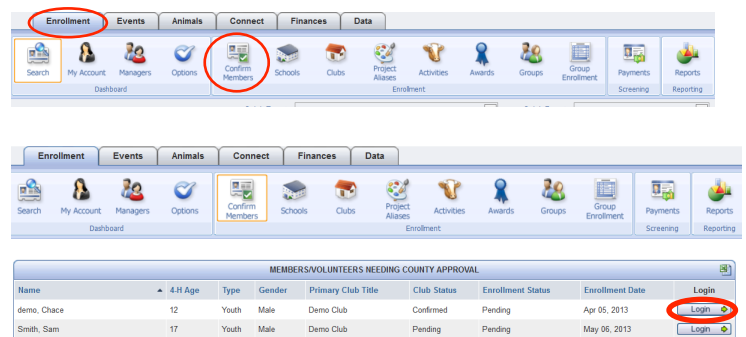
How to Confirm Member Enrollments

- 1) Log in to your County account.
- 2) From the "Home" page, click on the "Enrollments Pending" box

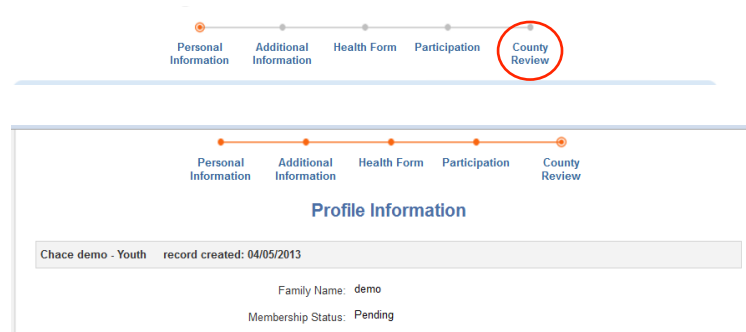


OR from the Enrollment tab, click "Confirm Members."

- 3) Click "Login" next to the member you wish to confirm.
NOTE: Members/Volunteers listed under "Awaiting Form Approval" must be approved at the State level before they can be approved at the County level.



- 4) Click on the "County Review" page.



- 5) Review the member's information to be sure it is complete and correct.
- 6) Pay close attention to signatures and health information.

- 7) If everything is correct and complete, click "Accept Member."
- 8) If changes are needed, contact the parent with what is needed to complete enrollment.
- 9) Only click "Delete Member" if this is a duplicate member account or the member should not be enrolled.

