Enrollment

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.