4HOnline Help Sheet

Approving Member and Volunteer Online Enrollments

- Log into your county/city account.
- Click on the "Search" icon magnifying glass.
- Under Members/Volunteer you will see list of members/volunteers. Volunteers are designated by a "V" beside their name.
- Click on the login button for the pending member. You will see their status under the status column.
- Carefully review information and then click continue at bottom of screen.
- Carefully review all information on additional information screen and click continue.
- Carefully review all information on health form and click continue.
- At Add a Club Screen, click review enrollment at bottom of screen.
- Review all information once more and click Accept Member if all information is complete.
- If information is missing, type a message to member as to what is needed and click send back to member.