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| Editing Approved Enrollments | |
| *Before You Start*  Managers can edit/modify approved enrollments with some restrictions.   * Areas of submitted enrollments that could increase a member’s fees cannot be changed. * The member’s grade cannot be changed 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. To edit a member’s approved enrollment, click on the Enrollments tab in the navigation pane. 2. On the “Approved” sub-tab, search for the member’s name and click on the record. | Screenshots  *(Screen appearance may vary per state)* |
| 1. Click the edit button next to the category to be edited (Clubs, Projects, Demographics, Other Questions and Files). 2. Add additional clubs, add projects, and edit demographic and custom question responses as needed. 3. Click Save to save the changes to that section. |  |
| 1. Managers are also able to upload or replace files that were uploaded during the enrollment process. Click Edit on the file. 2. If a file has not previously been uploaded, click the Upload button. 3. If a file has previously been uploaded, select the appropriate option as follows:  * Overwrite to replace the file * Download to download and save the file Delete to remove the file from the member’s enrollment |  |
| Tips   * If an adult volunteer did not select a Club Volunteer type, the club selection section will not be available. 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. First add the appropriate Project Volunteer type to the approved enrollment before adding project(s). | |