Approving Members

When logging in to approve members, you will start by clicking on the confirm members button on the toolbar.

This will bring you to this screen. From here you can login as the member you want to approve.
From here you will be directed to the youth’s information and can navigate through the information in two ways. 1. Clicking through each screen (Personal Info, Additional Info, etc.) to review the information or 2. Clicking on the County Review text at the end of the selections. This will show you the same information but will not allow you to edit or adjust anything in the record (such as capitalizations, etc.)

You will only have the ability to approve the member from the County Review screen.

At the bottom of the County Review screen is where you will select either to Approve the Member, Send Back to the Member, or Delete the Member. You may also send a message to the member (as long as they have an email address).
Once a selection has been made you will be redirected to the Member’s family page.

After clicking on this text, you will be directed back to your list of members still pending. You can continue approving members or move to other screens by using the tool bar.