



CLUB MANAGER: CONFIRMING MEMBERS

This function allows a club manager to view the members whose enrollment applications have not been approved yet.

1. Log into 4-H CONNECT.
2. Click the “Confirm Members” icon on the “Dashboard.”
3. Click “Edit” to the right of the person you want to view/approve.
4. Scan the information for the member enrollment application.
5. If you do not wish to take action on enrollment at this time, click “Close” at the bottom of the screen to return to the list of members awaiting approval.
6. If the application is correct, click “Confirm” at the bottom of the screen.
7. If the member was added by accident or is a duplicate, the record can be removed by clicking “Reject” at the bottom of the screen.

This process should be completed after club meetings or when you know that a new member has applied for enrollment in the club.