Before reviewing and confirming adult leaders, you must print the Accepted Screening and the Accepted with Restrictions reports from 4HPlus. These reports contain dates that you will enter in 4HOnline.

When you first login, you get an opening screen that lists the number of enrollments to review.

Click on Confirm Members from the icon toolbar.

MEMBER APPROVAL

You will see a list of all members and leaders with Pending enrollments. There is a column for Club Status, so you know if the club has reviewed the enrollment yet.

To review and approve a member or leader, click on the Login button.

When you are reviewing a youth member record, you will see the same 4 screens as the member did. Click on County Review from the enrollment timeline.
You will review all the entered information in a read-only format. If everything is OK, click on Accept Member at the bottom of the page. This changes the member status to Active. Otherwise enter a Message to Member and click on Send Back To Member, which makes the application Incomplete again.

**LEADER APPROVAL**

When you are reviewing a Leader record, there are a few additional screens you must look at.

- On the personal information screen, check the Yes for Are you a Volunteer? If this box is not checked, you will not be able to mark them as a club or project leader for management purposes.

- Click on Additional Information from the Enrollment timeline. Enter the Application Date, Orientation Date, Background Check Date, and any Restrictions.

- Click on Volunteer Screening and make sure everything is filled out.

Click on County Review from the Enrollment timeline. You will review all the entered information in a read-only format. If everything is OK, click on Accept Member at the bottom of the page. This changes the member status to Active. Otherwise enter a Message to Member and click on Send Back To Member, which makes the application Incomplete again.