

AUTHORIZATIONS

The authorizations portion of 4-H Online went active on 10/13/12. Some counties may be encountering an issue with families not being able to provide consent on waivers. When families enrolled (if before 10/13) the consent provided was for enrollment and did not cover waivers.

Copies of the enrollment paperwork have been posted on the staff helpsheets site as well as links to the waivers. Visit <http://projweb.cals.uidaho.edu/4hreporting/4h-online/staff-helpsheets/>

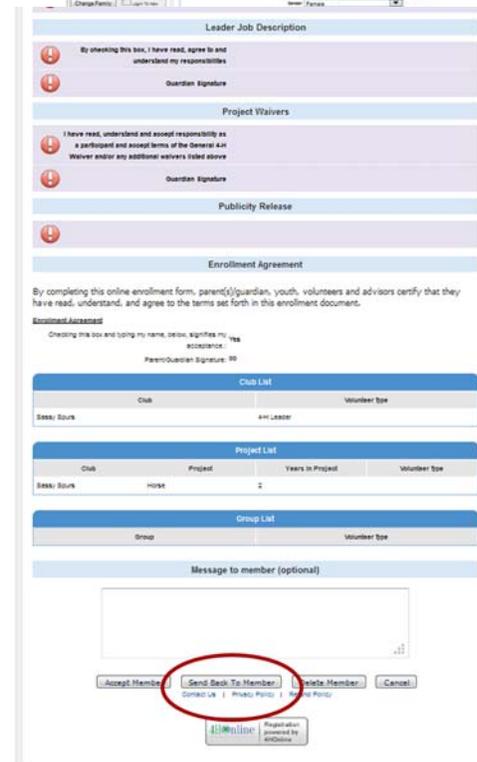
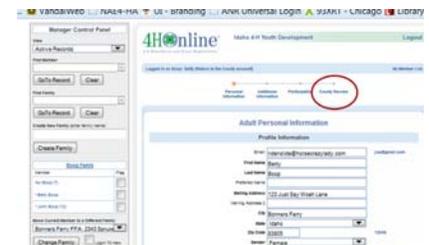
Active records

If the record is already active you will need to have that family come to your office, view/sign and provide consent. You will want them to review code of conduct, waivers, media release and volunteer descriptions (if a leader). You can record the consent in the yellow box in the additional information section of the particular profile.

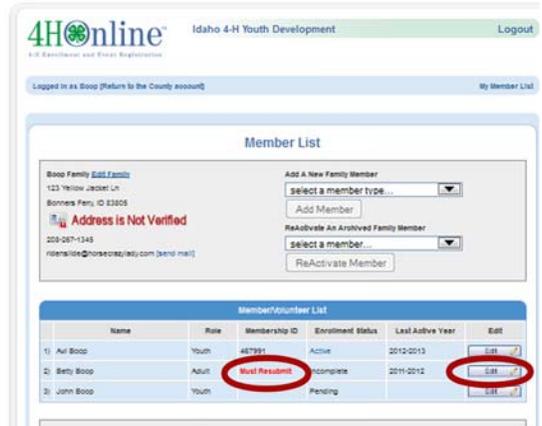
Pending records

If the record is pending you have the ability in the system to send this record back to the family and clear the authorizations. The family will log-in and resubmit their information. The following screen shots will outline the steps to follow. **IMPORTANT:** Do not log back into the member/volunteer record as a county person. The system will recognize you as the family and you will only be able to provide comments in the yellow box. Wait to access that record until the record has been submitted for review again.

1. Log into 4-H Online with your county login.
2. Click "Confirm Members" icon – this will show a list of all pending records for your county.
3. Log in to the member's record
4. Click on "County Review"
5. Scroll down to the bottom. If you would like to add a message type that in the space provided. Click "Send Back to Member"



6. The system will take you out of that record, you will be back at the member list. Note that the record now states "Must resubmit" this basically means this record is incomplete.
7. Click "Edit"
8. Click "Additional Information"
9. Scroll to the bottom and click "Clear Authorizations"
10. They system will ask you "Are you Sure" click OK.
11. Do not log back into this profile as a county person until the family has had a chance to log in, update information and resubmit their record. If you do the system will acknowledge your login in and you will only be able to provide comments in the authorization comments space (located under additional information)



Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Axl Boop	Youth	48794	Active	2012-2013	Edit
2) Betty Boop	Adult		Must Resubmit incomplete	2011-2012	Edit
3) John Boop	Youth		Pending		Edit

