



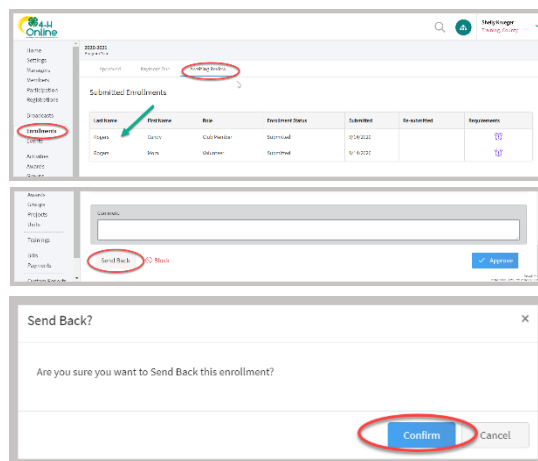
How to Delete an Enrollment

County Managers can delete submitted enrollments, but only before approving the enrollment.

Deleting a Submitted Enrollment

Note: A county manager can only delete an enrollment before the enrollment has been approved. *The record must be in the "Awaiting Review" status.*

1. Click on **Enrollments** in the navigation pane.
2. Click on the **Awaiting Review** tab.
3. **Scroll and click** on the member you wish to delete.
4. Scroll to the bottom, enter a comment, and **click on send back.**
5. Click **Confirm**
6. Continue to deleting an enrollment as outlined below.



NOTE: You may want to include a comment letting the member know why you are sending back the submitted enrollment.

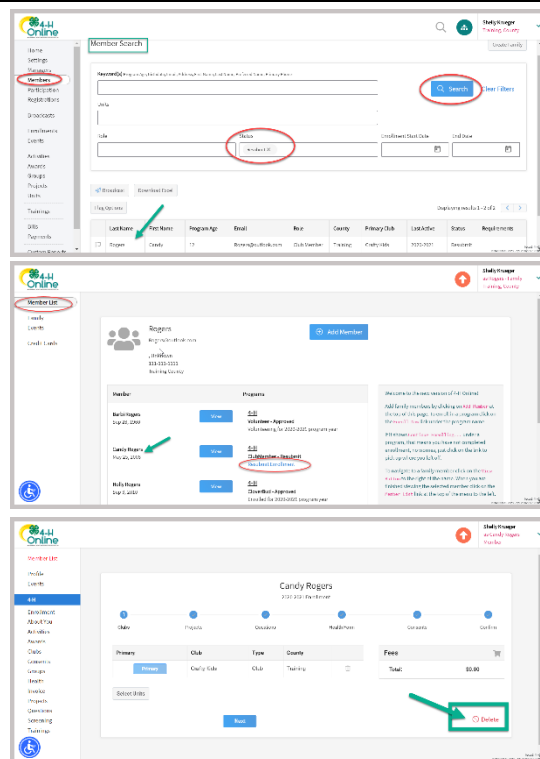
Deleting the Enrollment

Note: As the county manager, you will need to go back to the member's enrollment to delete the record.

1. Click on the **Members** tab to search for the member's record.
2. **Filter** based on the **Resubmit status** to search for the returned record.
3. **Scroll** through the search results and **click on the member** you wish to delete.
4. Once you land on the member's profile – click on the **Member List** tab in the top left corner.
5. Click on the **Resubmit Enrollment** link to the right of the member's name.
6. Click on the **Delete** button in the lower right corner.

IMPORTANT NOTE: Deleting an enrollment only deletes the submitted enrollment. It **DOES NOT** delete the member profile.

The member profile remains in the family record and rolls back to the "enroll now" status.



For further assistance, please contact 4-H Online Data Coordinator Shelly Krueger at kruege61@msu.edu