

MAKE SURE THAT THE YOUTH THAT YOU ARE PUTTING IN TO THE SYSTEM HAVE NOT BEEN PREVIOUSLY ENTERED; IF THEY HAVE PLEASE GO BACK AND EDIT THE RECORD INSTEAD OF CREATING A NEW RECORD!

Entering Youth under Families previously entered

Enter as Admin and County as before



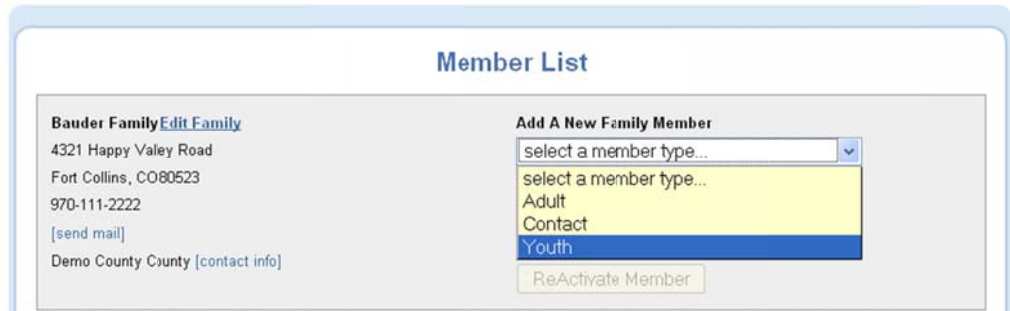
This will take you to a search screen.



Families will be in alphabetical order underneath the search box under the families tab unless there is a search term in the box. If this is the case delete the search term and click the search button to see all of the families.

Once you find a family you wish to edit click "Login" to enter the family record

In the Member List area locate the "Add a New Family Member" and select the drop down arrow and choose "Youth" (we will just enter youth at this point)



This will take you to the "Youth Personal Information" Page

(Leave Volunteer and Military Information as is on this page). If there are multiple youth in the family you must enter the Parent Information on the 1st record, but for the remaining entries notice the option at the top of the Youth Personal Information screen and select a previous entry. This option will populate the data for you.

Youth Personal Information



Click "Return to Member List" OR Click "Continue" to add additional information and then click "Return to Member List"

Repeat process for next entry or move to the next family.