

## New Member (or no saved projects from last year):

- ◆ Bring up the correct member/leader screen.
- ◆ Click on the Projects tab on the bottom of the screen. Click **Add Project** at the bottom of the screen.

- ◆ Tab to the Project field, and click on the “...” button.

- ◆ Choose a project from the pick-list that appears. Click OK.

- ◆ Check to make sure that the Active and Completed boxes are checked. Check YTLLead if appropriate. If you order lit through Blue Ribbon, and this member should receive project literature, check LitNeed.

The screenshot shows the 'Member Leader' software interface. A 'Lookup' dialog box is open, displaying a list of projects. The main window shows member details for Clark, including address, school, birthdate, and ethnicity. The lookup dialog has a search field and a list of projects with columns for Project ID and Description. The 'Breeding Beef, Level 1' project is selected. The main window has tabs for Parents/Family, Clubs, and Projects. The Projects tab is active, showing a table of projects with columns for Club, Project, Description, and checkboxes for Active, Completed, YTLLead, and LitNeed. The 'Add Project' button is visible at the bottom of the main window.

- ◆ **Save Project**, then **Add Project** again. Enroll the member in all projects. Be sure not to repeat any project, or you will get a “Key Violation” error message.

## Returning Member (projects saved from last year):

A major task each year is re-enrolling returning members. There will be some changes to their records. They will drop some projects, add others, and some may be a Youth Leader for some projects.

- ◆ Bring up the correct member/leader screen. Click on the **Projects** tab.

- ◆ First, change member **Status** from Inactive to Return.

- ◆ If you are keeping a historic record of projects, you would not delete or change any that are currently listed.

- ◆ Change projects that are re-enrollments to “Active” and “Complete” (use YTLLead & LitNeed as necessary). Add any new projects as described above.

The screenshot shows the 'Member Leader' software interface for member Blake Anderson. The 'Projects' tab is active, displaying a table of projects. The table has columns for Club, Project, Description, Year, YTLLead, Active, Compl, Score, LitOrd, and LitNeed. The 'Active' column has checkboxes, and the 'Compl' column has checkboxes. The 'YTLLead' column has a dropdown menu. The 'LitNeed' column has checkboxes. The 'Active' checkbox for project 4611 is checked. The 'Compl' checkbox for project 4611 is checked. The 'YTLLead' dropdown for project 4611 is set to 'Y'. The 'LitNeed' checkbox for project 4611 is checked. The 'Add Project' button is visible at the bottom of the main window.