Viewing Members Record Books

When you have gained access as a club leader, you will have the ability to view your members record books. This can serve a variety of purposes and allow you help your members create an accurate record book for their project.

1) When you are in your clubs home page you will see a section labeled 'Members'. You will see a list of your members. At the bottom of the list you will see a '+ View Additional Member Information' in blue.

2) When you see the blue '+ View Additional Member Information' you will click on it. A list of your members will pop up showing the members information. There is a turquoise button that says 'View Record Book'. When you click this button you will be able to view the members record book.
3) If the Enrollment is enabled for your state, you will also be able to see the members enrollment status. The pink button that says 'View Enrollment' will allow you to view the enrollment information of the member.

Copyright © 2019-2020 by ZSoft Technologies, Inc. All Rights Reserved.