

CHARTERING CREATING A CHARTER APPLICATION



- 1. Login to the family account for the volunteer or county extension agent.
- 2. Scroll down to the [Register A Member In An Event] section.

Register /	Member In An Event - Only Members with an 'Active' Enrollment Status May Register	
Member:	select a member	
Event:		-

3. Click the down arrow on the Member dropdown menu.

 Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

 Member:
 Lepley, Toby

 Event:
 Lepley, Toby

- 4. Click on the active member's name from the list.
- 5. Click the down arrow on the Event dropdown menu. The available events will appear.
- 6. Click on the Chartering Application option from the list.

Member:	Lepley, Toby	
Event:	Club Charter Application	

7. Click the [Register] button beside the Agent/Club Manager registration type to start the registration.

	Registration Types		
Title	Description	Worksheet	Register
Agent/Club Manager			Register

8. Answer the questions on each of the screens, confirm and submit.

NOTE: There is not a fee for a charter application.



COUNTY INSTRUCTIONS CHARTERED CLUBS REPORT





The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



COUNTY INSTRUCTIONS CHARTER APPLICATION ISSUES





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CHARTERING RESUBMIT CHARTER APPLICATION



- 1. Login to the family account of the person who created the application.
- 2. Click the [Edit] link beside the Club Charter registration that has "Must Resubmit" typed in red.

Family Edit Family Add A New Family Member Select a member type Add Member ReActivate An Archive Family Member Select a member type Add Member Reactivate An Archive Family Member State Demo Level County (contact info) Reactivate An Archive Family Member YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS Reactivate Member Your enrollment status is "nactive' or "ncomplete", click the "Edit" betton to review and submit your record Member/Yolunteer List Mame Role Aduit 49651 Adut 2016-2017 Event Registrations 09/01/2010-08/31/2011 Event Registrations 09/01/2016-08/31/2016 Event Registration								
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3. Click the [Edit] button beside item to edit.

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4. Make the corrections and click the [Continue] button.



5. Click the [Check Out] button, select payment(\$0 fee) and confirm.

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6. The registration status will change to pending for county office approval.

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4		Pending at the county level	View / Print