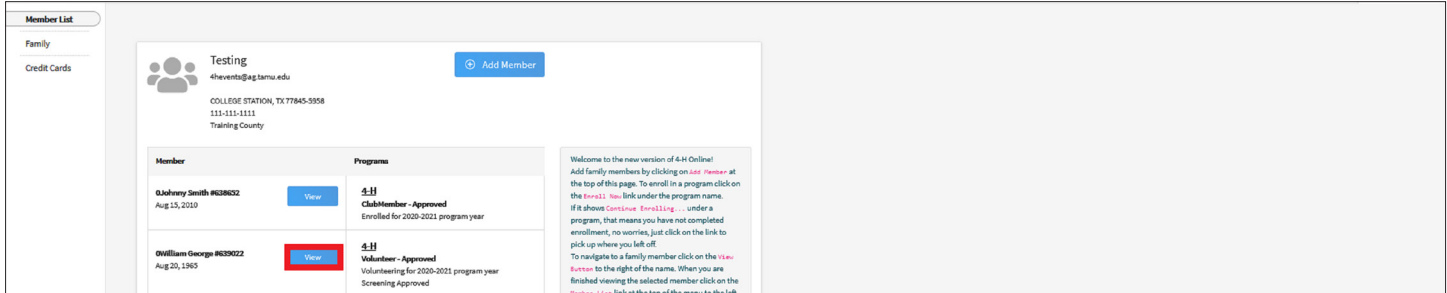


CREATING THE CHARTER APPLICATION

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the blue View button beside the approved member's name.

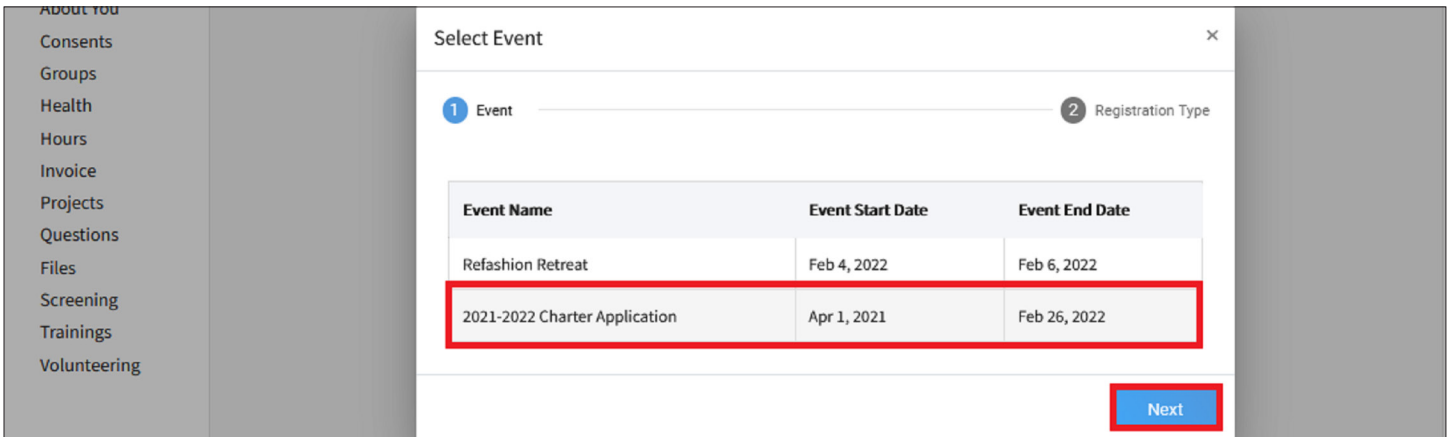


Member	Programs
QJohney Smith #E23022 Aug 15, 2010	4-H ClubMember - Approved Enrolled for 2020-2021 program year
William George #E23022 Aug 20, 1963	4-H Volunteer - Approved Volunteering for 2020-2021 program year Screening Approved

- Click the Events link from the navigation pane on the left side of the screen.
- Click the blue +Register for a new event button.

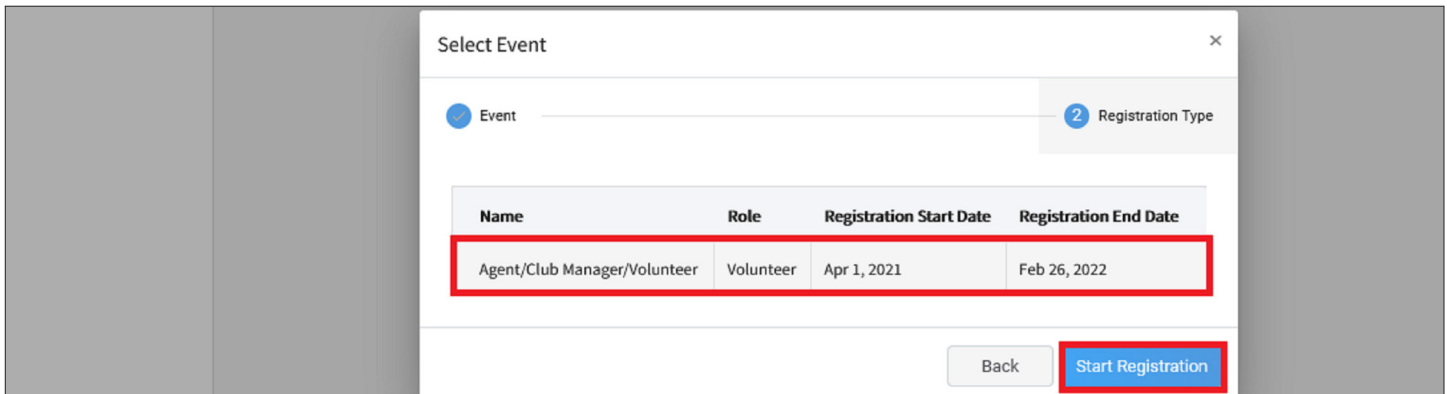


- Click the Charter Application event from the list that populates.
- Click the blue Next button.



Event Name	Event Start Date	Event End Date
Refashion Retreat	Feb 4, 2022	Feb 6, 2022
2021-2022 Charter Application	Apr 1, 2021	Feb 26, 2022

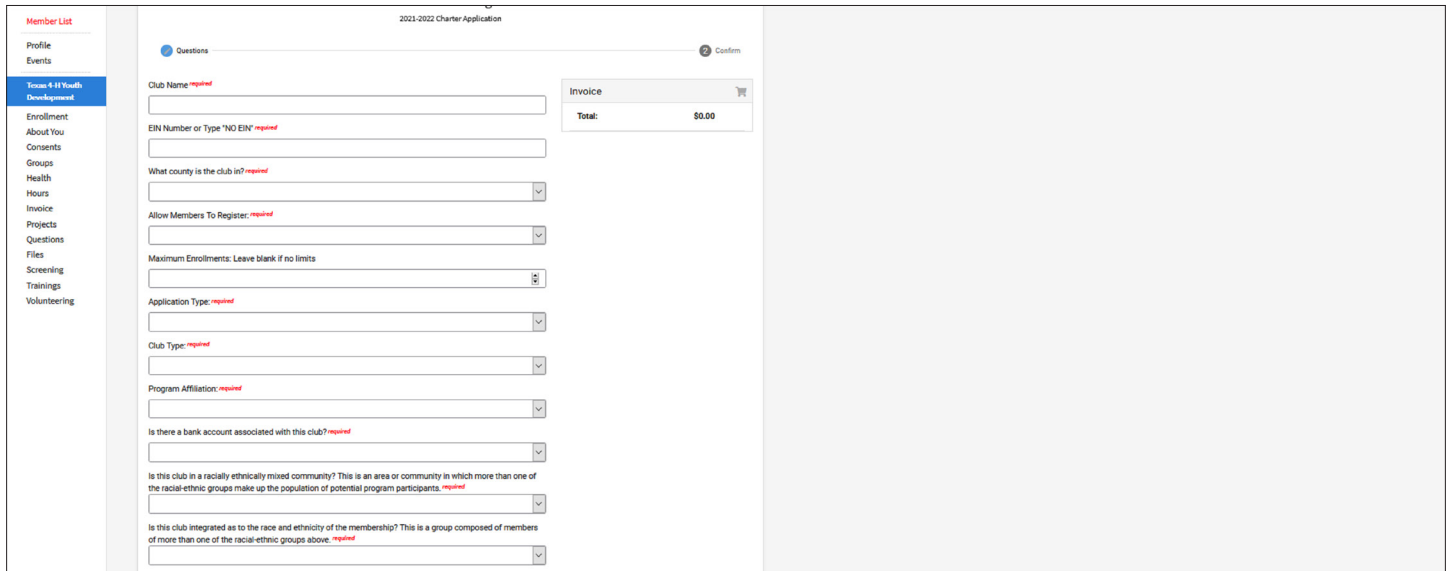
- Click the Agent/Club Manager type from the list that populates.
- Click the blue Start Registration button.



Name	Role	Registration Start Date	Registration End Date
Agent/Club Manager/Volunteer	Volunteer	Apr 1, 2021	Feb 26, 2022

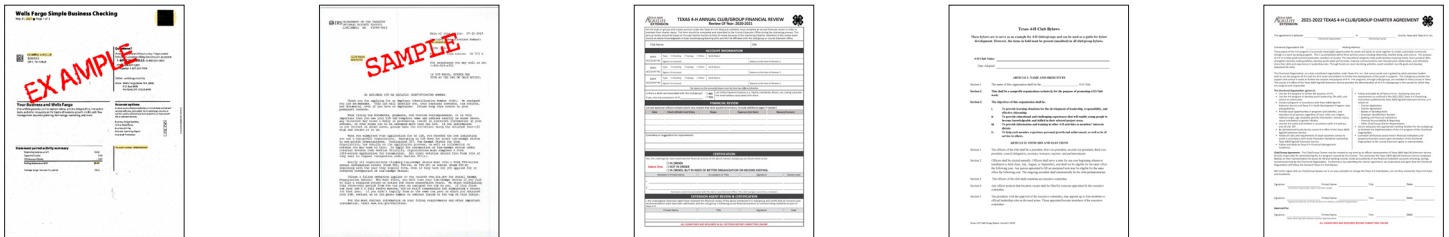
COMPLETING THE CHARTER APPLICATION

- Fill in the club charter questions completely without skipping anything.

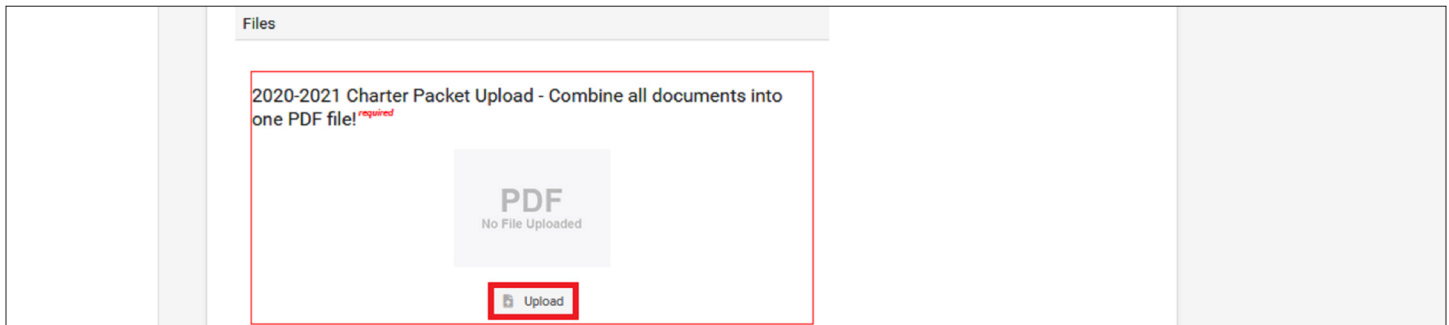


The screenshot shows the '2021-2022 Charter Application' form. On the left is a navigation menu with options like 'Member List', 'Profile', 'Events', 'Texas 4-H Youth Development', 'Enrollment', 'About You', 'Consents', 'Groups', 'Health', 'Hours', 'Invoice', 'Projects', 'Questions', 'Files', 'Screening', 'Trainings', and 'Volunteering'. The main form area is titled '2021-2022 Charter Application' and has two tabs: 'Questions' (selected) and 'Confirm'. The 'Questions' tab contains several required fields: 'Club Name', 'EIN Number or Type "NO EIN"', 'What county is the club in?', 'Allow Members To Register', 'Maximum Enrollments: Leave blank if no limits', 'Application Type', 'Club Type', 'Program Affiliation', 'Is there a bank account associated with this club?', 'Is this club in a racially/ethnically mixed community?', and 'Is this club integrated as to the race and ethnicity of the membership?'. An 'Invoice' section on the right shows a 'Total' of '\$0.00'.

- Combine all of the documents needed for the club into one PDF file.

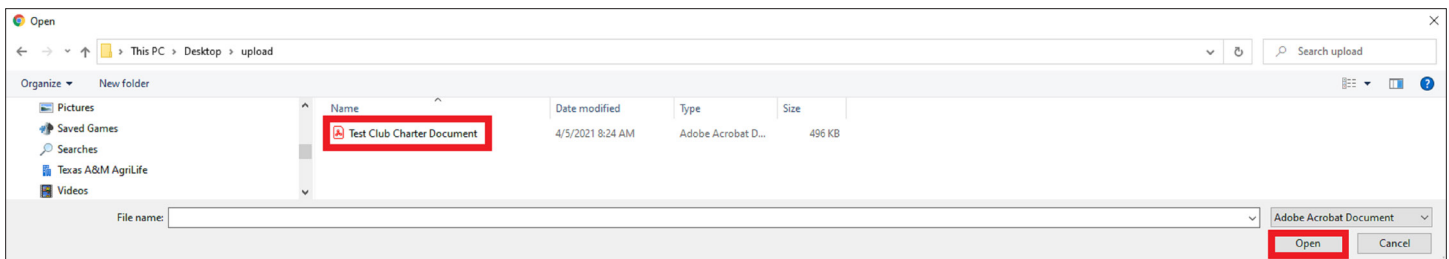


- Click the Upload button in the Files section.

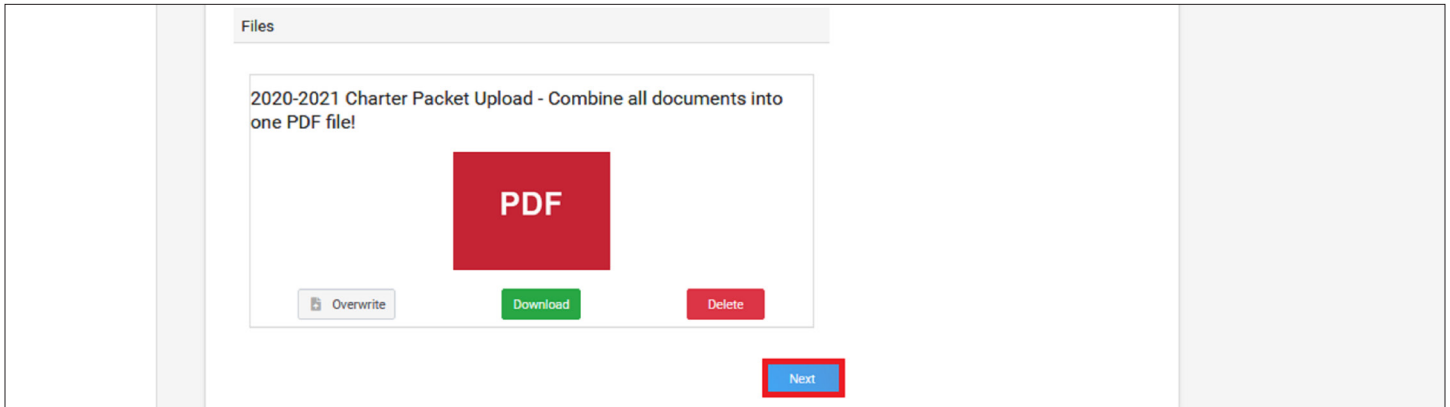


The screenshot shows the 'Files' section of the application. A red box highlights the text: '2020-2021 Charter Packet Upload - Combine all documents into one PDF file!'. Below this text is a large grey area with the text 'PDF No File Uploaded'. At the bottom of this area is a red-bordered 'Upload' button.

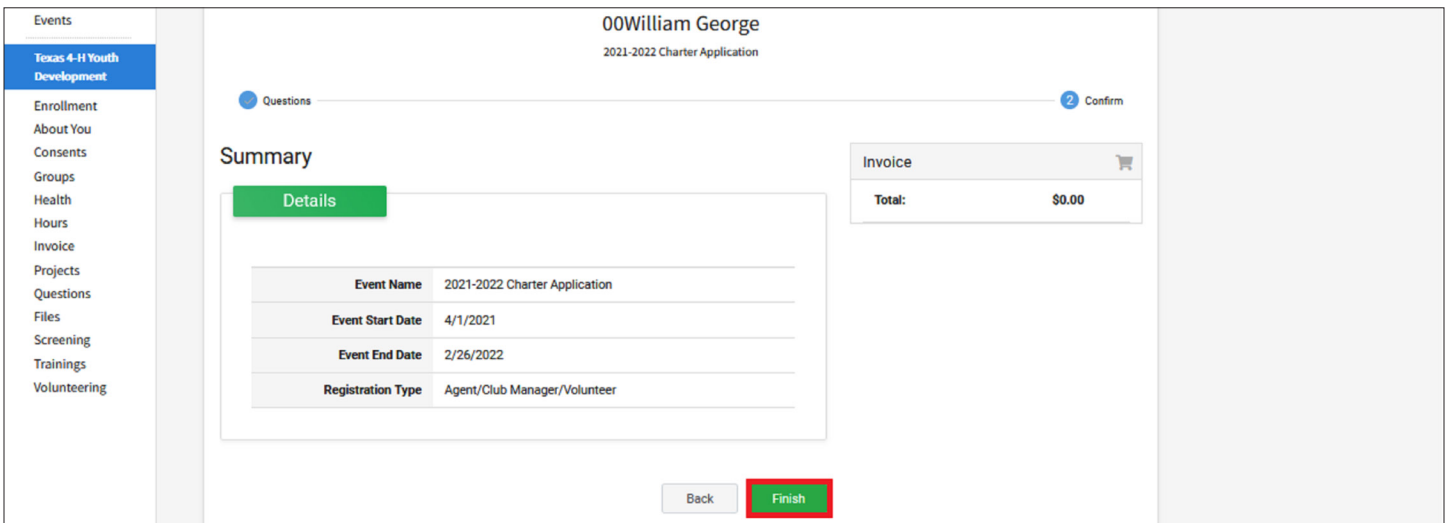
- Find the file on the computer or device and click to select it.



- Click the blue Next button.



- Click the green Finish button.



APPLICATION IS LOCKED AFTER IT'S SUBMITTED