

Unit/Club Request Approval

Before You Start

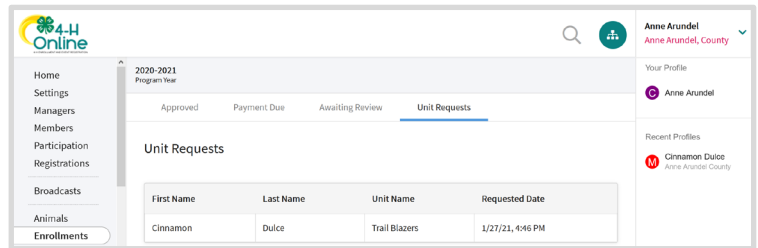
1. States that have allowed families to add units/clubs after the member's enrollment has already been approved will find Unit/Club requests on the Enrollment > Unit/Club Requests screen.

Steps

1. Click on the Enrollments tab in the navigation pane.
2. Click the Unit Requests sub-tab.
3. Click on the record to review the unit request.

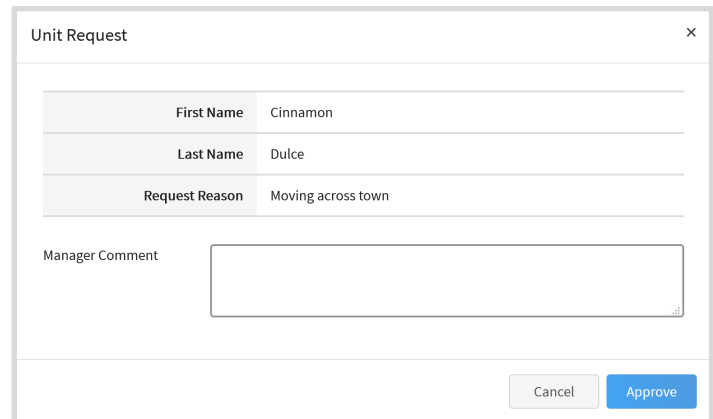
Screenshots

(Screen appearance may vary per state)



First Name	Last Name	Unit Name	Requested Date
Cinnamon	Dulce	Trail Blazers	1/27/21, 4:46 PM

4. The manager needs to enter a comment and click Approve.



Unit Request

First Name	Cinnamon
Last Name	Dulce
Request Reason	Moving across town

Manager Comment

Cancel Approve

Tips

If the club has already been added to the member's enrollment by a manager, the unit/club request will not be removed from the screen upon approval. The club would need to be removed from the member's enrollment before approving the unit/club request. Make note of any projects associated with the unit/club before removing the club from the enrollment. They will need to be added back to the enrollment once the unit/club request is approved.