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| Marking an Individual as Not Participating | |
| *Before You Start*  County and Institution Managers may change the participation status of a member with an approved enrollment to Not Participating. Changing a member to Not Participating will not refund any fees. | |
| Steps   1. Click on Enrollments in the navigation pane. 2. Search for the Member in the Approved Members search. 3. Click on the Member’s record and scroll to the bottom of the page. | Screenshots  *(Screen appearance may vary per state)* |
| 1. Click the Not Participating button. |  |
| 1. A popup window will appear. Click the Confirm button to change the member’s status to not participating. |  |
| Removing a Member from Not Participating Status | |
| 1. Click on the Members in the navigation pane. 2. Search and select the member record. |  |
| 1. Click the Mark As Participating button. 2. The member record will return to approved status. |  |
| Tips  Changing a member to Not Participating will mean that their approved enrollment will still count on the ES-237/annual report.  Members marked as Not Participating will not be able to register for events.  Marking a member as Not Participating will not impact the member’s ability to re-enroll in future program years.  Changing the status to Not Participating or returning it to Approved status only applies to enrollments for the current program year. | |