

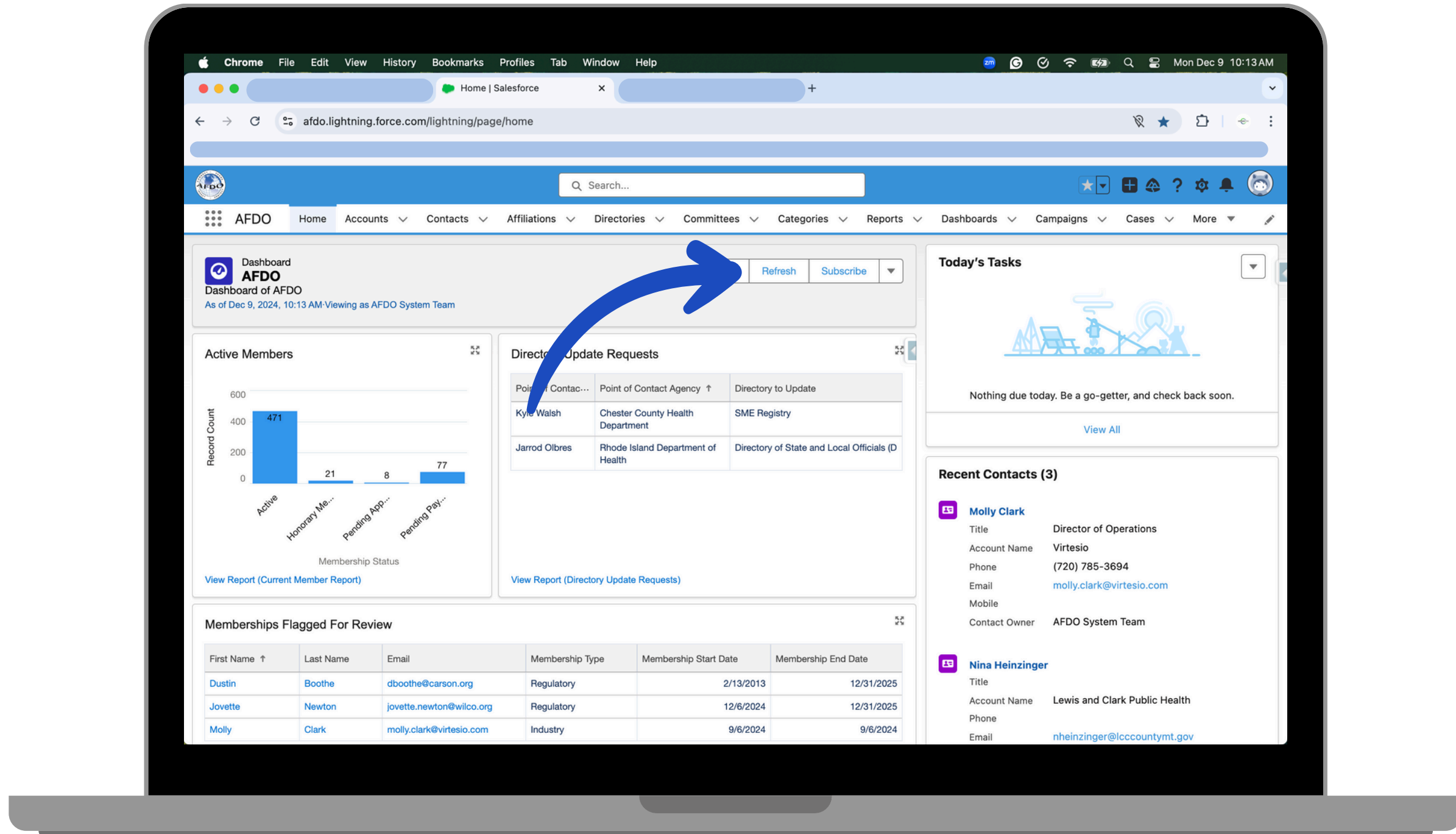


APPROVING & DENYING PENDING AFDO MEMBERSHIPS

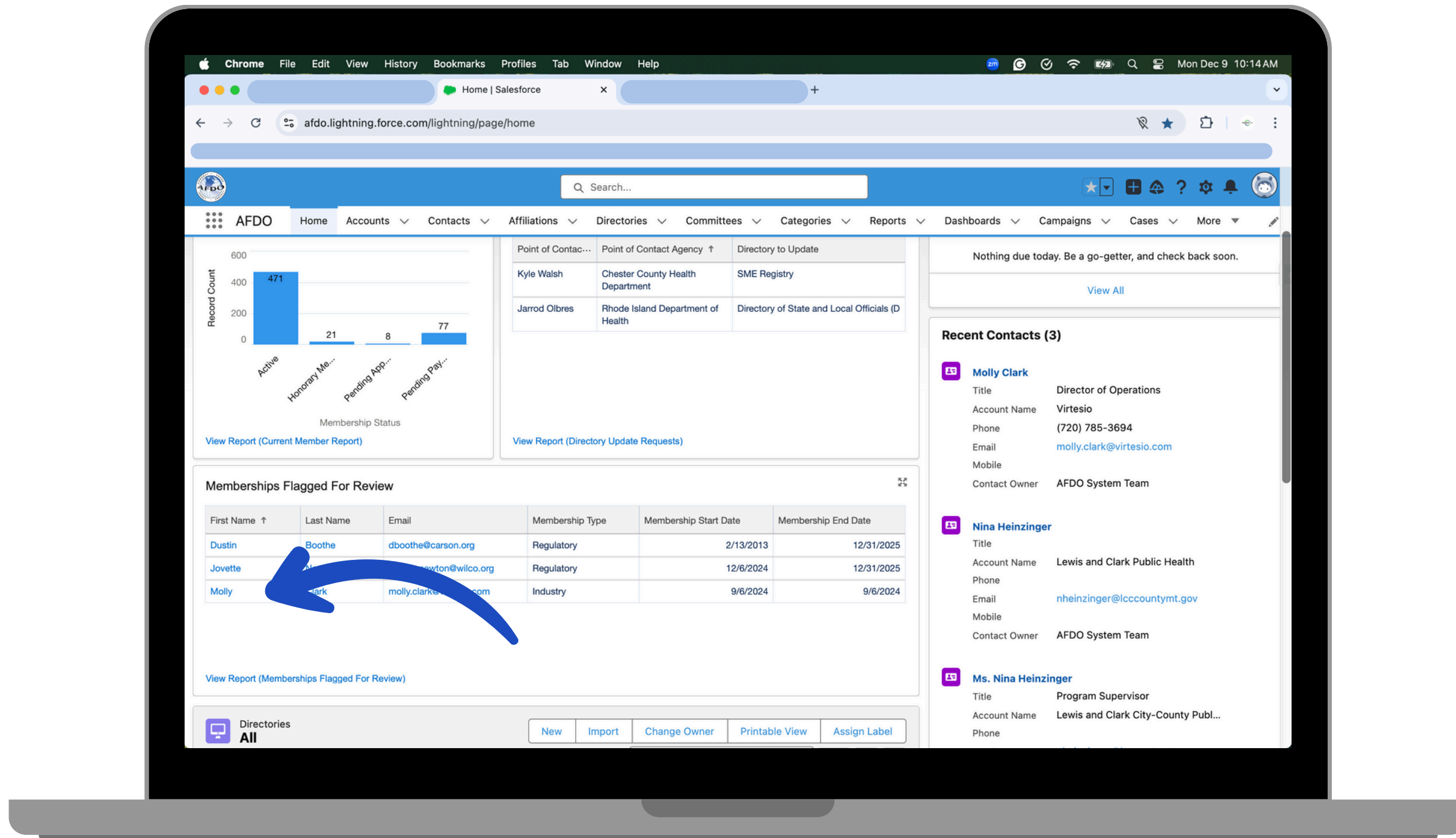


**NOTE: ONLY PARENT CONTACTS CAN
BE APPROVED OR DENIED. ALL CHILD
CONTACTS WILL BE APPROVED OR
DENIED BASED ON THE STATUS OF
THE PARENT CONTACT**

STEP 1: REFRESH THE DASHBOARD ON THE SALESFORCE HOME PAGE



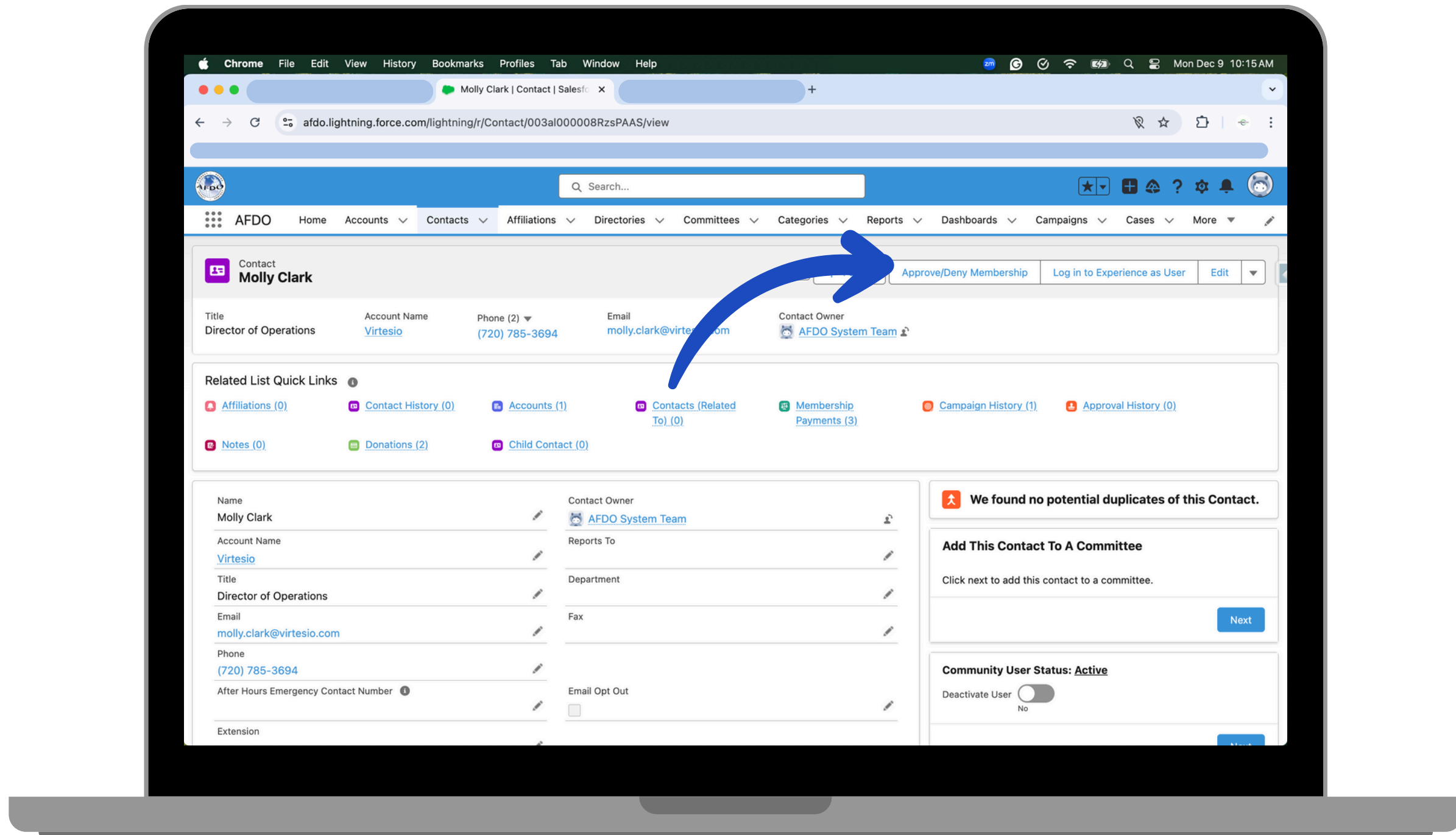
STEP 2: SELECT
THE NAME OF
THE PERSON
YOU WOULD
LIKE TO
APPROVE OR
DENY. IT WILL
REDIRECT YOU
TO THEIR
CONTACT PAGE



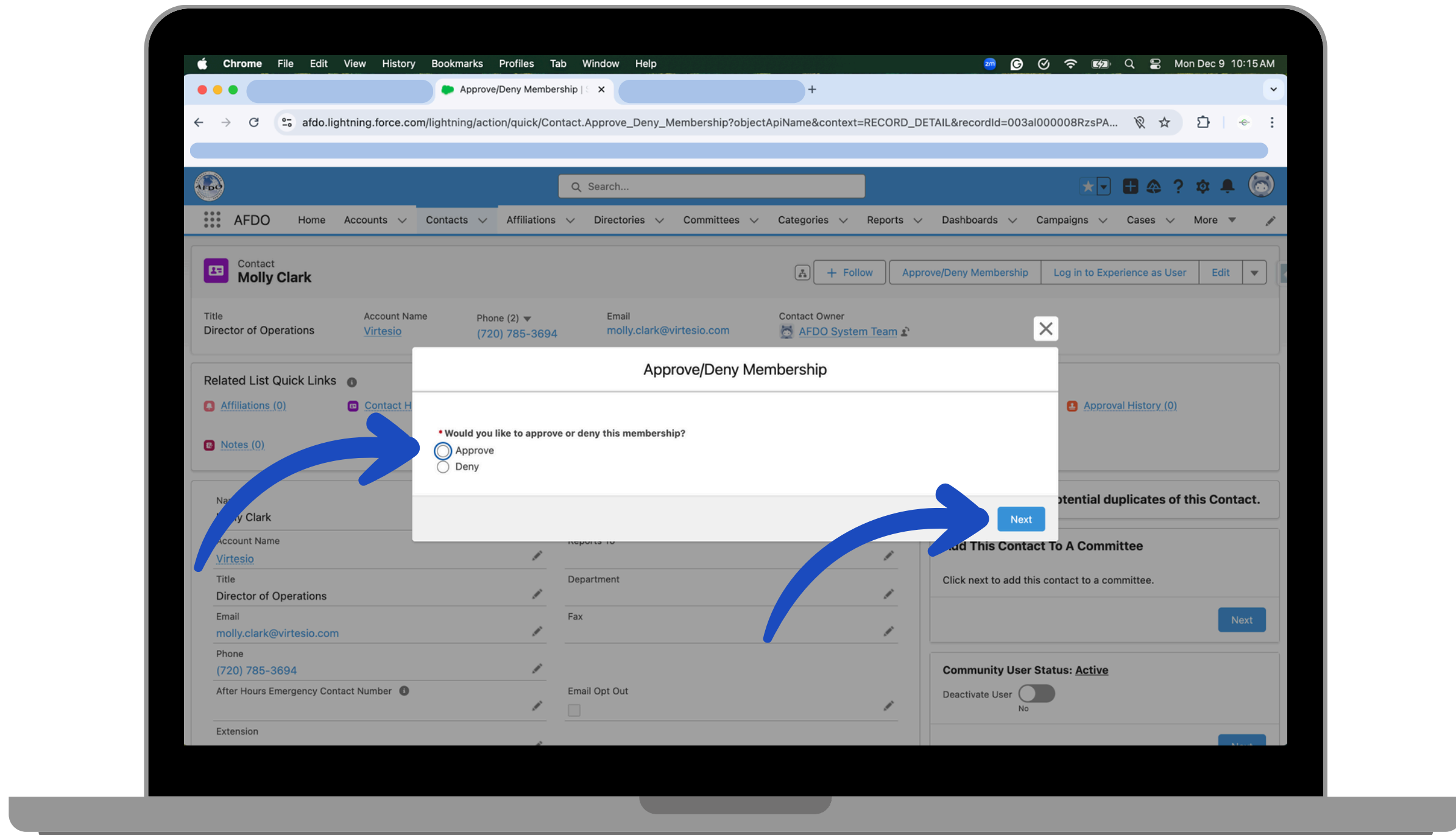


APPROVING THE MEMBERSHIP

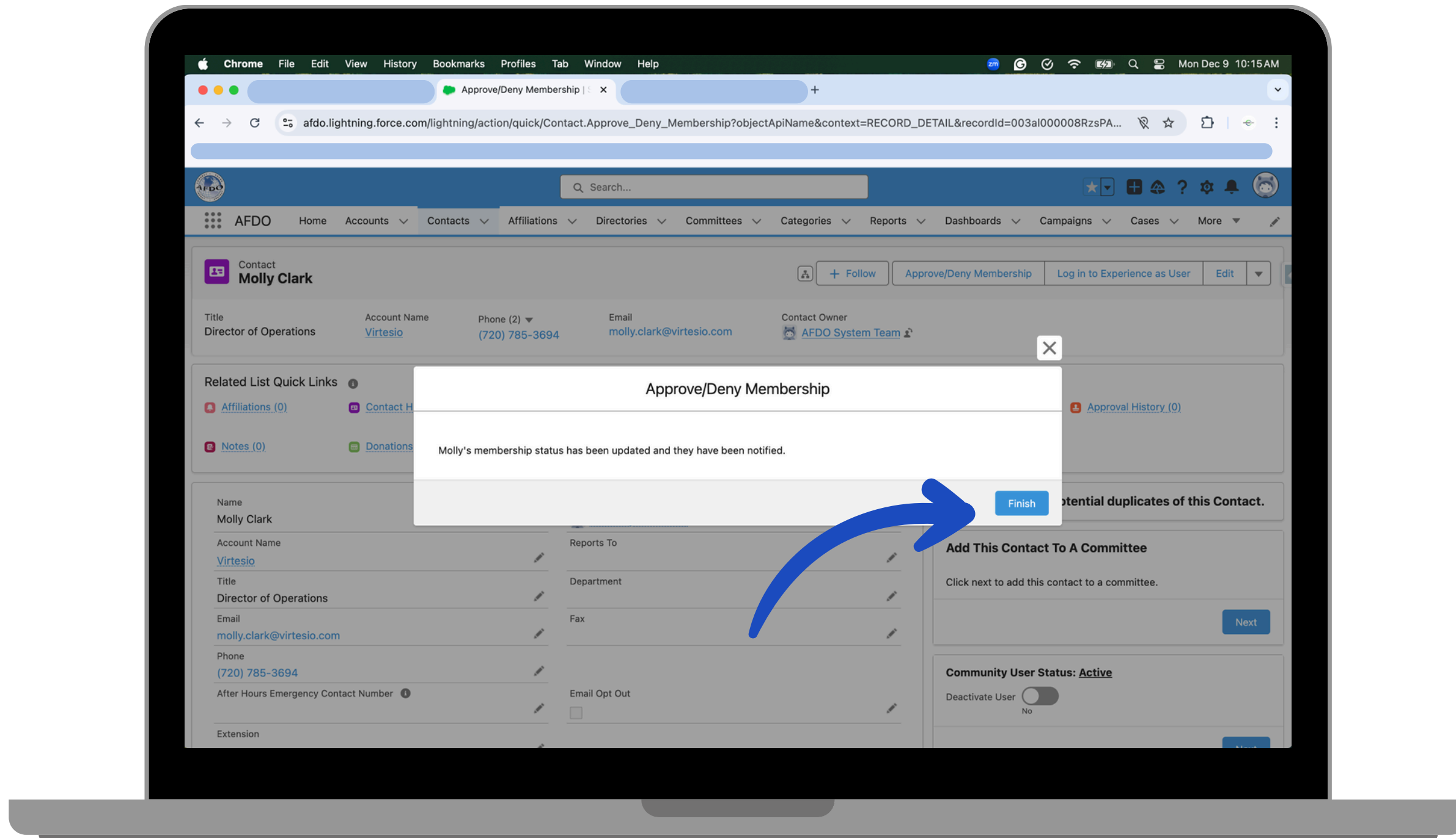
STEP 3A: SELECT THE 'APPROVE/DENY MEMBERSHIP' BUTTON AT THE TOP OF THE PAGE



**STEP 3B:
SELECT THE
APPROVE RADIO
BUTTON AND
HIT NEXT**



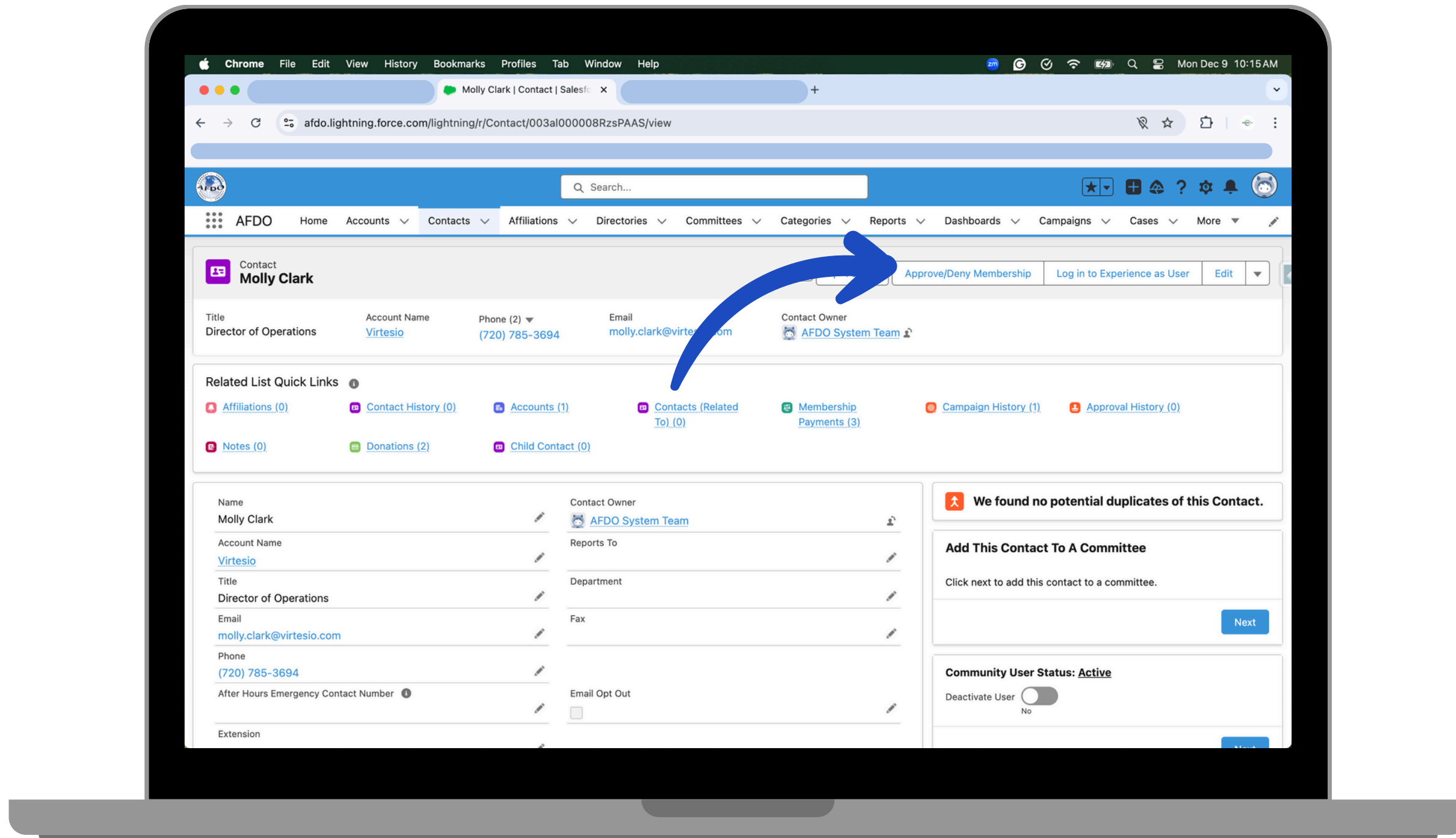
STEP 3C: HIT
FINISH. AN EMAIL
HAS BEEN SENT
OUT TO THE
MEMBER TO LET
THEM KNOW
THEIR
MEMBERSHIP HAS
BEEN APPROVED
AS WELL AS THEIR
CHILD CONTACTS



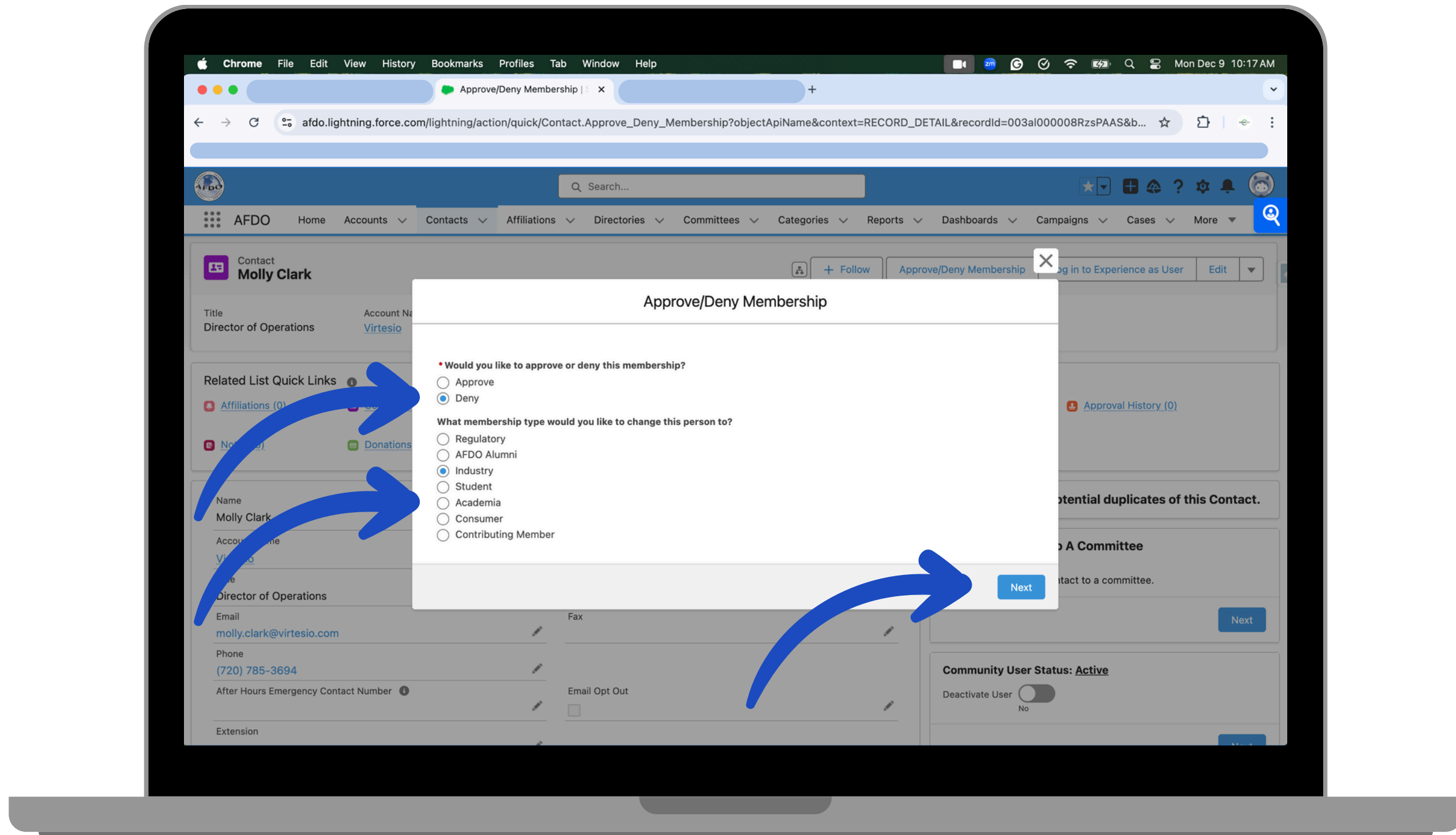


DENYING THE MEMBERSHIP

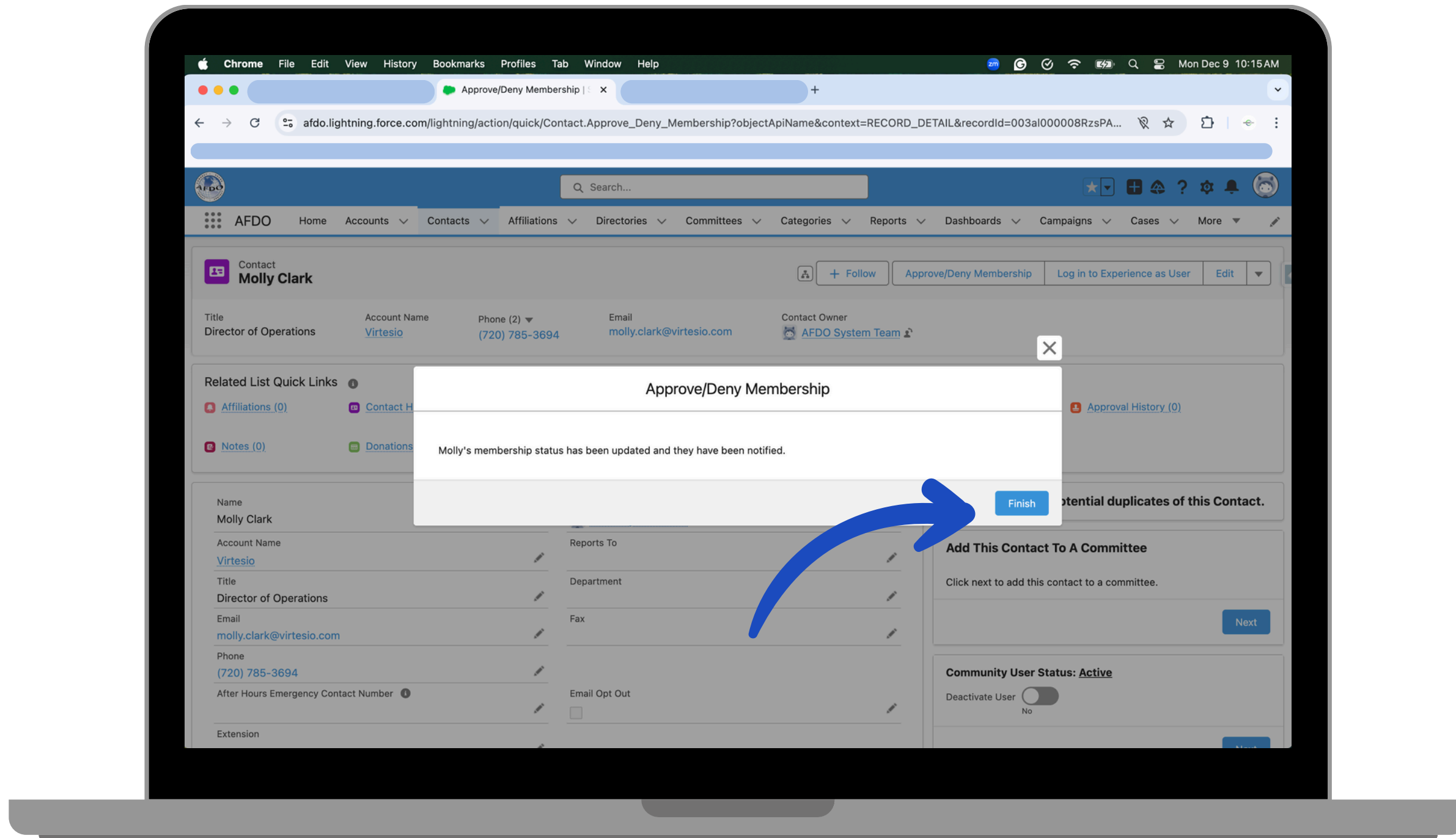
STEP 4A: SELECT THE 'APPROVE/DENY MEMBERSHIP' BUTTON AT THE TOP OF THE PAGE



STEP 4B: SELECT
THE DENY
RADIO BUTTON
AND SELECT THE
MEMBERSHIP
TYPE THIS
PERSON NEEDS
TO BE CHANGED
TO. HIT NEXT



STEP 3C: HIT
FINISH. AN EMAIL
HAS BEEN SENT
OUT TO THE
MEMBER TO LET
THEM KNOW
THEIR
MEMBERSHIP HAS
BEEN CHANGED
AS WELL AS THEIR
CHILD CONTACTS





**THE MEMBERSHIP HAS NOW BEEN
UPDATED AND THE PARENT & CHILD
CONTACTS ARE NO LONGER MARKED
AS FLAGGED FOR REVIEW**