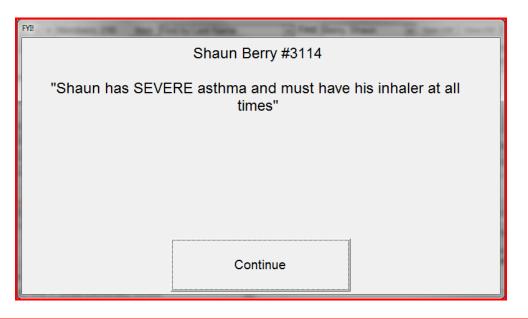


<u>Members – Flagged</u>

Members can be flagged for various reasons such as health issues, money due, etc. Follow these simple steps to flag members.

- 1. From the Main Menu click the Members button
- 2. Click the Misc. tab
- 3. Choose a member that you would like to be flagged in the Find dropdown at the top
- 4. Near the bottom click the 'Set as Flagged Account' checkbox
- 5. Fill in a message that will be displayed when you click on that members record
- 6. Choose another member in the Find dropdown
- 7. Choose your member that you flagged again
- 8. The message will appear and you can click Continue to proceed to that members screen
- 9. The members name will be highlighted in yellow on all tabs when you are in the Members form



Groups	Guidance/Accidents/Mentoring			Member Stars	Member Stars Charges / Payments			Misc.	Academics		Medications	
Member Info	Contacts	Medical	General	Household	Custom	Photo	Outco	me Measureme	ents/Surveys	Ca	lendars / Activities	
First Name: <mark>Shaun M</mark> id			Middle:	Last: Berry				Nickname:				

Groups	Guidance/Accidents/Mentoring			Member Stars	Char	Charges / Payments			Academics		Medications
Member Info	Contacts	Medical	General	Household	Custom	Photo	Outcom	ne Measureme	nts/Surveys	Cale	endars / Activities
Shaun Berry - 3114											
Household Name: Berry Household											
Member Lives with:											
Household Occupants Mom: N Step Mom: ? Dad: ? Step Dad: ? Grandparent: ?											
Name		Туре		Foster Pare	nt(s): Y 💌	Oth	er: 🔻				