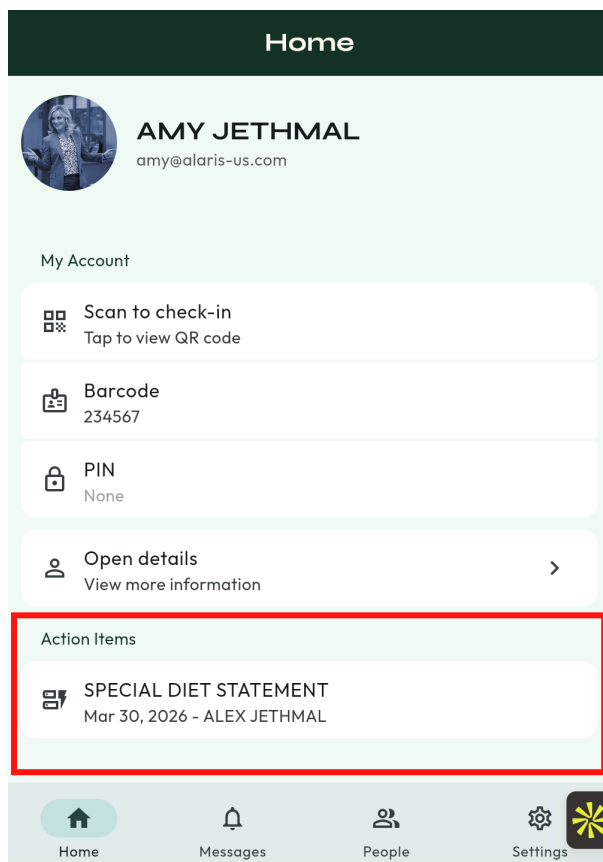




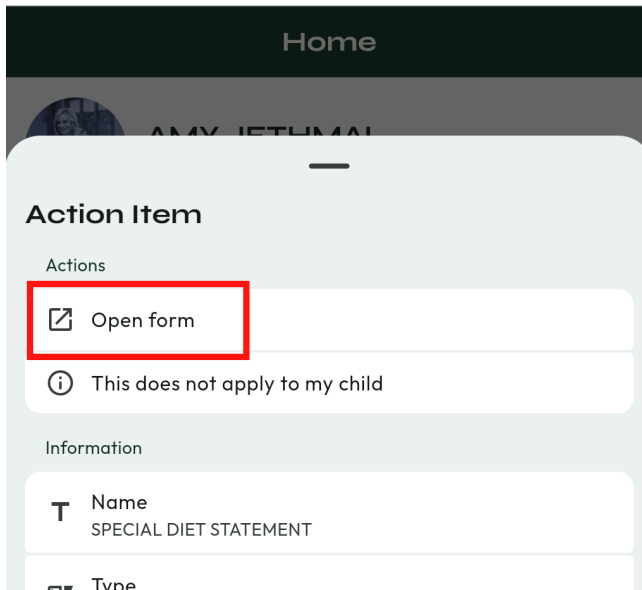
# How to Complete Action Items on Your Account in the Member App

## Step-by-Step Instructions:

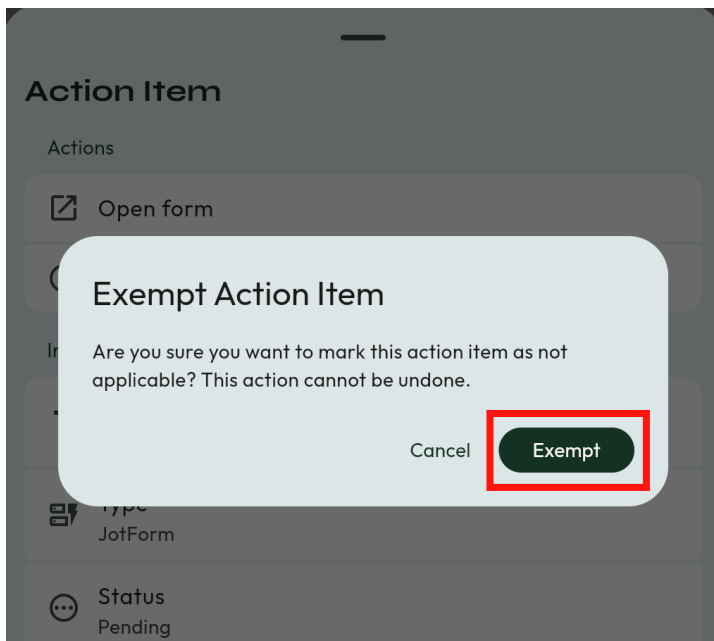
1. After registering for a program, you'll receive an email letting you know you have Action Items. Use the link from the email to open the Member App.
2. Log in to the Member App - see [these instructions](#) if you need assistance with login. *Instead of using the web browser you can always download the member app from the Apple store [here](#) OR from Google Play [here](#).*
3. You'll see the Action Items (ie. camp forms, etc) for each child registered on the home page of the member app:



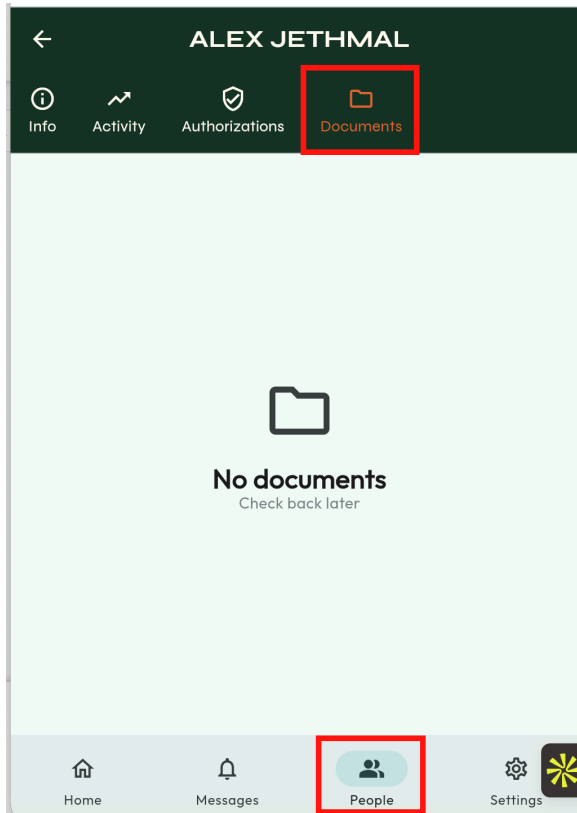
4. Click on the first action item. You'll see two options "Open form" or "This does not apply to my child". To complete the form, click Open Form and be sure to fill out the form fully and click Submit.



5. If the form does not need to be filled out, please click "This does not apply to my child" and then click "Exempt" to remove the form from your action item list.



**6. To view the completed forms or make edits to a form, go to the People tab in your member app and click on your child then find “Documents” at the top:**



**7. From there you can view all the documents that have been submitted & click to view or make edits:**

