Approval Process:

Login to Community Connection from provided URL

After logging in you may check and see if you need to approve anything by looking under Notifications shown with 1 and scrolling down to see all items shown with 2 in below screenshot.
Here, for example you can see Administration Form 2020 Submitted for Approval shown with 3 and Approve/Return Form button shown with 4 in below screenshot.

Before clicking on Approve/Return Form button, click on each tasks (Governance, Member Relations, Programming, Best Practices, Supporting Materials) under TASK TO-DO as shown with 5 in below screenshot and make sure you are agree with all the information.
Let us click on first task to do which is Governance as shown with 6 and check all the fields and if you like to comment about any item then click on Comments as shown with 7 (if everything looks good then just click on next task in this case Member Relations) as shown in below screenshot.
If you clicked on Comments, this will take to below screen and here click on Add Comment button as shown with 8 in below screenshot.

Type your comments in text area and click on Add as shown with 9 in below screenshot.
Now you will see your comments in Add Comment field as shown with 10 and you will see the number of comments (if you add more comments this number will change) shown with red counter button in Comments fields as shown with 11 in below screenshot.

After finished reviewing all the items, you are ready to make a decision to approve or return the form for editing. To approve click on Approve Form button as shown with 15 in below screenshot.
This will prompt you Approve Form? and click on Approve Form as shown 16 in below screenshot.

Once approved you will see Success notification as shown with 17 and status of the form will show Administration Form 2020 Submitted for Review under Notifications as shown with 18 in below screenshot.
If you like to return the form then click on Return Form button as shown with 19 in below screenshot.

This will prompt you Return form to Contributor. Click on Return Form as shown with 20 in below screenshot.
Once form is returned, you will see Success notification as shown with 21 saying Administration form is returned for edit and status of the form will show Administration Form 2020 Returned For Edit under Notifications as shown with 22 in below screenshot.