

Families Editing Clubs and Projects After Enrollment is Approved

Before You Start

1. Please confirm with your county the deadlines for families to be able to add clubs and add or drop projects from a member's approved enrollment.
2. Families may not remove a club from the member's enrollment. If allowed to add a club, a request will be sent and require approval before it is added to the member's enrollment record.

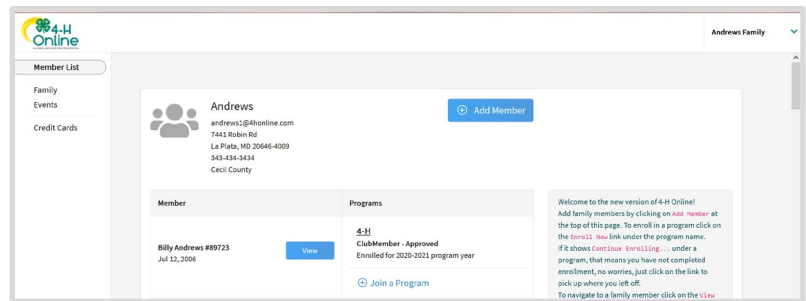
Family Adding Unit/Clubs to Member's Approved Enrollment

Steps

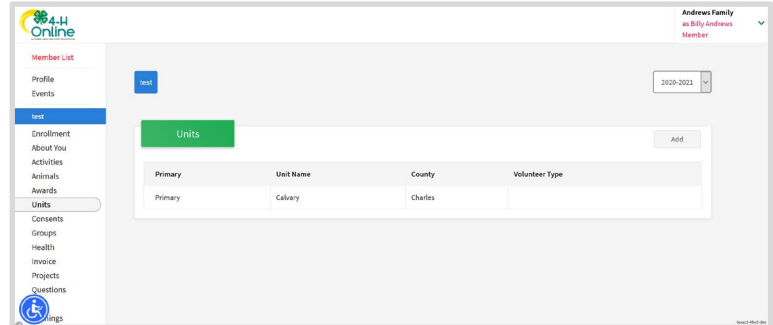
1. Login to your family's existing 4-H Online account.
2. Click the View button next to the member's name.

Screenshots

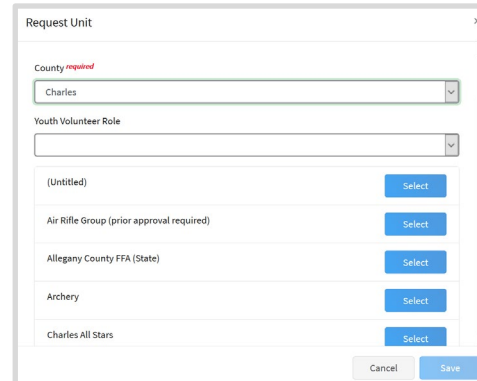
(Screen appearance may vary per state)



3. Click on Units/Clubs tab in the navigation pane.
4. Click the "Add" button.

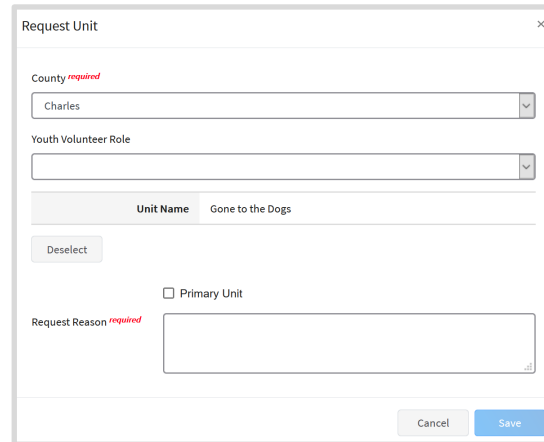


5. Choose the appropriate County from the drop-down menu.
6. If applicable, select the youth's volunteer role for the new unit. If not applicable, please leave this area blank.
7. Click the Select button next to the Unit/Club that you want to add to the member's record.



8. If this newly added unit is to become the member's primary unit/club, please check the box for the Primary Unit to designate it as such. If the newly added unit is not to be designated as the member's primary unit/club, please do not mark this box.
9. Enter a request reason for why this unit/club is to be added to the enrollment.
10. Click Save.

NOTE: A request is sent to your current primary club county for approval.



Request Unit

County *required*
Charles

Youth Volunteer Role

Unit Name: Gone to the Dogs

Deselect

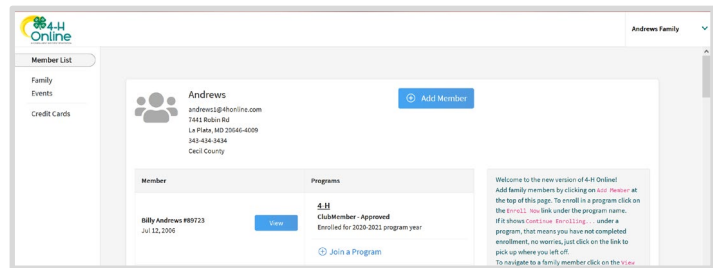
Primary Unit

Request Reason *required*

Cancel Save

Family Adding Projects to Member's Approved Enrollment

1. Login to your family's existing 4-H Online account.
2. Click the View button next to the member's name.



Andrews Family

Member List

Family
Events
Credit Cards

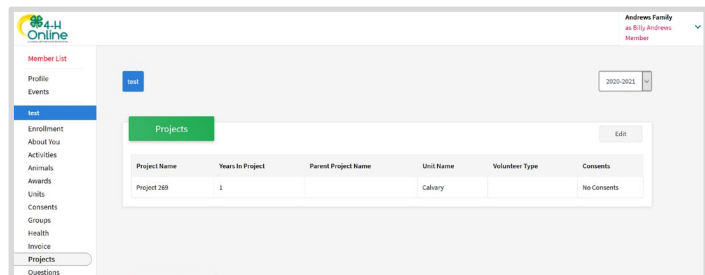
Andrews
andrews1@honline.com
7441 Rubin Rd
Lafayette, MO 20046-4009
363-434-3434
Cecil County

Add Member

| Member | Programs |
|--------------------------------------|--|
| Billy Andrews #89723 Jul 12, 2006 | 4-H ClubMember - Approved Enrolled for 2020-2021 program year Join a Program |

Welcome to the new version of 4-H Online! Add family members by clicking on **List Member** at the top of this page. To enroll in a program click on the **Enroll** link under the program name. If it shows **Cost Line Enrollment**, under a program, that means you have not completed enrollment; no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View** link.

3. Click on Projects in the navigation pane.
4. Click the 'Edit' button.



Andrews Family as Billy Andrews Member

Member List

Profile
Events

Test

2020-2021

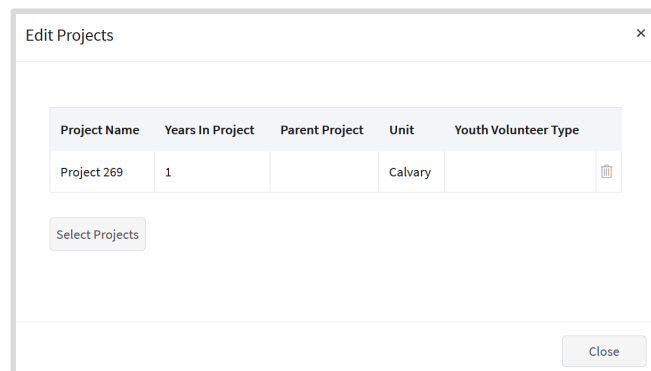
Projects Edit

| Project Name | Years In Project | Parent Project Name | Unit Name | Youth Volunteer Type | Comments |
|--------------|------------------|---------------------|-----------|----------------------|-------------|
| Project 269 | 1 | | Calvary | | No Comments |

5. Click the Select Projects button to add additional projects to the member's enrollment.

NOTE: Projects cannot be added to a new club requests until the request has been approved by the County.

Once the club request has been approved, members can log in and add the projects for that club.



Edit Projects

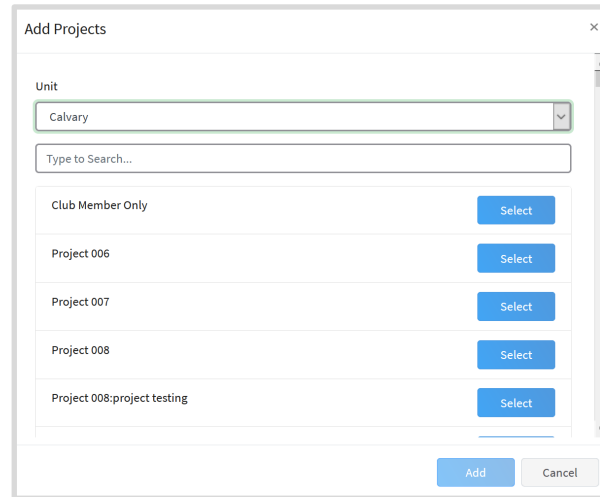
| Project Name | Years In Project | Parent Project | Unit | Youth Volunteer Type |
|--------------|------------------|----------------|---------|----------------------|
| Project 269 | 1 | | Calvary | |

Select Projects

Close

6. If the member has enrolled in more than one unit/club, use the drop-down menu to select the appropriate unit/club association.
7. Click the Select button next to the project you want to add to the member enrollment.
8. If applicable, select the Youth's Volunteer Type for this project. If the member does not have a volunteer role for the project, please leave this blank.
9. Click the Add button.

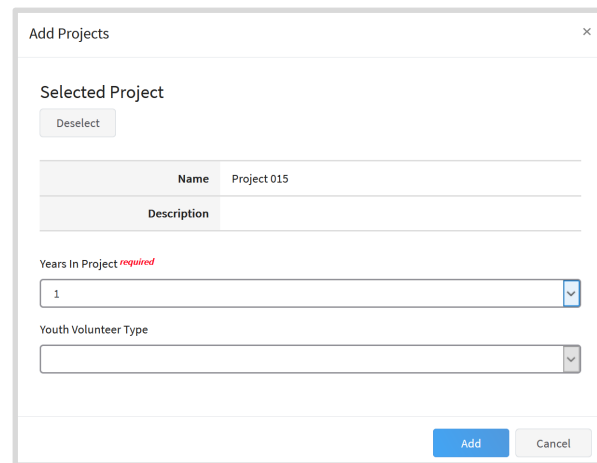
NOTE: Some projects may have specific consents that must be signed before the project will be added to the member's list of enrolled projects.



The 'Add Projects' dialog box shows a 'Unit' dropdown menu set to 'Calvary'. Below it is a search bar labeled 'Type to Search...'. A list of projects is displayed with 'Select' buttons next to each:

- Club Member Only
- Project 006
- Project 007
- Project 008
- Project 008:project testing

'Add' and 'Cancel' buttons are at the bottom right.

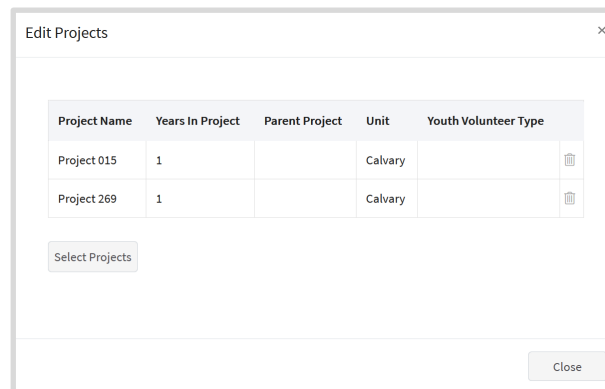


The 'Add Projects' dialog box shows details for a selected project:



- Selected Project**: Deselect button
- Name**: Project 015
- Description**: (empty field)
- Years In Project** (required): 1
- Youth Volunteer Type**: (empty dropdown)

'Add' and 'Cancel' buttons are at the bottom right.

10. If you need to remove a project from the member's enrollment, click the trash can icon next to the project.
11. When you have completed making changes to project, click the Close button.



The 'Edit Projects' dialog box displays a table of enrolled projects:

| Project Name | Years In Project | Parent Project | Unit | Youth Volunteer Type | |
|--------------|------------------|----------------|---------|----------------------|---|
| Project 015 | 1 | | Calvary | |  |
| Project 269 | 1 | | Calvary | |  |

Buttons: 'Select Projects' and 'Close'.

Tips

If you have any questions or issues, please contact your County Extension Office for assistance.