

Families Editing Clubs and Projects After Enrollment is Approved

Before You Start

1. Please confirm with your parish 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.

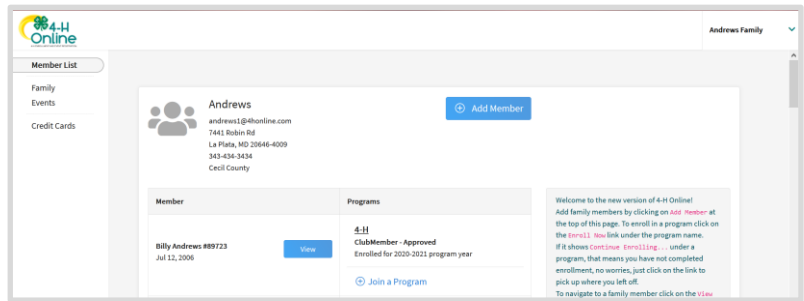
Family Adding Unit/Clubs to Member's Approved Enrollment

Steps

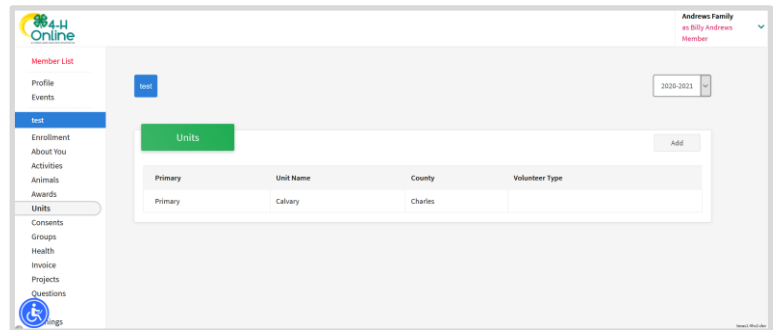
1. Login to your family's existing 4-H Online account.
2. Click the View button next to the member's name.

Screenshots

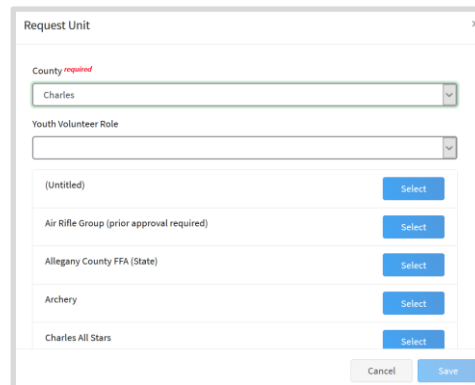
(Screen appearance may vary per state)



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



5. Choose the appropriate Parish 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.



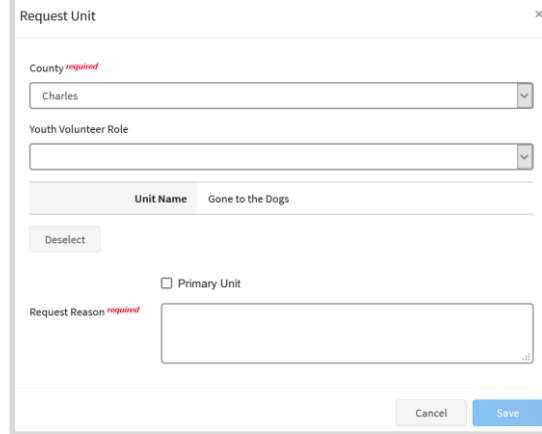
8. If this newly added unit is to become the member's primary unit/club, please check the box for the Primary Unit to designate it as such. If the newly added unit is not to be

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 Parish for approval.



Request Unit

County *required*
Charles

Youth Volunteer Role

Unit Name: Gone to the Dogs

Deselect

Primary Unit

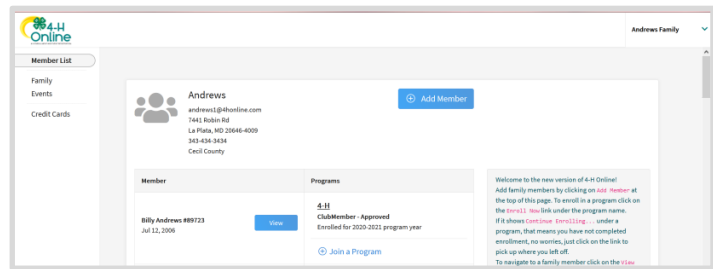
Request Reason *required*

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@4honline.com
1461 Robin Rd.
La Plata, MD 20646-6009
301-636-3634
Cecil County

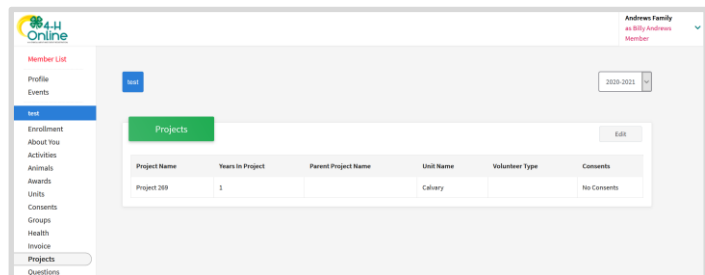
Add Member

Member	Programs
Billy Andrews #89723 Jul 22, 2006	<p>4-H Club Member - Approved Enrolled for 2020-2021 program year</p> <p>Join a Program</p>

Welcome to the new version of 4-H Online!
Add family members by clicking on [Join Member](#) at the top of this page. To enroll in a program click on the [Enroll](#) link under the program name. If it shows [Continue Enrolling](#) 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 register to a family member click on the [View](#)

3. Click on Projects in the navigation pane.

4. Click the 'Edit' button.



Andrews Family as Billy Andrews Member

2020-2021

Profile Events

Enrollment

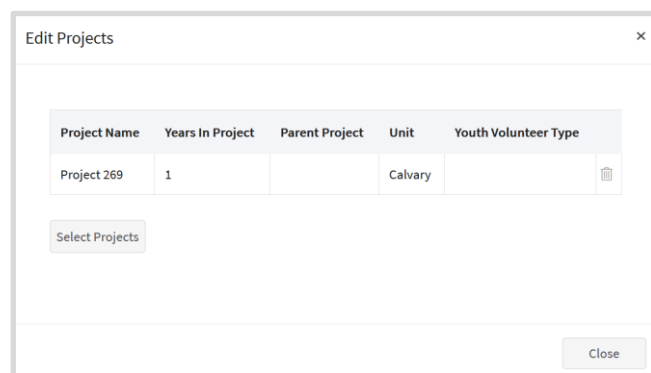
About You Activities Animals Awards Units Consents Groups Health Invoice Projects Questions

Projects

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

Edit

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



Edit Projects

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

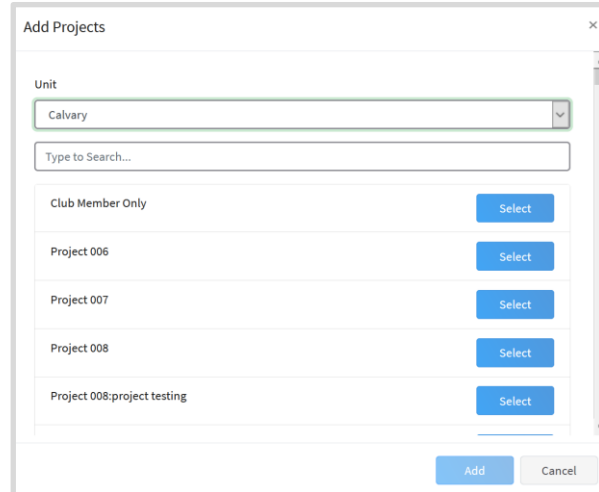
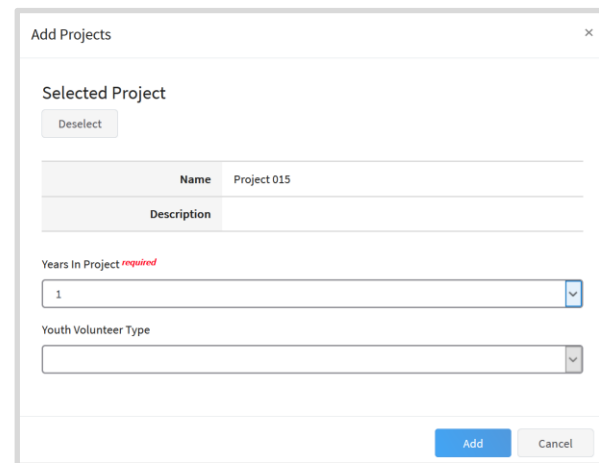
Select Projects

Close

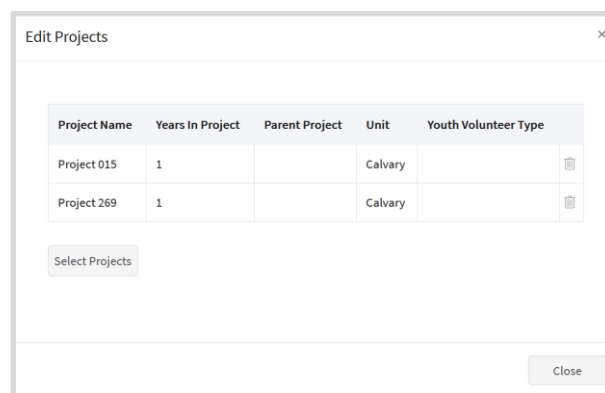
6. If the member has enrolled in more than one unit/club, use the drop-down menu to select the appropriate unit/club association.

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.

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.



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

Tips

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