



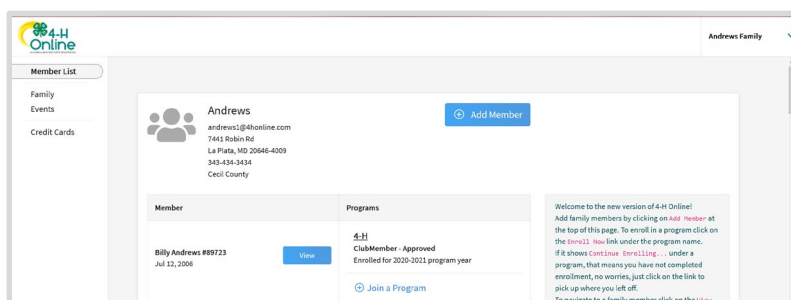
Families Editing Clubs and Projects After Enrollment is Approved

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.

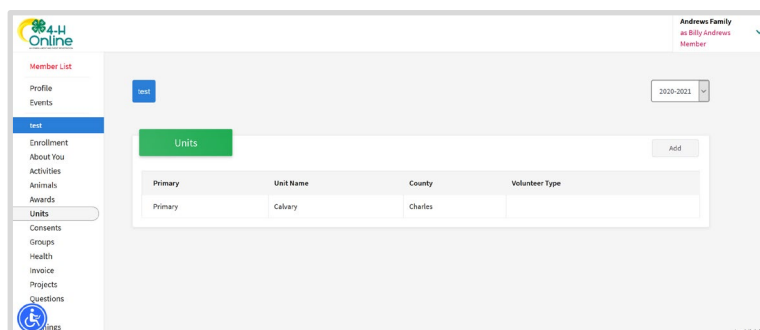
Family Adding Unit/Clubs to Member's Approved Enrollment

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



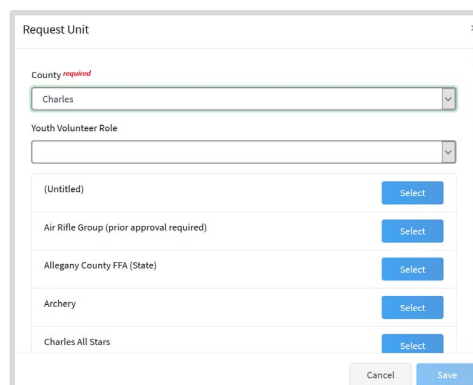
The screenshot shows the 'Member List' page for the 'Andrews Family'. It displays the member's profile for Billy Andrews, including contact information and a 'View' button. A sidebar on the left contains navigation links like Family, Events, and Credit Cards. A right sidebar contains a welcome message and instructions on how to add family members.

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



The screenshot shows the 'Units/Clubs' page for Billy Andrews. It features a table with columns for Unit Name, County, and Volunteer Type. An 'Add' button is visible in the top right corner of the table area. The left sidebar shows the 'Units' tab selected.

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.



The screenshot shows the 'Request Unit' dialog box. It has a 'County required' dropdown menu set to 'Charles'. Below it is a 'Youth Volunteer Role' dropdown menu. A list of units is shown with 'Select' buttons next to each: (Untitled), Air Rifle Group (prior approval required), Allegany County FFA (State), Archery, and Charles All Stars. 'Cancel' and 'Save' buttons are at the bottom.

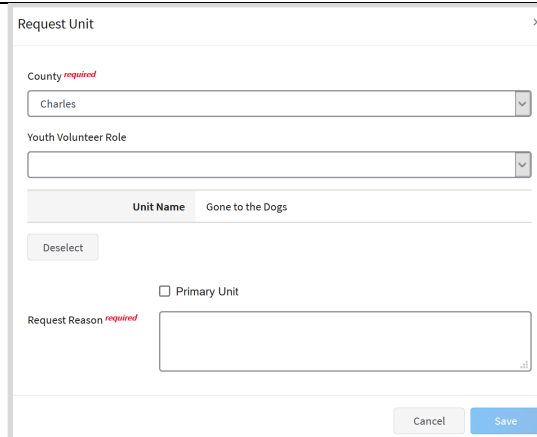
8. If this newly added unit is to become the member's primary unit/club, please check the box for the Primary Unit to designate



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
Gone to the Dogs

Unit Name
Gone to the Dogs

Deselect

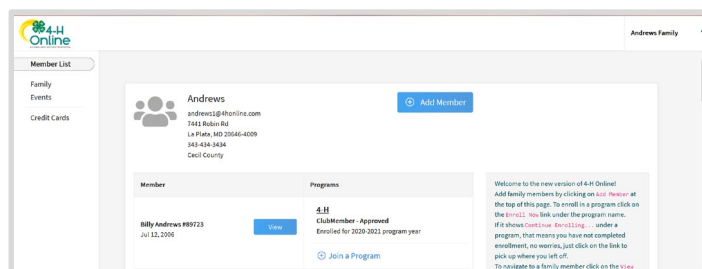
☐ Primary Unit

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.



4-H Online

Member List

Family

Events

Credit Cards

Andrews Family

Andrews
andrews@4honline.com
7441 Robin Rd
La Plata, MD 20646-4009
302-438-3634
Ocell County

Add Member

Member

Billy Andrews 1989723
Jul 12, 2006

View

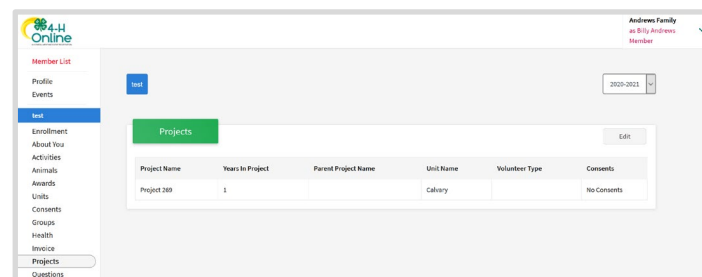
Programs

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 **Add Member** at the top of this page. To enroll in a program click on the **Enroll** link under the program name. If it shows **Confirm 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.



4-H Online

Member List

Profile

Events

test

Enrollment

About You

Activities

Animals

Awards

Units

Consents

Groups

Health

Invoice

Projects

Questions

Andrews Family
as Billy Andrews
Member

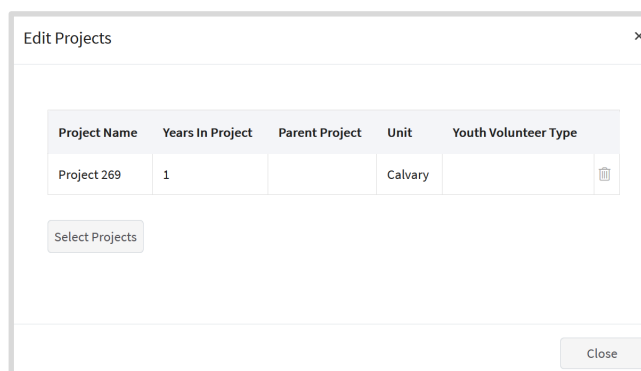
2020-2021

Projects

Edit

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

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



Edit Projects

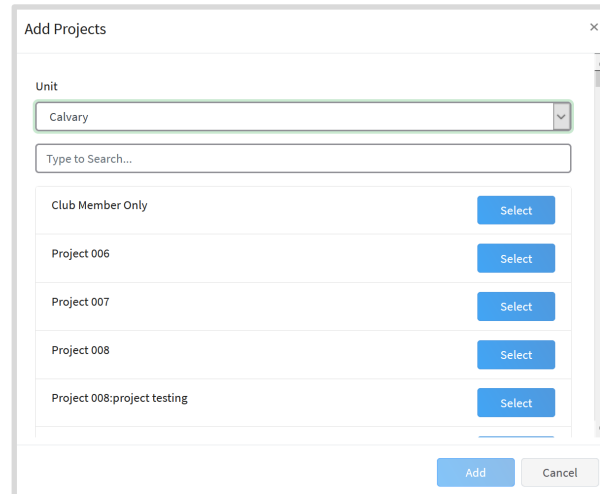
Project Name	Years In Project	Parent Project	Unit	Youth Volunteer Type
Project 269	1		Calvary	

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.



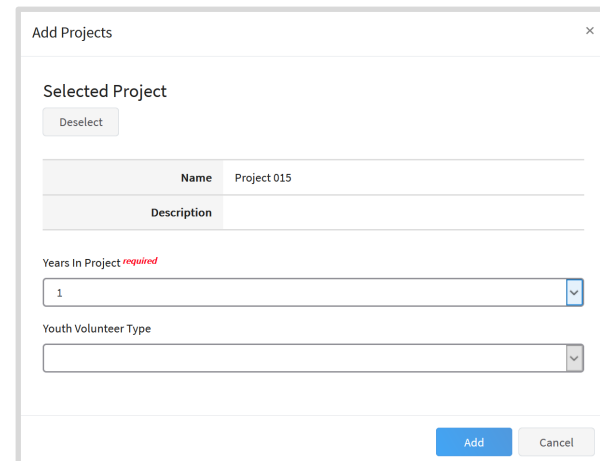
Add Projects

Unit: Calvary

Type to Search...

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

Add Cancel



Add Projects

Selected Project

Deselect

Name	Project 015
Description	

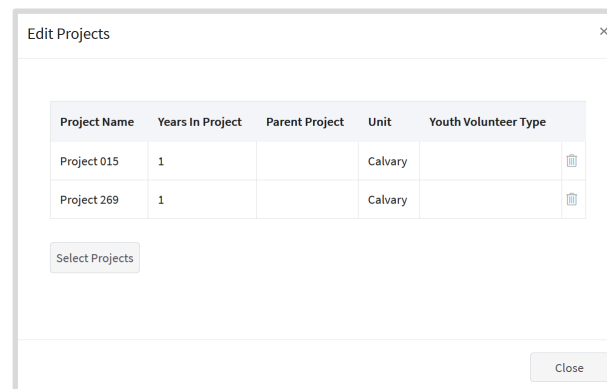
Years In Project *required*

1

Youth Volunteer Type

Add Cancel

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.



Edit Projects

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

Select Projects

Close

Tips

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