



Enrolled for 2020-2021 program year

Family Editing Projects of Approved Enrollments

If your county has opted to allow families to edit projects on Approved enrollments, the following instructions may assist you in this process.

If you are unable to edit, you should contact your <u>local Extension office</u> for assistance. Its possible project edits may only be completed by staff and/or that the project editing deadline has passed.

- 1. Login to your family's existing 4-H Online account.
- 2. Click on the View button next to the member's name. Patch Addams #132874 Jun 8, 2010 View 4-H ClubMember - Approved
- 3. Click on Projects in the navigation pane.
- 4. Click [Edit].

| Profile Events | 4-H | | | | | | | 2020-2021 |
|--|------------------------------------|------------|-------------------------------|---------------------|-------------------|----------------------------|----------------|-------------|
| 4-H Enrollment About You | Projects | | | | | | | Edit |
| Activities Animals | Project Name | Years In P | roject P | arent Project Name | Club Nam | e | Volunteer Type | Consents |
| Awards Clubs | Entomology | 3 | | | Super Coo | l Kids Club! | | No Consents |
| Consents Groups | Geology | 5 | | | Super Coo | l Kids Club! | | No Consents |
| Health Invoice Projects Questions | | Edi | t Projects | | | | | |
| | | | Project | Years In | Parent | Club | | /olunteer |
| | elect s] to add nal projects | | Project Name Entomology | Years In Project | Parent Project | Club Super Coo Club! | Туре | /olunteer |





- 6. If the member has enrolled in more than one club, use the drop-down to select the appropriate club.
- 7. Click [Select] next to the project desired.

| Add Projects | × |
|---------------------|--------|
| Dairy Cattle | Select |
| Dairy Goat | Select |
| Dog Care & Training | Select |

- 8. If applicable, select the member's Volunteer Type for the project.
- 9. Click [Add].

| Add Projects | | × |
|---------------------------|--------------|---|
| Selected Project | | |
| Name | Dairy Cattle | |
| Description | | |
| Years In Project required | ~ | |
| Youth Volunteer Type | | |
| | Add Cancel | |

- 10. The new project will be added to the member's project list.
- 11. If you need to delete a project from the member's enrollment, click the trash can icon next to the project.
- 12. When you have completed making changes to the project, click [Close].

| Project Name | Years In Project | Parent Project | Club | Youth Volunteer Type | |
|-----------------|---------------------|-------------------|--------------------------|-------------------------|---|
| Dairy Cattle | 1 | | Super Cool Kids Club! | | Î |
| Entomology | 3 | | Super Cool Kids Club! | | Î |
| Geology | 5 | | Super Cool Kids Club! | | Î |
| Select Projects | | | | | |