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.
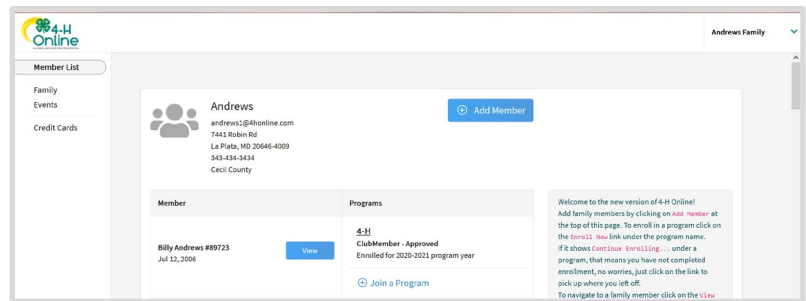
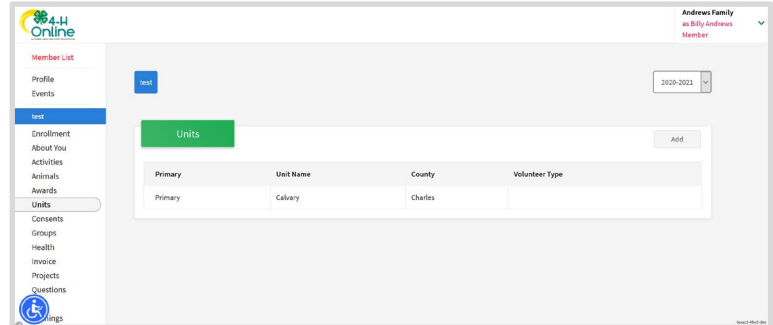## Family Adding Unit/Clubs to Member's Approved Enrollment

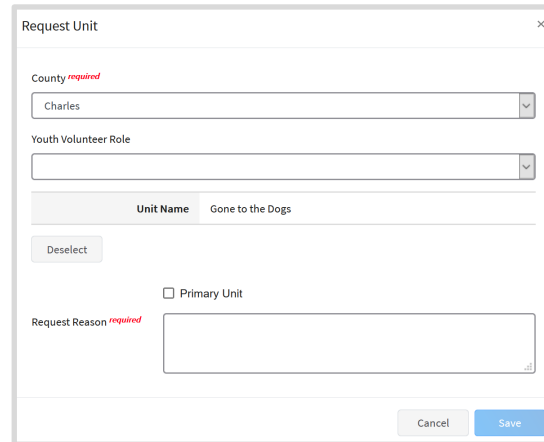| Steps	Screenshots *(Screen appearance may vary per state)*
1. Login to your family's existing 4-H Online account. 2. Click the View button next to the member's name.	
3. Click on Units/Clubs tab in the navigation pane. 4. Click the "Add" button.	
5. Choose the appropriate County from the drop-down 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.	
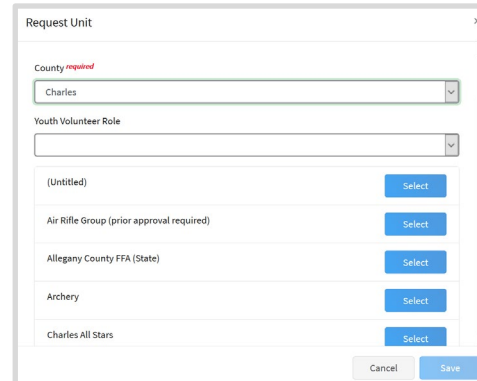
8. If this newly added unit is to become the member's primary unit/club, please check the box for the Primary Unit to designate it as such. If the newly added unit is not to be designated as the member's primary unit/club, please do not mark this box. 9. Enter a request reason for why this unit/club is to be added to the enrollment. 10. Click Save. NOTE: A request is sent to your current primary club county for approval.	
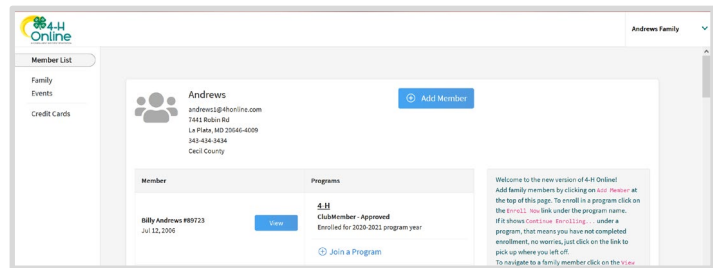
Family Adding Projects to Member's Approved Enrollment

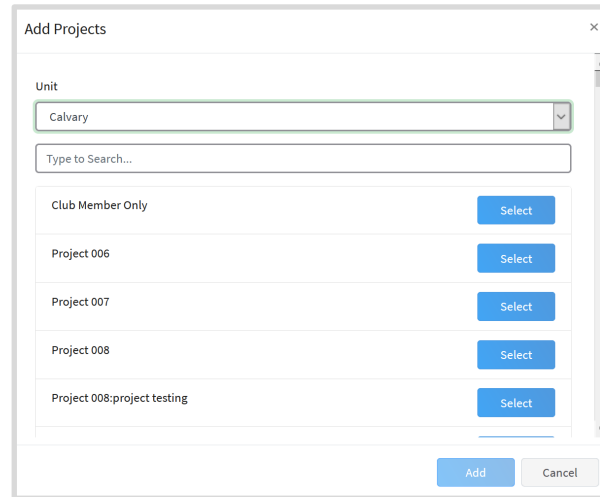|	
1. Login to your family's existing 4-H Online account. 2. Click the View button next to the member's name.	
3. Click on Projects in the navigation pane. 4. Click the 'Edit' button.	
5. Click the Select Projects button to add additional projects to the member's enrollment. **NOTE:** Projects cannot 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.	
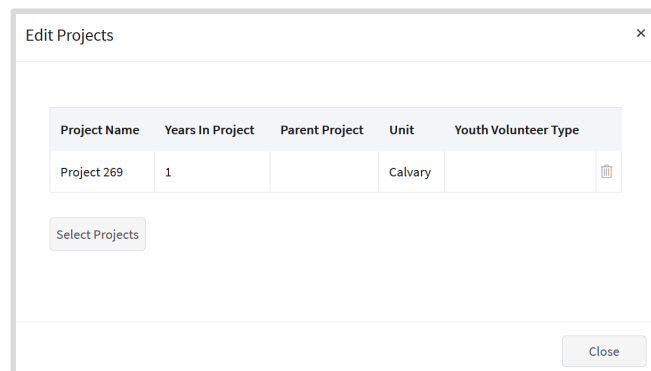
6. If the member has enrolled in more than one unit/club, use the drop-down menu to select the appropriate unit/club association.
7. Click the Select button next to the project you want to add to the member enrollment.
8. If applicable, select the Youth's Volunteer Type for this project. If the member does not have a volunteer role for the project, please leave this blank.
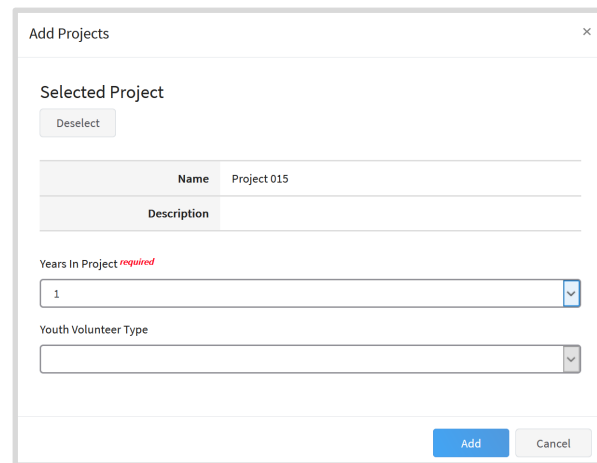9. Click the Add button.

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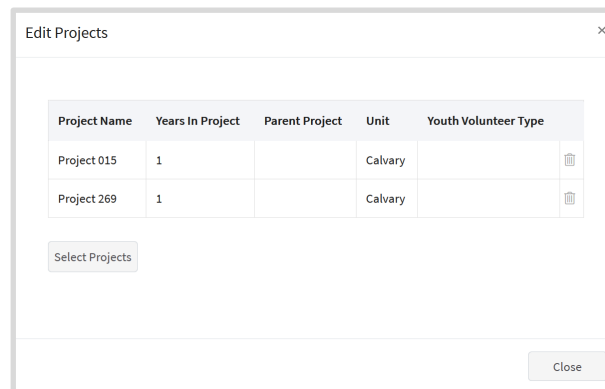
10. If you need to remove a project from the member's enrollment, click the trash can icon next to the project.
11. When you have completed making changes to project, click the Close button.

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