

How to Enroll Program Participants with Special Needs Over the Age of 19

Before You Start

1. This is a **NEW Manager ONLY** feature. County Managers are given a choice while entering enrollments to enroll members as an adult volunteer or club member.
2. For program participants with special needs over the age of 19, Managers can select the club member role to override the age limit set for youth members.

Remember: When entering enrollments at the Manager level, paper enrollment/consent forms are required.

NOTE: If this is a new member, and they do not have a Family Profile, you will need to click on the Create Family tab and create the Family Profile first before adding the new member.

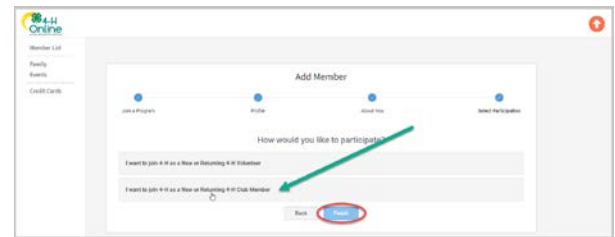
Steps

1. Click on the **Members** tab in the navigation pane.
2. Click on the **Create Family** link.
3. Continue to fill in the required Family fields and click **Save**.
4. Click on **4-H Program** to join and click **Next**.
5. Continue filling in required **Add Member** fields and click **Next**.
6. Continue to fill out the **About You Page** for the member and click **Next**.

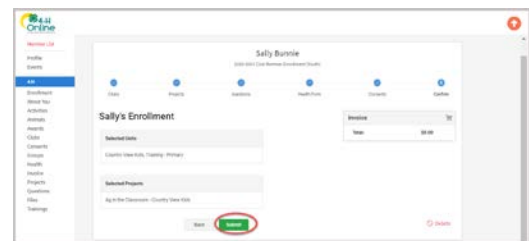


NOTE: The “How would you like to participate?” page is where Managers can override the youth age limits by selecting to join as a Club member.

7. Click on the **New or Returning 4-H Club Member** link to enroll a program participant with special needs over the age of 19 as a Youth Club Member.
8. Click **Finish**

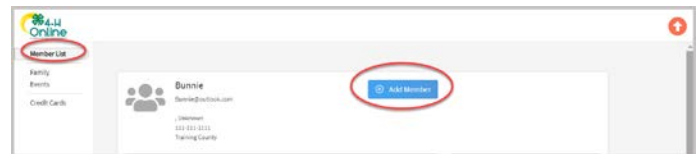


9. Continue through the enrollment pages.
10. Select the clubs/projects and complete health/consent pages based on the paper enrollment form.
11. Click on **Submit**



Adding A Member to a Family Profile that already exists:

1. Click on a Family from the **Members** search screen.
2. Once in the Family Profile, click on the **red Members List** link.
3. Click on the **Add Member** blue link.
4. Complete the enrollment based on the paper enrollment forms.
5. Click **Submit**



Note: Be sure to select the **New or Returning 4-H Club Member** role when enrolling program participants with special needs over the age of 19 as a Youth Club Member.

For further assistance, please contact 4-H Online Data Coordinator Shelly Krueger at kruuge61@msu.edu