



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].

4-H							2020-202
Projects							Edit
Project Name	Years In I	Project Pa	arent Project Name	Clut	Name	Volunteer Type	Consents
Entomology	3			Sup	er Cool Kids Club!		No Consents
Geology	5			Sup	er Cool Kids Club!		No Consents
	Ed	it Projects					
lect		Project Name	Years In Project	Parent Project	Club	You Typ	th Volunteer e
] to add al projects		Entomology	3		Super Co Club!	ol Kids	
iember's ent.		Geology	5		Super Co Club!	ol Kids	
	Projects Project Name Entomology Geology lect I to add hal projects hember's ent.	Projects Project Name Years In I Entomology 3 Geology 5 Ed	Projects Project Name Years In Project R Entomology 3 Geology 5 Edit Projects I to add al projects member's ent.	Projects Project Name Years In Project Parent Project Name Entomology 3 Geology 5 Edit Projects Froject Years In Name Project I to add al projects member's ent. Years In Security Sec	Projects Project Name Years In Project Parent Project Name Cut Entomology 3 Cut Geology 5 Cut Fedit Projects Edit Projects Project Years In Parent Project Project Sup Geology 3 Cut Geology 5 Cut	Projects Project Name Years In Project Parent Project Name Club Name Entomology 3 Geology 5 Club Edit Projects Fedit Projects Project Years In Project Project Club Super Cool Kids ClubI Club Club Club Club Club Club Club Club	Projects Parent Project Name Club Name Volunteer Type Entomology 3 Super Cool Kids Club! Super Cool Kids Club! Geology 5 Super Cool Kids Club! Super Cool Kids Club! Edit Projects Edit Projects Super Cool Kids Club! Volunteer Type Iect Project Years In Parent Club You Iect Interview Project Years In Parent You Iect Interview Project Years In Parent Club You Iect Interview Project Years In Parent Club You Iect Interview Super Cool Kids Club! You Type Iect Interview Super Cool Kids Club! Interview You Interview Super Cool Kids Club! Interview You Interview Super Cool Kids Club! Interview You





- 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.

Ad	d Projects		×
	Dairy Cattle	Select	^
	Dairy Goat	Select	4
	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	v	
Youth Volunteer Type	Y	
	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].

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