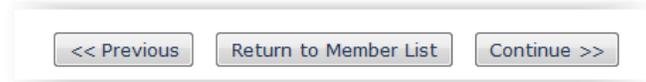


Enrollment should accurately record a member’s project enrollment for the current 4-H Program Year. Previous years’ project enrollments have been saved and are a part of the member’s enrollment history.

POSSIBLE PREP

If the member wishes to add a leadership position to any projects, the “Select a Volunteer Type” dropdown box must be present.

- If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button (4) times until reaching the *Personal Information* page.
- Scroll halfway down until the Volunteer title bar is in view and the following question appears: Are you a Volunteer?
- Select “YES.”
- Scroll down and click [Continue] (4) times to return to the Projects page. The “Select a Volunteer Type” dropdown box should be present.



Volunteer

Select “Yes” if you serve in a leadership capacity in 4-H.
 Examples for youth: Junior Leader, Club Officer, etc.
 Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

1. From the “Select a Club” dropdown box, choose the member’s primary club.
2. Select the desired project from the “Select a Project” dropdown box.
3. Change years in project if necessary.

Add a Project

Select a Club:

Select a Project:

Years in Project:

Select a Volunteer Type:

Project List [New Look]				
Club	Project	Years in Project	Volunteer Type	Edit
<div style="display: flex; justify-content: space-between; margin: 0;"> << Previous Return to Member List Continue >> </div>				

4. **OPTIONAL:** A project leadership position may be added to the project by making the appropriate selection in the “Select a Volunteer Type” dropdown box.

*Only one leadership position per project can be added.

5. Click [Add Project].

Add a Project

Select a Club:

Select a Project:

Years in Project:

Select a Volunteer Type:

Project List [New Look]				
Club	Project	Years in Project	Volunteer Type	Edit
<div style="display: flex; justify-content: space-between; margin: 0;"> << Previous Return to Member List Continue >> </div>				

6. The project will appear in the “Project List” once added.

Ensure all desired projects for the year are included in the “Project List.” Check with your local Extension office for project add/drop deadlines.

Add a Project

Select a Club:

Select a Project:

Years in Project:

Select a Volunteer Type:

Project List [New Look]

Club	Project	Years in Project	Volunteer Type	Edit
Sunshine Makers	Entomology	1		<input type="button" value="Edit"/>