

ADDING, DELETING or CHANGING PROJECTS

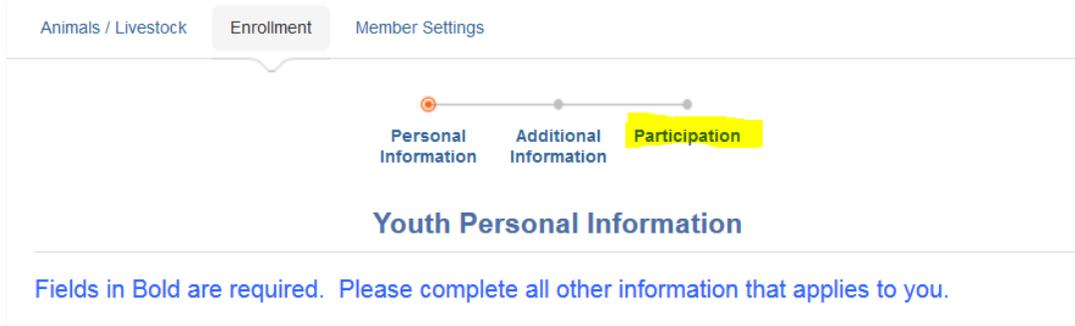
Please keep in mind **the deadline for enrolling and changing projects (with no penalty) is February 1, 2017.**

ADDING A PROJECT

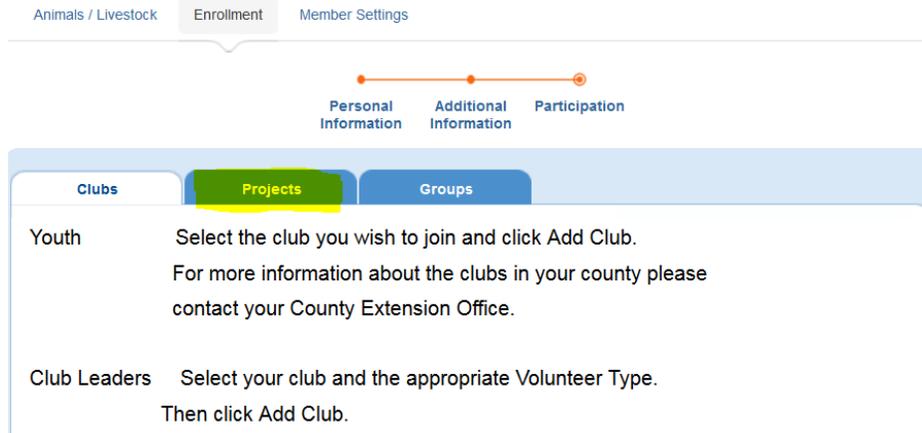
1. Log into your 4HOnline account. The window that pops up allows you to view **Announcements & Newsletters** or you can go directly to your family profile by clicking the **Continue to Family** button.



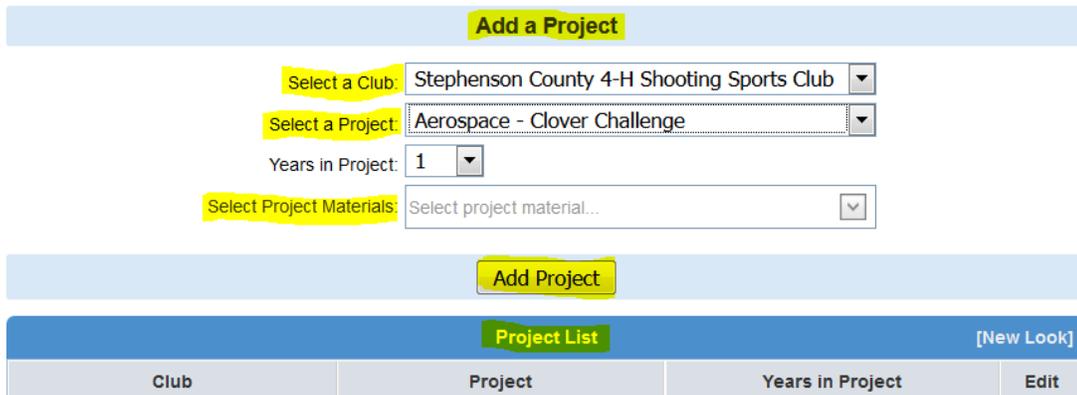
2. Choose the member you want to add a project to by clicking the **Edit** button next to the member's name.
3. Once you are on the **Youth Personal Information** page, click the **Participation** link to go directly to the club page.



4. Next, click the **Projects** tab to get you to the project enrollment page.



5. Scroll down the page to the **Add a Project** section. Make sure the correct club is selected from the **Select a Club** drop-down box.
6. Click the **Select a Project:** drop-down box and choose the project the member wants to enroll in. If the member wants the project manual (if one is available), click the **Select Project Materials** drop-down box and choose the project manual.
7. Click the **Add Project** button and the newly added project should show up in the **Project List**.



DELETING A PROJECT

1. Follow steps #1 - #4 as outlined above.
2. Once you are on the Projects page, scroll down to the **Project List** box to see the project(s) you want to delete and press the **Edit** button.
3. The **Project List** box will change to look like the following:



- To delete the project you no longer want to exhibit, click the **Delete** button.
- The screen will automatically update and change so the deleted project no longer appears.

CHANGING A PROJECT

The only thing you can change for a project is to add or delete a project manual. If you want to change the level of a project (i.e. to go from Woodworking 1 to Woodworking 2), you must delete the project you do not want and add the new one using the instructions above for adding and deleting a project.

- To add a project manual, follows steps #1-4 for adding a project.
- Once you are on the Projects page, scroll down to the **Project List** box to see the project(s) you want to delete and press the **Edit** button.
- The **Project List** box will change to look like the following:

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
Stephenson County 4-H Shooting Sports Club	Shooting Sports - Rifle (Air)	1	Update Delete
Select your project material...			

- Click the arrow in the drop-down box where it says **Select your project material** and choose the project manual you want by clicking on it.
- Once your project manual is chosen, click the **Update** button to save your change.

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
Stephenson County 4-H Shooting Sports Club	Shooting Sports - Archery	1	Update Delete
<input type="text" value="x 4-H751 4-H Archery Member Record Book \$ 7.00"/>			

- The **Project List** box will change again to show the project manual has been added. I will then receive notification to order the manual for you and it will be shipped directly to your club leader.

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
Stephenson County 4-H Shooting Sports Club	Shooting Sports - Archery	1	Edit
4-H751 4-H Archery Member Record Book \$ 7.00			

7. If you just enrolled in a project (see #11 below) and ordered a project manual, but decided you do not want or need it, follow instructions #1-#2 above. The **Project List** box will change; however, you will need to click the “x” that appears before the project manual.

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
Stephenson County 4-H Shooting Sports Club	Shooting Sports - Archery	1	<input type="button" value="Update"/>
<input type="text" value="x 4-H751 4-H Archery Member Record Book \$ 7.00"/>			<input type="button" value="Delete"/>

8. Once the “x” is clicked, the manual will disappear from the box.
9. Click the **Update** button.
10. The **Project List** box should change again still showing the project you enrolled in, but the manual will no longer show.
11. **IMPORTANT: DO NOT DELETE MANUALS THAT WERE ORDERED MORE THAN ONE (1) DAY PRIOR.** Project manual orders are processed daily, so deleting it from your enrollment will not cancel the order. If your club leader receives a manual that you no longer want, tell him/her and he/she will return it to the Extension Office for someone else to use.

If you have questions regarding the above instructions, or any other *4HOnline* topic, please contact the Extension Office at 815-235-4125.