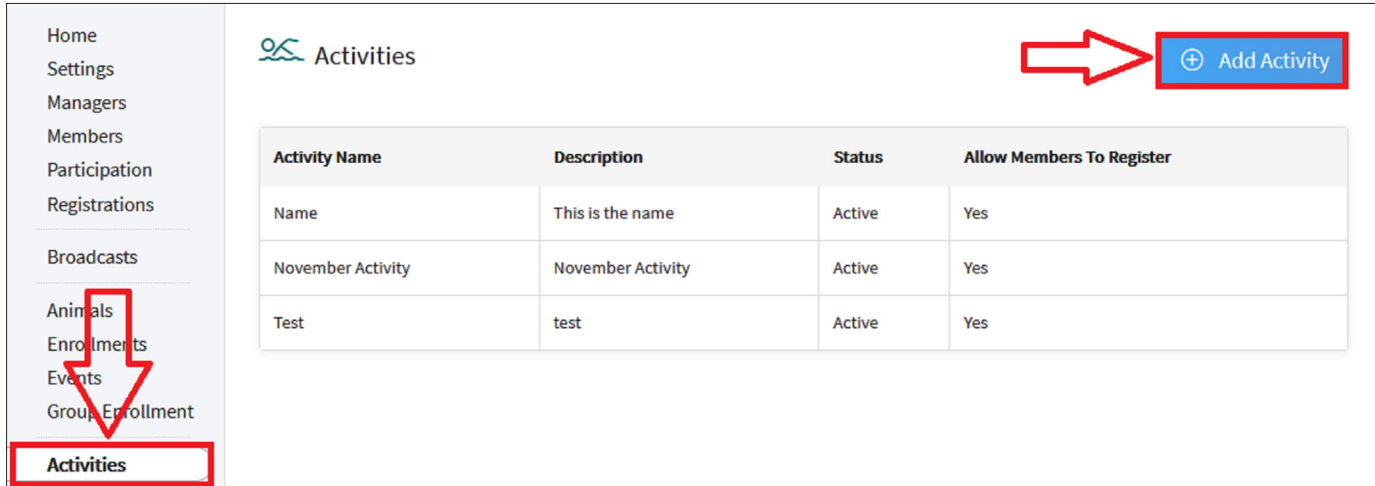


The activities function allows the county manager to create a list of member activities to add to youth profiles.

CREATE AN ACTIVITY

- Click on the Activities link in the navigation pane.
- Click the Add Activity button.



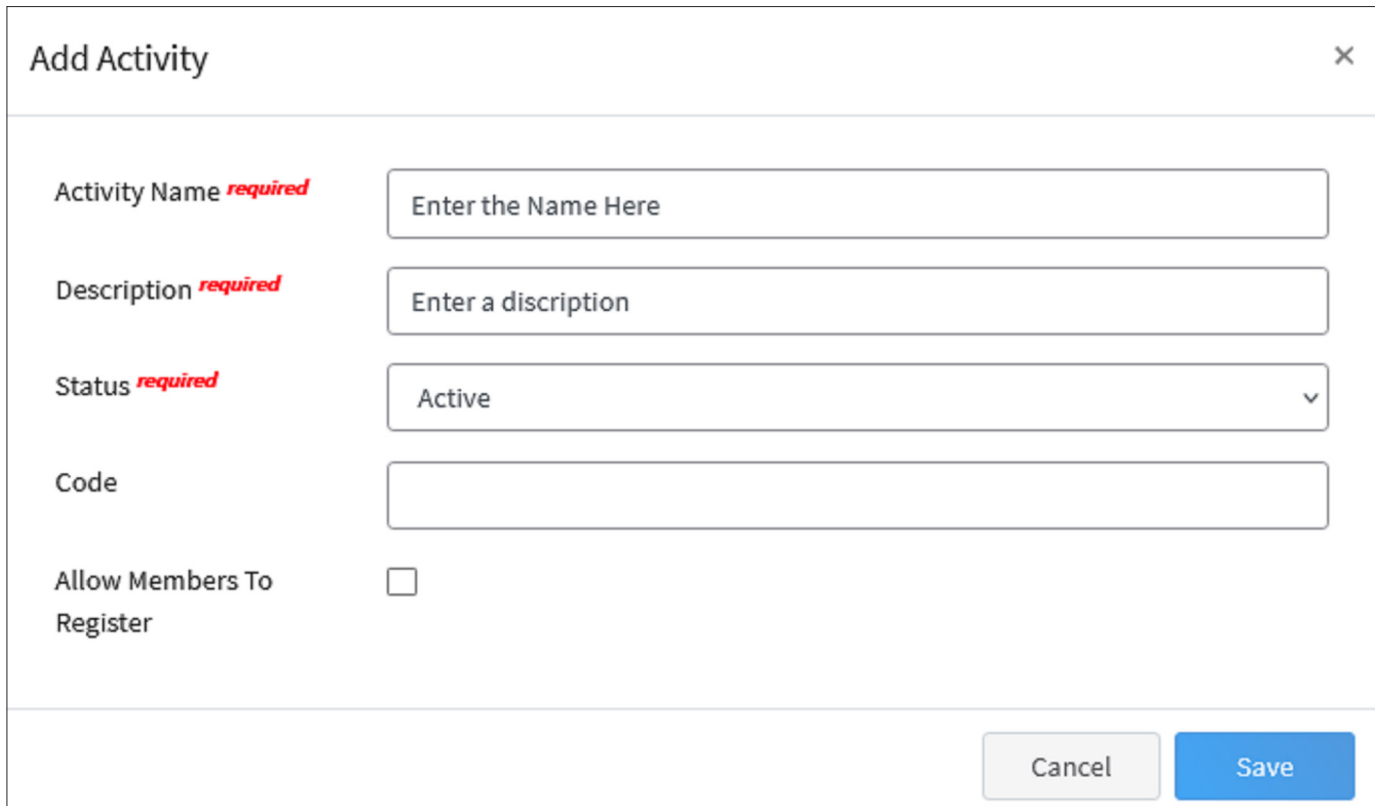
Home
Settings
Managers
Members
Participation
Registrations
Broadcasts
Animals
Enrollments
Events
Group Enrollment
Activities

Activities

Activity Name	Description	Status	Allow Members To Register
Name	This is the name	Active	Yes
November Activity	November Activity	Active	Yes
Test	test	Active	Yes

+ Add Activity

- Enter the name of the activity.
- Enter a description of the activity.
- Enter the status of the activity.
 - Active - Ready to be used
 - Deleted - Not relevant to adding an activity
 - Inactive - Not ready to be used
- Enter a code (optional).
- Click the blue Save button.



Add Activity

Activity Name *required*

Description *required*

Status *required*

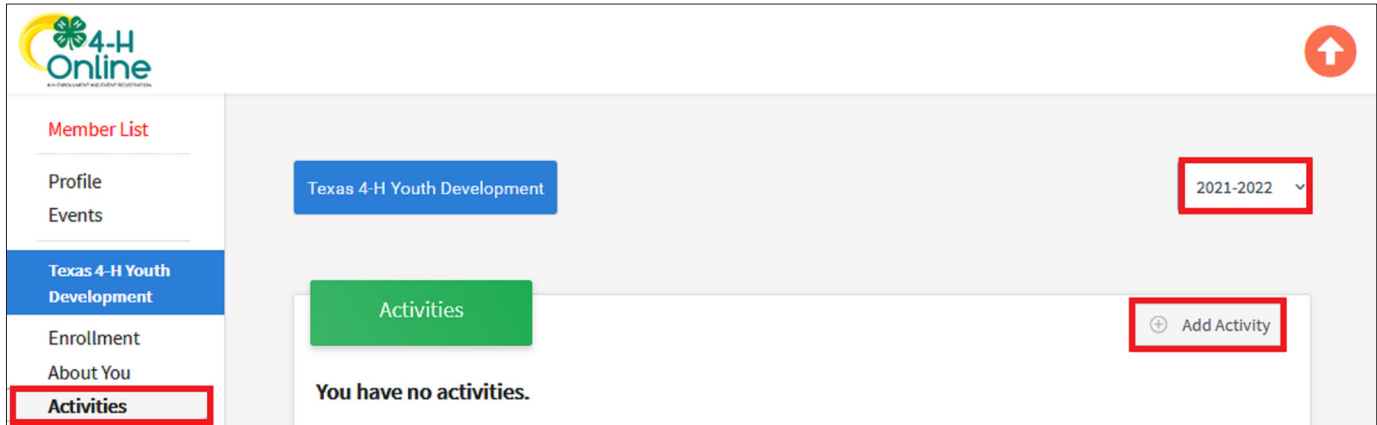
Code

Allow Members To Register

Cancel Save

ADD AN ACTIVITY TO A YOUTH MEMBER RECORD

- Click on the member's record from the Member search screen.
- Click on the Activities link in the navigation pane.
- Select the enrollment program year from the drop-down menu.
- Click the +Add Activity button.



The screenshot shows the Texas 4-H Online interface. On the left is a navigation menu with options: Member List, Profile, Events, Texas 4-H Youth Development, Enrollment, About You, and Activities. The 'Activities' option is highlighted with a red box. The main content area shows 'Texas 4-H Youth Development' and a dropdown menu for the year '2021-2022', both highlighted with red boxes. Below this is a green 'Activities' button and a red box containing a '+ Add Activity' button. The text 'You have no activities.' is displayed below the button.

- Select the activity from the drop-down menu.
- Enter the date of the activity.
- Click the blue Save button.



The 'Add Activity' form is shown with a title bar and a close button. It contains two required fields: 'Activity Name' with a dropdown menu and 'Activity Date' with a date input field containing '10/11/2021'. At the bottom right are 'Cancel' and 'Save' buttons.