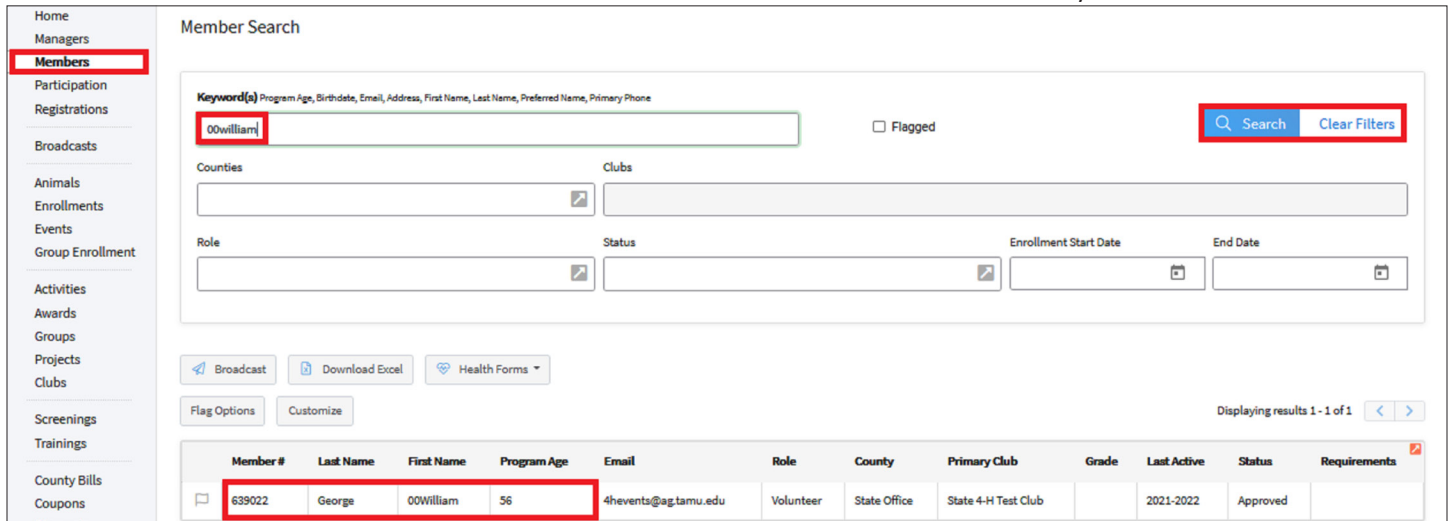


MUST BE DONE BY PRIMARY COUNTY MANAGER

The archive options will allow a county to hide a member profile from the family's view.

- Click on the Members link in the navigation pane.
- Click the Clear Filters link.
- Type in a keyword for the member.
- Click the blue Search button.
- Click the member's name at the bottom in the search results. An NOT ENROLLED status is the only one that can be archived.



Member Search

Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone
 Flagged

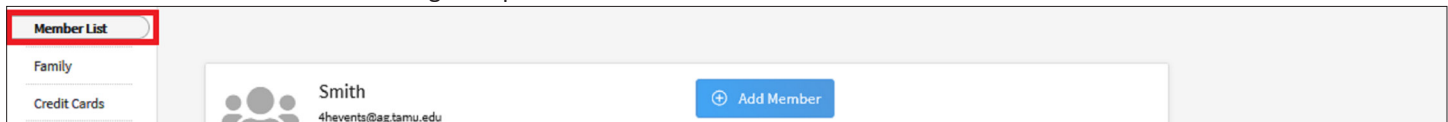
Counties Clubs

Role Status Enrollment Start Date End Date

Displaying results 1 - 1 of 1

Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
<input type="checkbox"/> 639022	George	00William	56	4hevents@ag.tamu.edu	Volunteer	State Office	State 4-H Test Club		2021-2022	Approved	

- Click the Member List link in the navigation pane. Follow the instructions to either archive or reactivate.



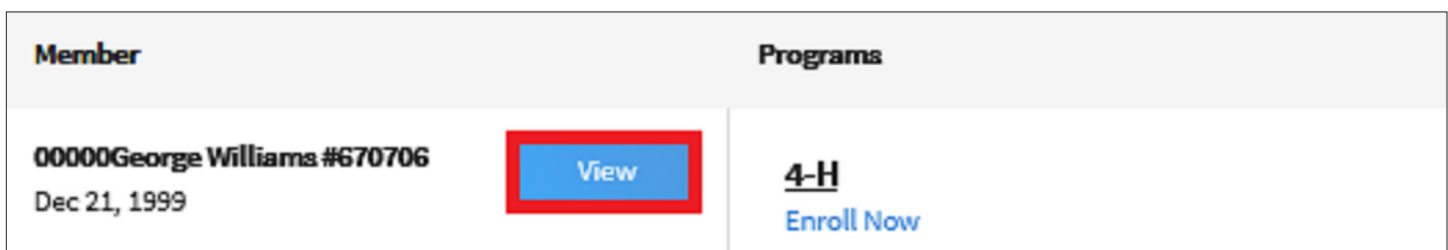
Member List

Family

Credit Cards

ARCHIVE

- Click the View button by the member's name.



Member Programs

00000George Williams #670706

Dec 21, 1999

4-H

- Click the Archive button at the bottom of the screen.



Note: If the member is not able to be archived the system will not show the Archive button highlighted. This could mean that the member was activated at some point for the current year and then later deleted. It could also mean they are Approved, Incomplete, Awaiting Review, Etc. A member cannot have any actions done to their member profile to be archived.

- Click the blue confirm button on the screen that pops up.

Archive Member?

✕

Are you sure you want to archive this member?

Confirm
Cancel

REACTIVATE

- Click the Reactivate link at the bottom right on the family's Member List screen beside the member's name.

Credit Cards

Login History

Email History

7607 EASTMARK DR. STE 101
COLLEGE STATION, TX 77840-4027
979-845-1212
State Office County

Member		Programs
German Smith #638242 Dec 21, 1977	View	4-H Enroll Now
Gina Smith #638241 Dec 21, 2007	View	4-H Enroll Now
Jenna Smith #295636 Dec 13, 2000	View	4-H Enroll Now
Miranda Acosta #218392 Jan 3, 2002	View	4-H Enroll Now

Welcome to the new version of 4-H Online! Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View** button to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Inactive Members:

Test Youth 4-H Test - Archived
Reactivate

7607 EASTMARK DR. STE 101
COLLEGE STATION, TX 77840-4027
979-845-1212
State Office County

- Click the blue confirm button on the screen that pops up.

Reactivate Member?

✕

Are you sure you want to reactivate this member?

Confirm
Cancel