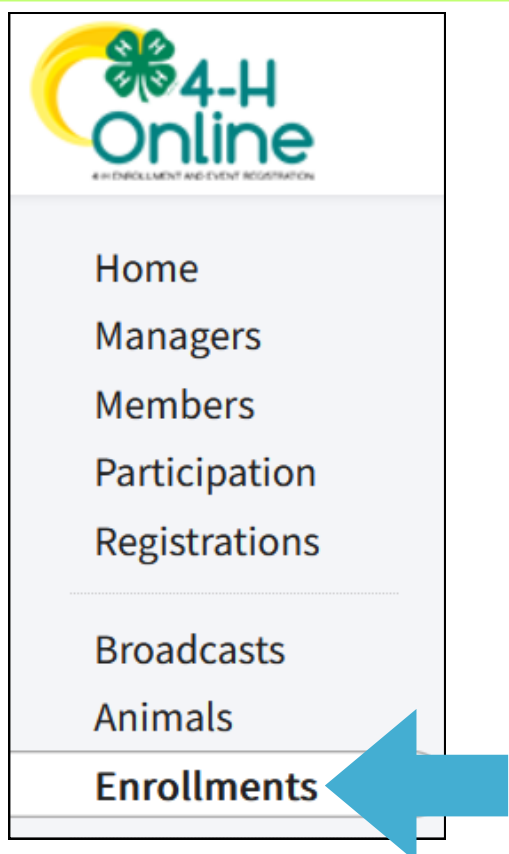


EDIT PAID MEMBER PROJECTS

QUICK GUIDE

1



**CLICK ENROLLMENTS LINK
AND CLEAR FILTERS**

2

The screenshot shows the 'Approved Enrollments' page. It has a search bar with 'Misty Cathey' entered. To the right of the search bar is a blue 'Search' button. A blue arrow points to this button. There are also filters for Counties, Clubs, and Role, and a 'Clear Filters' link.

**ENTER MEMBER'S NAME OR CRITERIA
AND CLICK BLUE SEARCH BUTTON**

3

The screenshot shows the 'Approved Enrollments' table. The table has columns: Last Name, First Name, Role, Primary Unit Name, Status, Approval County, and Approved Date. The first row contains the data: Cathey, Misty, Volunteer, Castlegate 4-H Club, Approved, Training, 8/22/2024. A blue arrow points to the 'Cathey' name in the 'Last Name' column.

**CLICK THE NAME AT THE BOTTOM
OF THE SCREEN**

4

The screenshot shows the 'Projects' table. The table has columns: Project Alias, Years In Project, State Project, Club Name, Volunteer Type, and Consents. The first row contains the data: Photography, 6, , Castlegate 4-H Club, , No Consents. A blue arrow points to the 'Edit' button in the top right corner of the table.

**CLICK THE EDIT BUTTON IN THE
PROJECTS SECTION**

5

The screenshot shows the 'Edit Projects' dialog box. It has a table with columns: Project Alias, Years In Project, State Project, Club, Youth Volunteer Type, and Remove. The first row contains the data: Photography, 6, , Castlegate 4-H Club, , . Below the table is a 'Select Projects' button. A blue arrow points to this button.

**CLICK THE SELECT PROJECTS BUTTON
TO ADD A PROJECT (OR CLICK THE
TRASH CAN TO REMOVE A PROJECT)**

6

The screenshot shows the 'Add State Projects' form. It has a 'Club' dropdown menu set to 'Castlegate 4-H Club'. Below it is a 'Type to Search...' input field. There are several project categories with blue 'Select' buttons: Agronomy, Aquatic Science, Beef Cattle, Career Readiness, and Citizenship. At the bottom right is a blue 'Add' button. A blue arrow points to this button.

**CLICK THE BLUE SELECT
BUTTON BESIDE EACH
PROJECT TO ADD**

**SELECT THE YEARS IN
PROJECT AND CLICK THE
BLUE ADD BUTTON**

REFRESH SCREEN FOR CHANGES TO LOAD

<https://texas.4honline.com>