4-H Online — 4-H ENROLLMENT AND EVENT REGISTRATION — texas.4honline.com
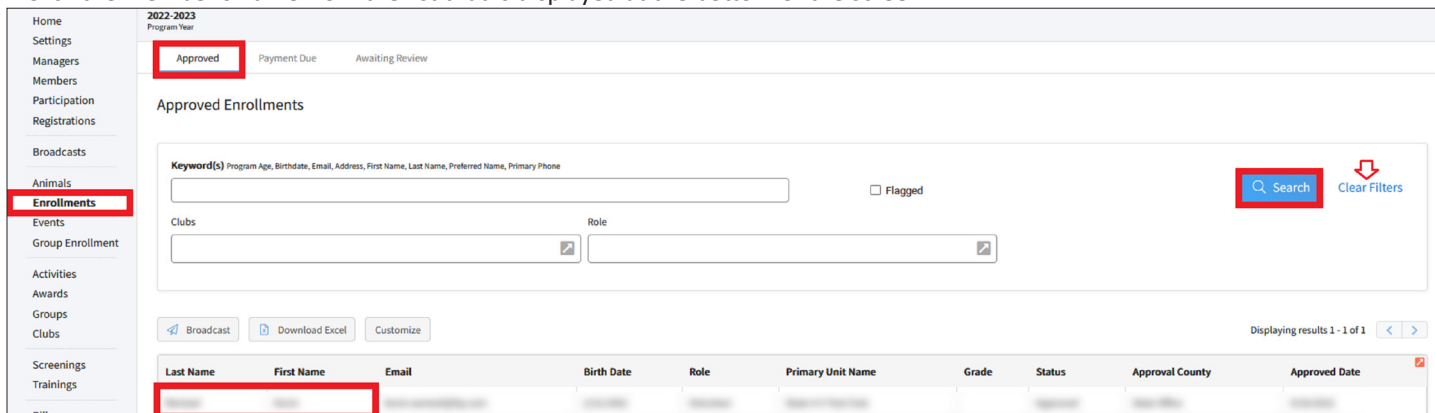
TEXAS A&M AgriLife EXTENSION

Member records listed on the approved screen are those that have been paid for the current 4-H program year. Editing of a member profile can only be done on the Enrollment-Approved screen and by the primary county manager.

SEARCH

- Click on the Enrollments link on the navigation pane on the left side of the screen.
- Click on the Approved sub-tab.
- Click the Clear Filters link in the search area.
- Click the blue Search button.
- Click the member's name from the list that is displayed at the bottom of the screen.

PRIMARY COUNTY MANAGER INSTRUCTIONS

CLUB SWAPPING OR EDITING

CLUB SWAPPING

If a club is already listed in the Clubs section of the member record then the club swapping instructions SHOULD be followed. This will allow all the projects to be carried over without re-entering them.

- Click the name of club that is listed in the clubs section. The Club Swap pop-up screen will be displayed.
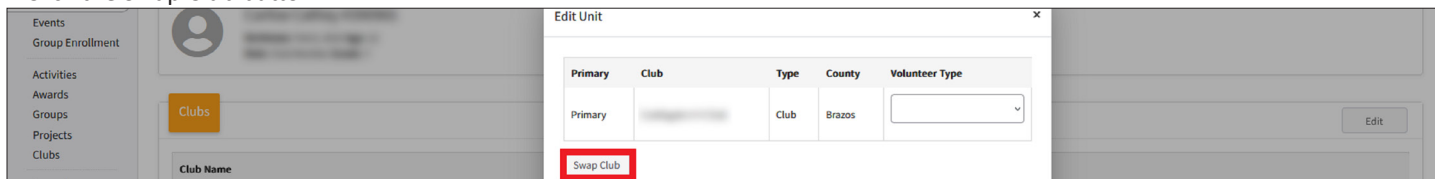

- Click the Swap Club button.

- The Club To Transfer Projects From drop-down menu will be defaulted to the club that was listed in the previous step.
- The Club To Transfer Projects To County drop-down menu should be the county that the family profile is located in.
- The Club to Transfer Projects To drop-down menu should be the only menu to change.
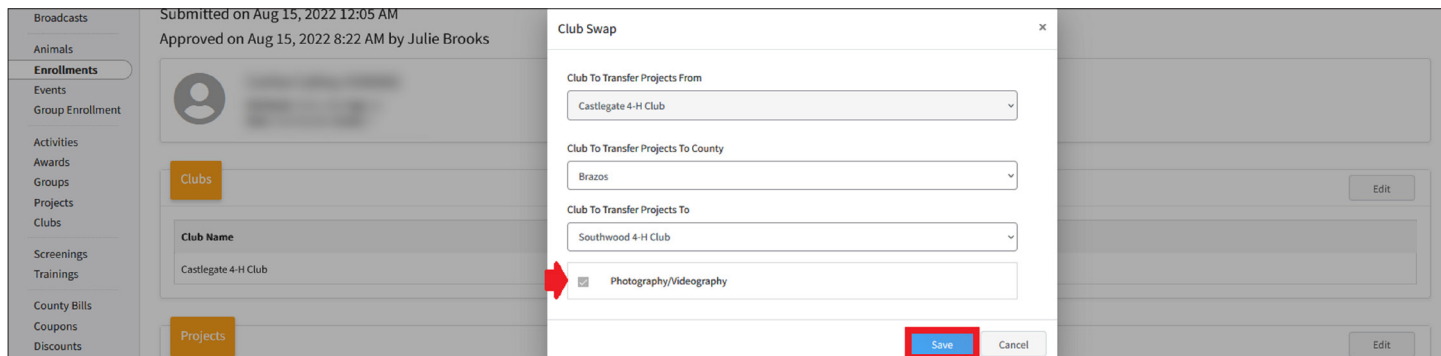

- The projects to carry over to the new club will be displayed on the screen.

IF A CLUB IS REMOVED INSTEAD OF SWAPPED THE PROJECTS MUST BE ADDED AGAIN
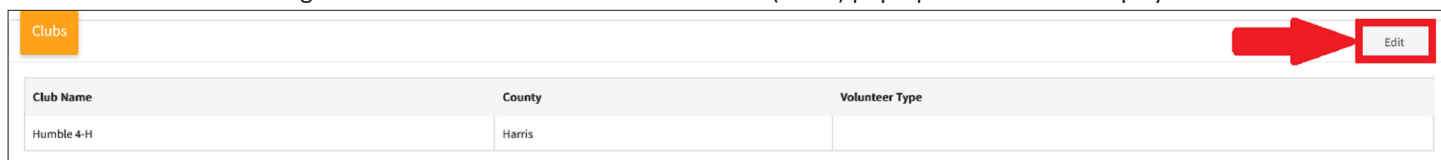
• Click the blue Save button.

• The club and projects will be displayed correctly if the club swapping was successful.

CLICK TO REFRESH OR RELOAD THE BROWSER FOR CHANGES TO APPEAR ON THE SCREEN
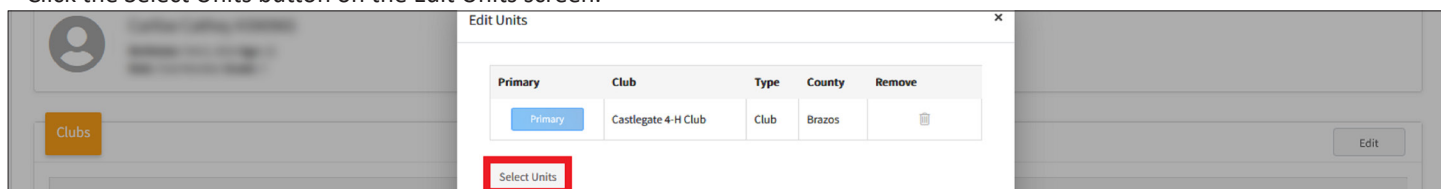
CLUB EDITING

If a club is not already listed in the Clubs section of the member record, then the club editing instructions should be followed. Projects will also have to be added in the next section if these instructions are followed.
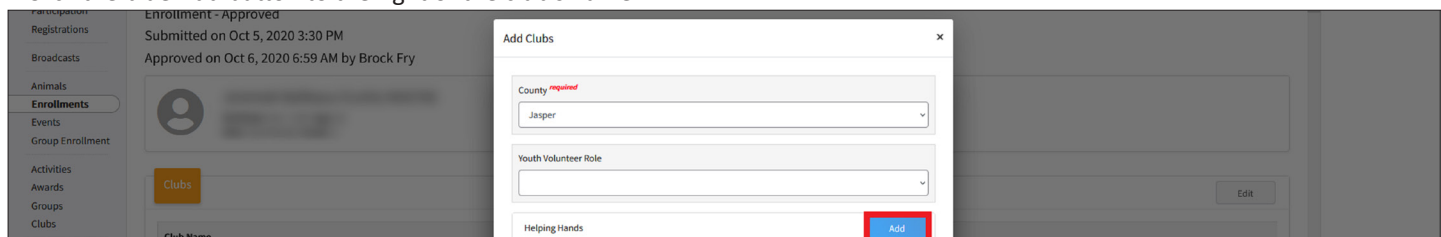
• Click Edit button on the right side of the clubs section. The Edit Units (Clubs) pop-up screen will be displayed.
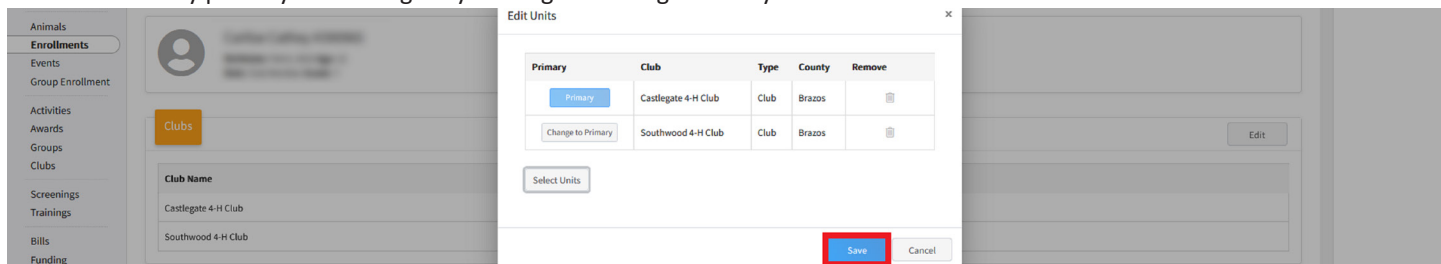

• Click the Select Units button on the Edit Units screen.

• The County drop-down menu should be the county that the family profile is located in.
• Click the blue Add button to the right of the club's name.

• Make necessary primary club changes by clicking the Change Primary button if needed and click the blue Save button.

IF A CLUB IS REMOVED INSTEAD OF SWAPPED THE PROJECTS MUST BE ADDED AGAIN

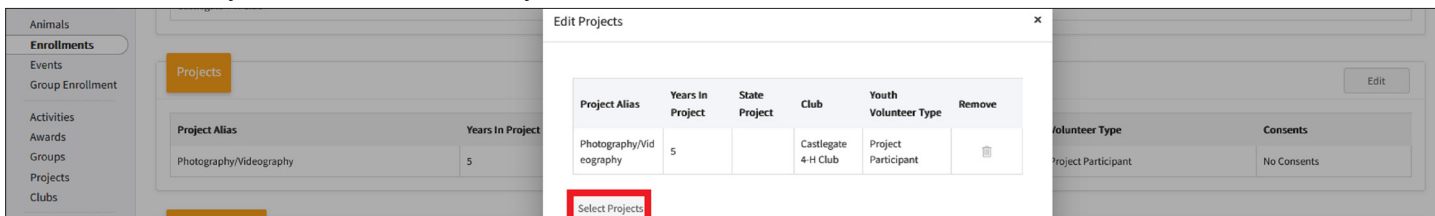**CLICK TO REFRESH OR RELOAD THE BROWSER FOR CHANGES TO APPEAR ON THE SCREEN**

PROJECTS

• Click Edit button on the right side of the projects section. The Edit Projects pop-up screen will be displayed.

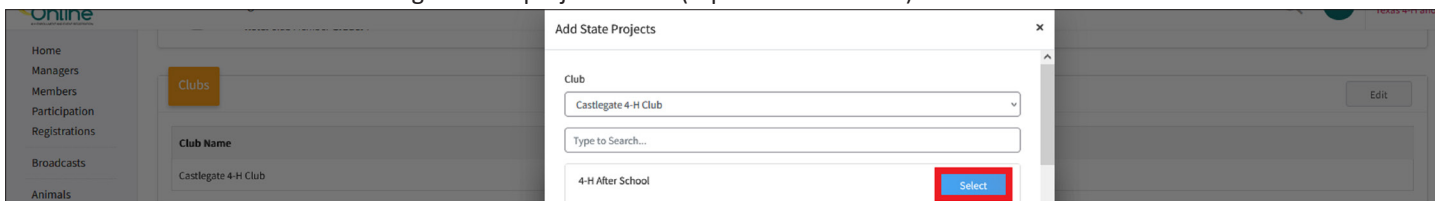• Click the Select Projects button on the Edit Projects screen.

• The Club drop-down menu should be changed to the club the project is being added to.
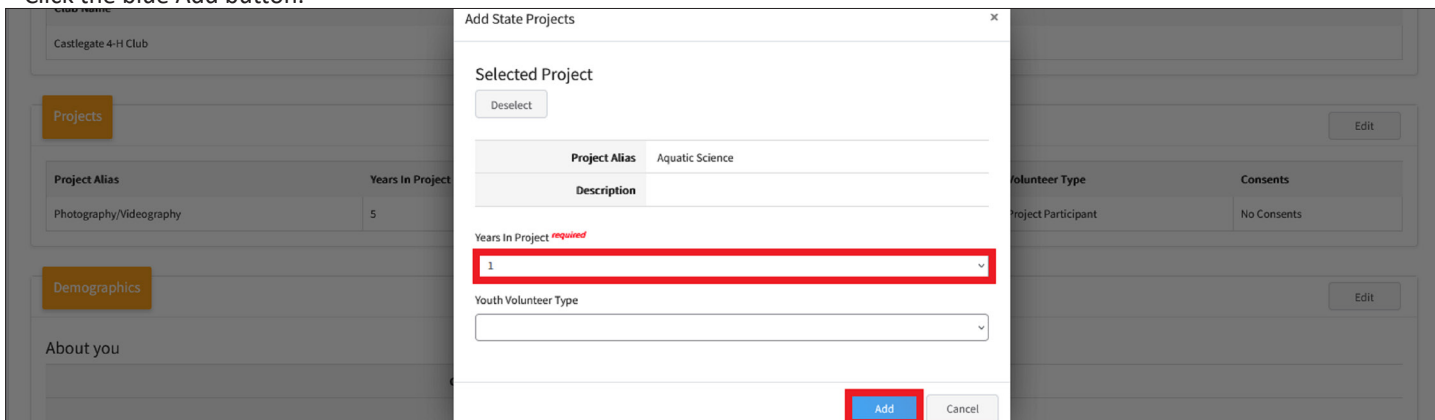• Click the blue Select button to the right of the project name. (repeat for each club)

• The Years In Project drop-down menu will be defaulted to 1 year but can be adjusted.
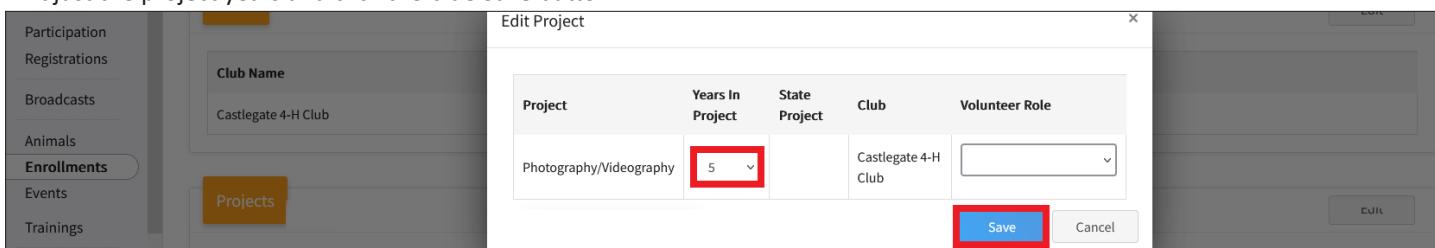• Click the blue Add button.
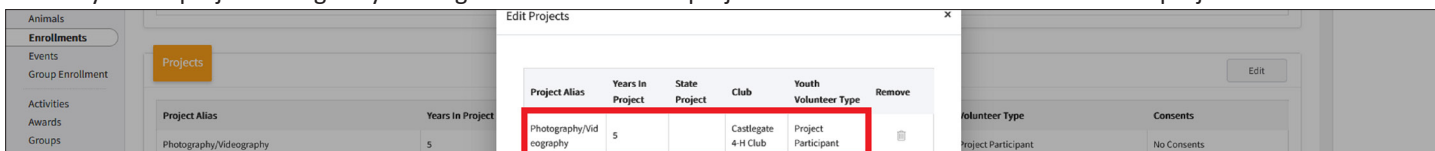
• Make years in project changes by clicking on the name of the project or click the trash can to remove the project.

• Adjust the project years and click the blue Save button.

CLICK TO REFRESH OR RELOAD THE BROWSER FOR CHANGES TO APPEAR ON THE SCREEN

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE COUNTY MANAGER GUIDE
APPROVED & PAID MEMBER CHANGES
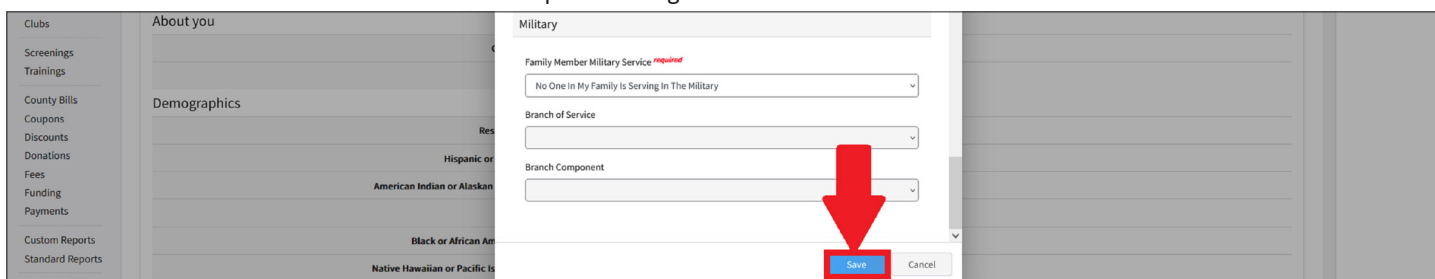
TEXAS A&M
AgriLIFE
EXTENSION

DEMOGRAPHICS

• Click Edit button on the right side of the Demographics section. The Edit Demographics pop-up screen will be displayed.

• Make the needed adjustements in the following areas:
  • About you - Gender and Grade
  • Demographics - Residence and Ethnicity
  • Emergency Contact
  • Parent / Guardian 1
  • Parent / Guardian 2
  • School Name and Type
  • Military
  • Address
  • Second Family
  • Other - Years in Program

• Click the blue Save button at the bottom to accept the changes.

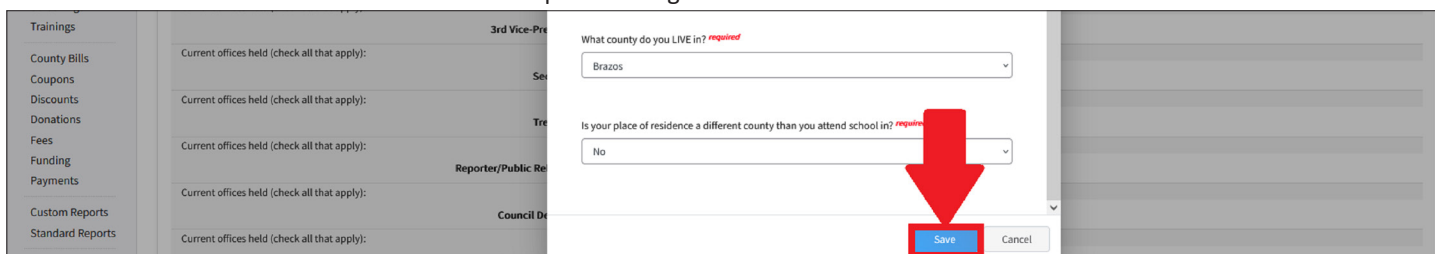**CLICK TO REFRESH OR RELOAD THE BROWSER FOR CHANGES TO APPEAR ON THE SCREEN**

OTHER

• Click Edit button on the right side of the Other Questions section. The Edit Other Questions pop-up screen will be displayed.

• Make the needed adjustements in the following areas:
  • Please provide the first and last name of the person who referred you to Texas 4-H if applicable:
  • Current offices held (check all that apply):
  • Shooting Sports Project Enrollment
  • What county do you LIVE in?
  • Is your place of residence a different county than you attend school in?

• Click the blue Save button at the bottom to accept the changes.

CLICK TO REFRESH OR RELOAD THE BROWSER FOR CHANGES TO APPEAR ON THE SCREEN