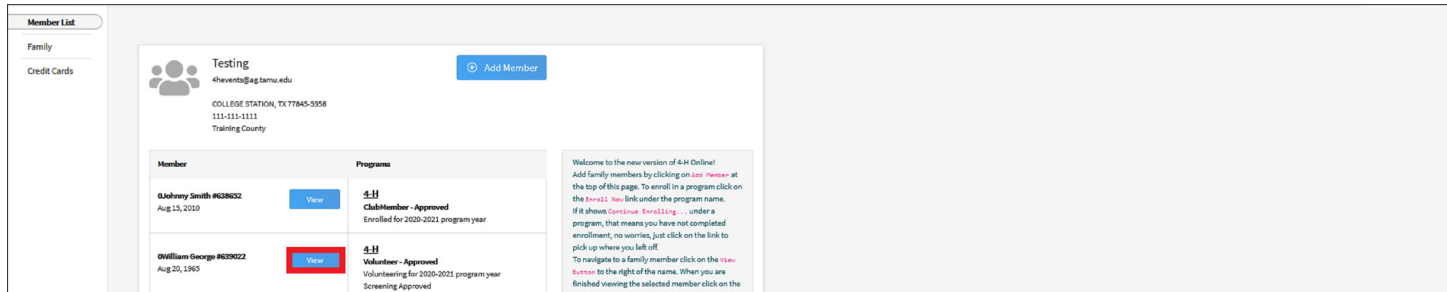


## CREATING THE CHARTER APPLICATION

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the blue View button beside the approved member's name.



Member List

Family

Credit Cards

Testing  
4hevents@ag.tamu.edu  
COLLEGE STATION, TX 77845-5958  
111-111-1111  
Training County

Add Member

Member	Programs
QJohnny Smith #628632 Aug 15, 2019	View
QWilliam George #629022 Aug 20, 1963	View

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** 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 view** link at the top of the menu to the left.

- Click the Events link from the navigation pane on the left side of the screen.
- Click the blue +Register for a new event button.



Member List

Profile

Events

Texas 4-H Youth Development

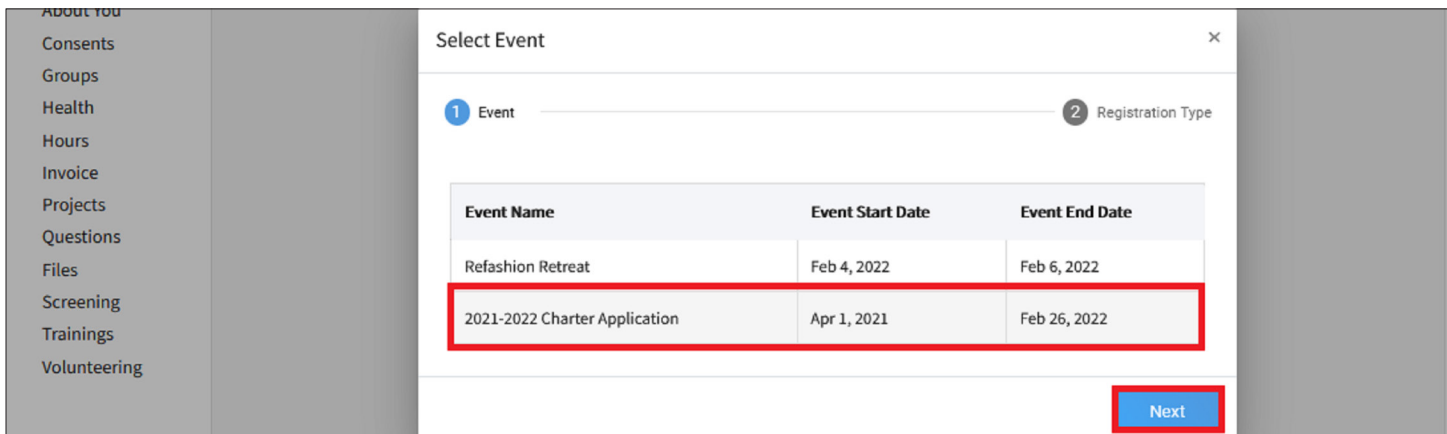
Enrollment

Events

You're not registered for any events.

Register

- Click the Charter Application event from the list that populates.
- Click the blue Next button.



ABOUT YOU

Consents

Groups

Health

Hours

Invoice

Projects

Questions

Files

Screening

Trainings

Volunteering

Select Event

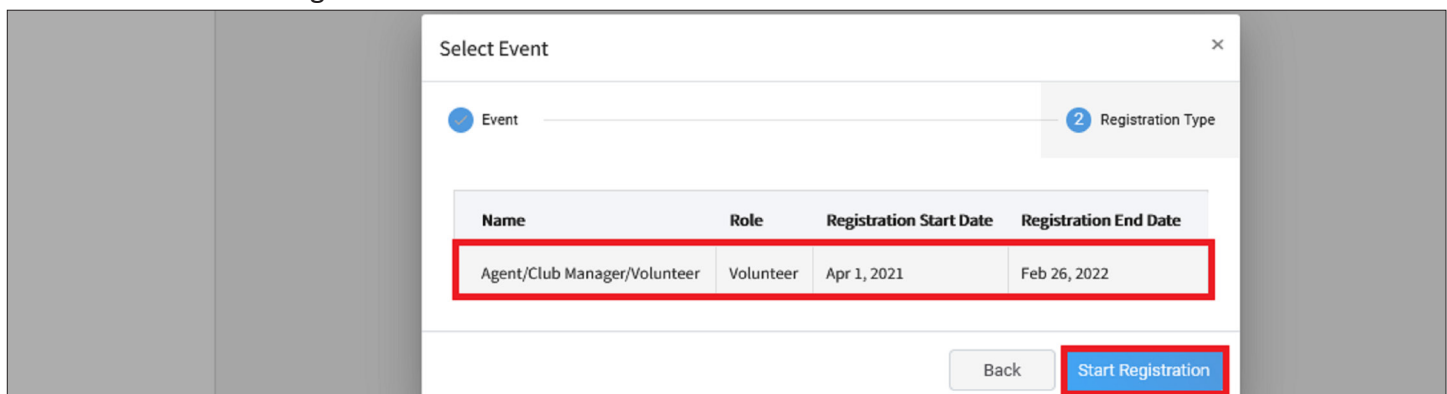
1 Event

2 Registration Type

Event Name	Event Start Date	Event End Date
Refashion Retreat	Feb 4, 2022	Feb 6, 2022
2021-2022 Charter Application	Apr 1, 2021	Feb 26, 2022

Next

- Click the Agent/Club Manager type from the list that populates.
- Click the blue Start Registration button.



Select Event

Event

Registration Type

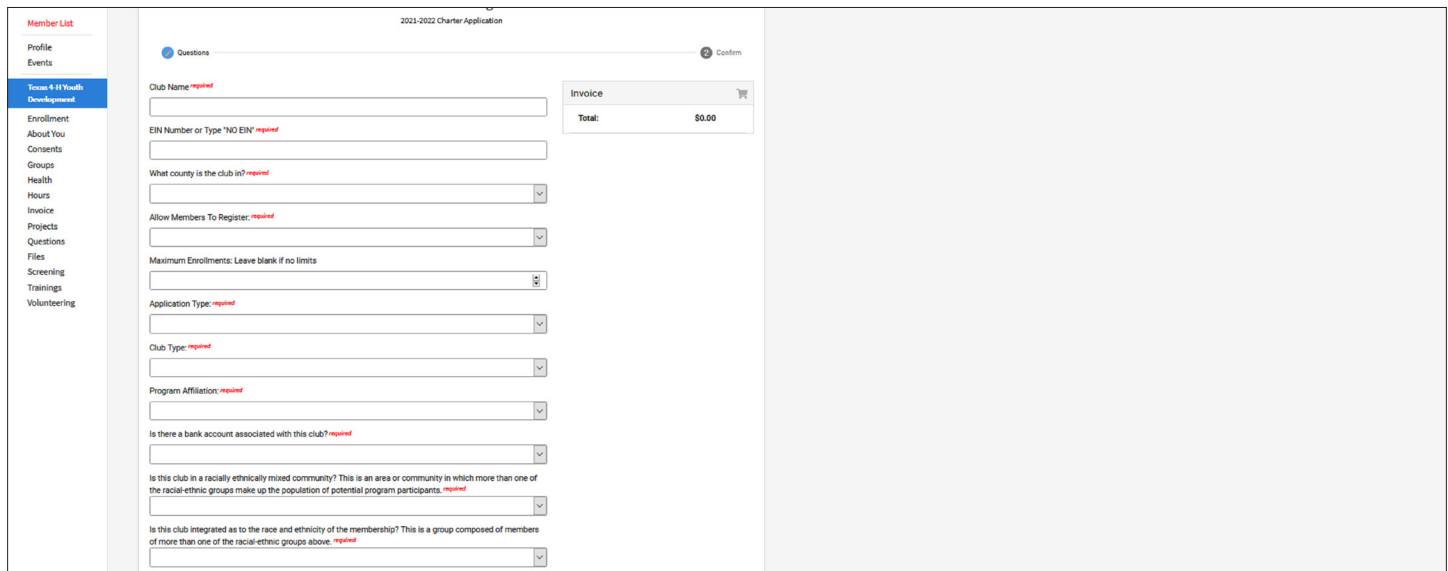
Name	Role	Registration Start Date	Registration End Date
Agent/Club Manager/Volunteer	Volunteer	Apr 1, 2021	Feb 26, 2022

Back

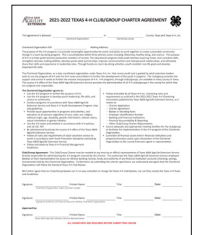
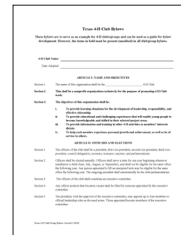
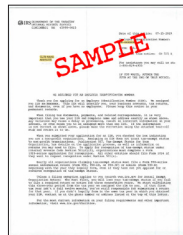
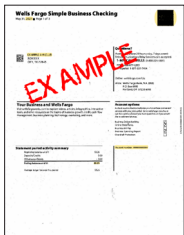
Start Registration

## COMPLETING THE CHARTER APPLICATION

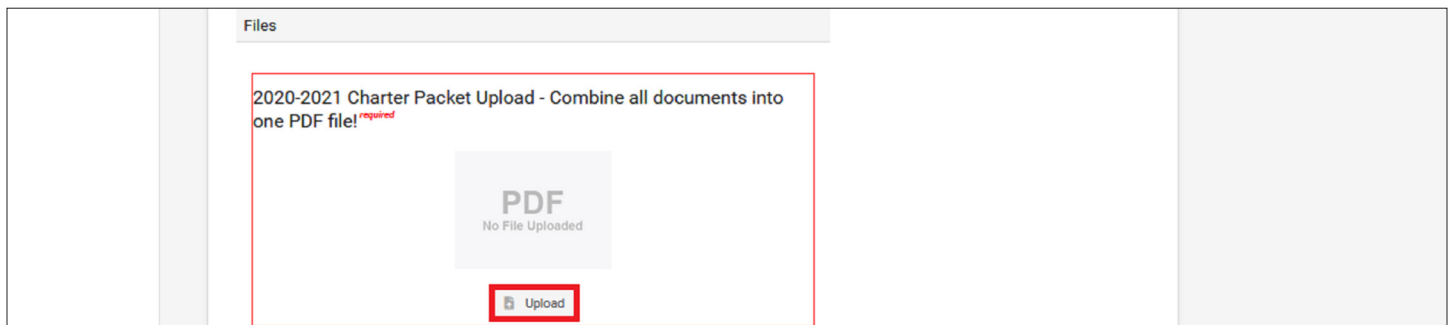
- Fill in the club charter questions completely without skipping anything.



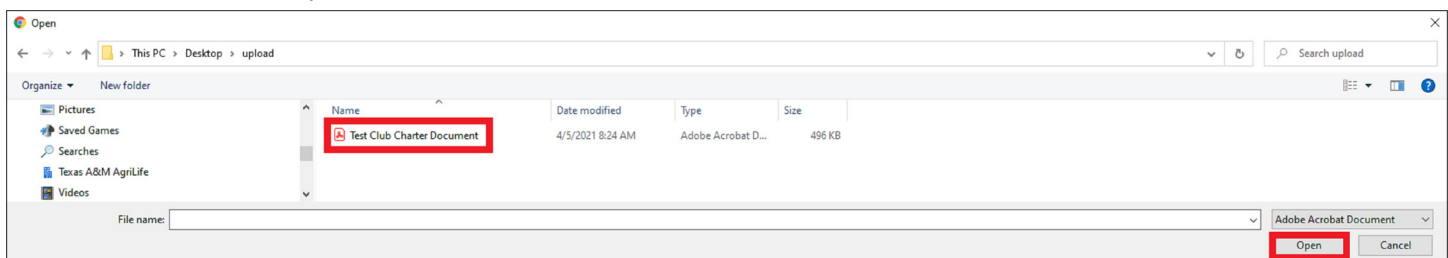
- Combine all of the documents needed for the club into one PDF file.



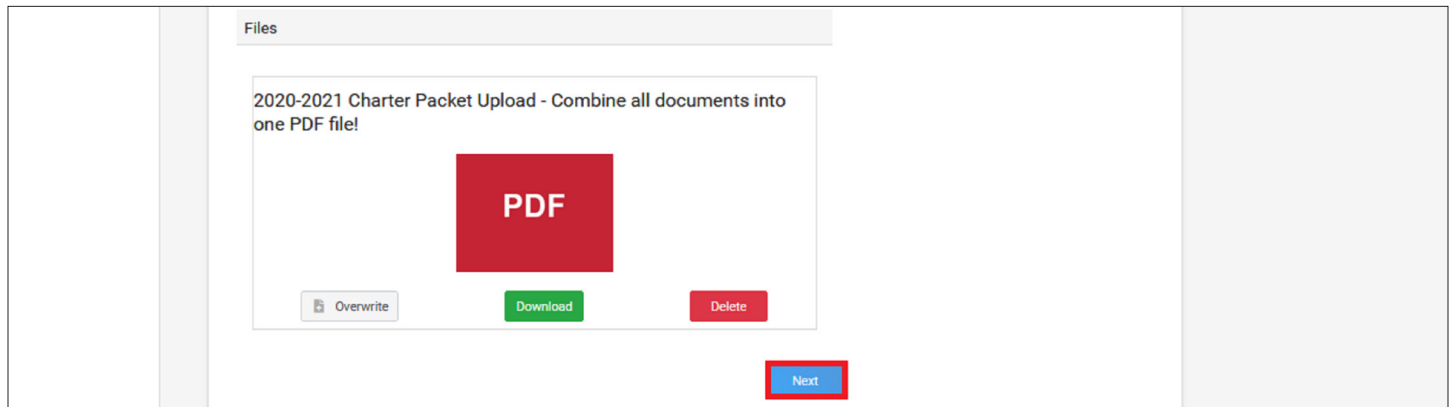
- Click the Upload button in the Files section.



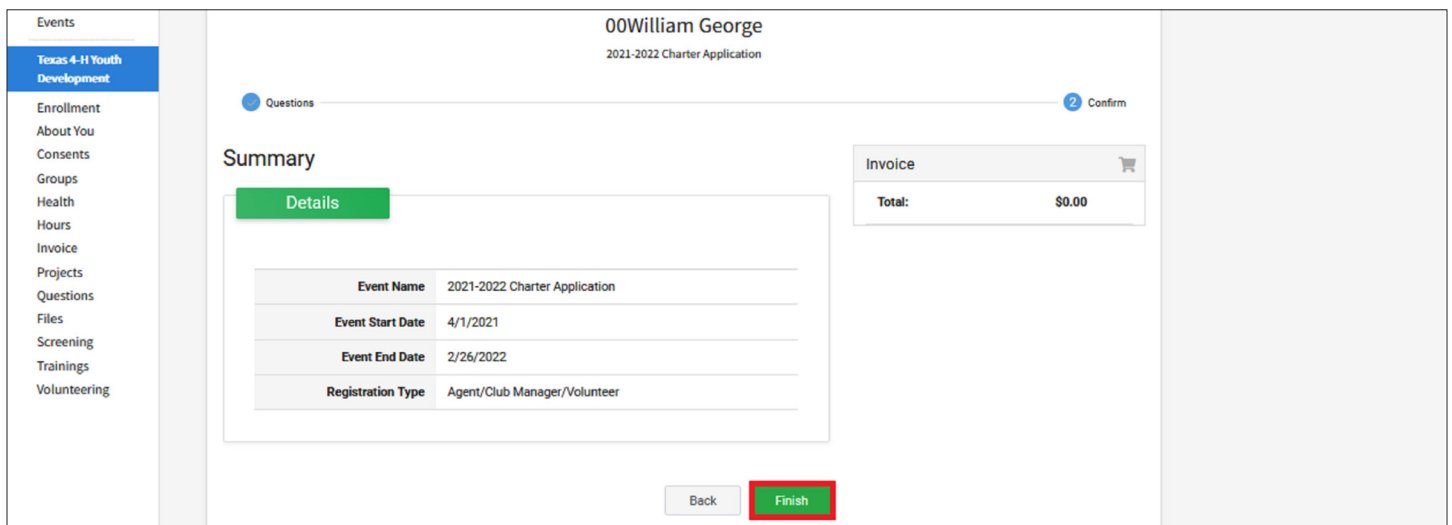
- Find the file on the computer or device and click to select it.



- Click the blue Next button.



- Click the green Finish button.



**APPLICATION IS LOCKED AFTER IT'S SUBMITTED**