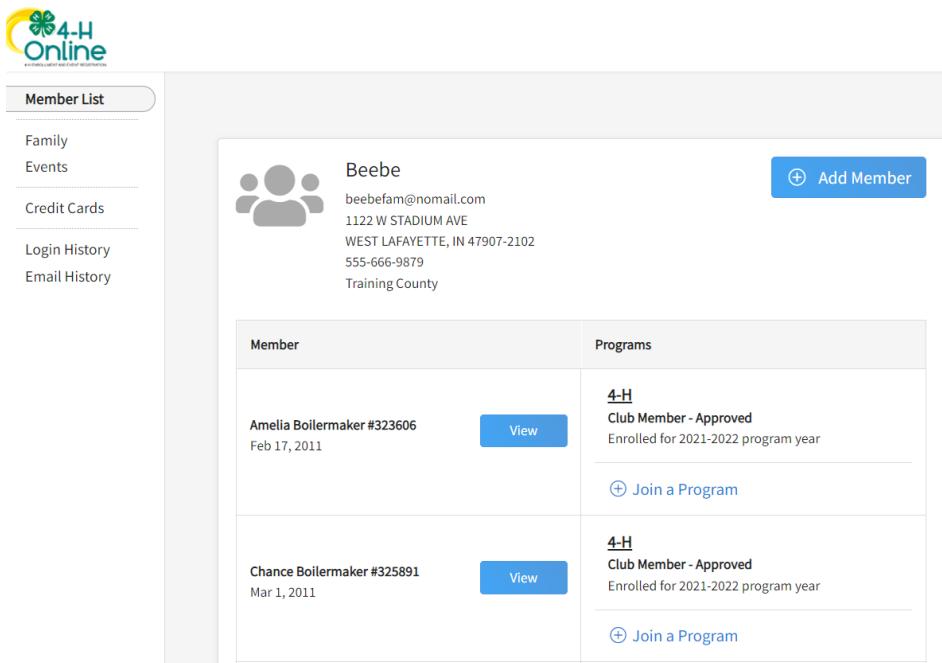




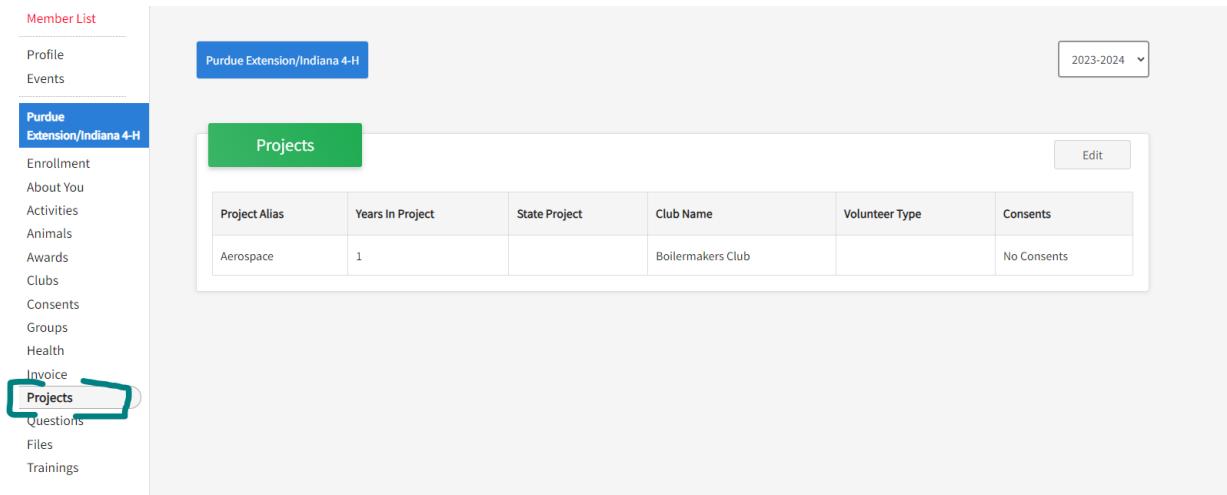
4-H Online Editing Project Instructions

1. Complete the 4-H Online login process to access your family profile and member list. Click “View” by the member you intend to edit a project.



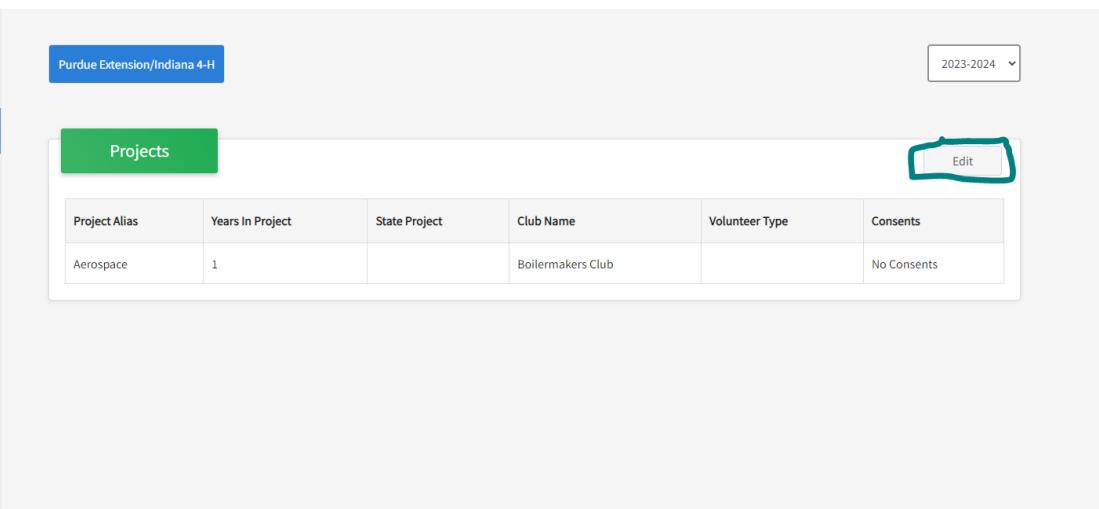
Member	Programs
Amelia Boilermaker #323606 Feb 17, 2011	4-H Club Member - Approved Enrolled for 2021-2022 program year + Join a Program
Chance Boilermaker #325891 Mar 1, 2011	4-H Club Member - Approved Enrolled for 2021-2022 program year + Join a Program

2. Select the Projects Tab once you are in their profile.



Project Alias	Years In Project	State Project	Club Name	Volunteer Type	Consents
Aerospace	1		Boilermakers Club		No Consents

3. Click the Edit button.



Member List

Purdue Extension/Indiana 4-H

2023-2024

Projects

Project Alias	Years In Project	State Project	Club Name	Volunteer Type	Consents
Aerospace	1		Boilermakers Club		No Consents

Profile

Events

Purdue Extension/Indiana 4-H

Enrollment

About You

Activities

Animals

Awards

Clubs

Consents

Groups

Health

Invoice

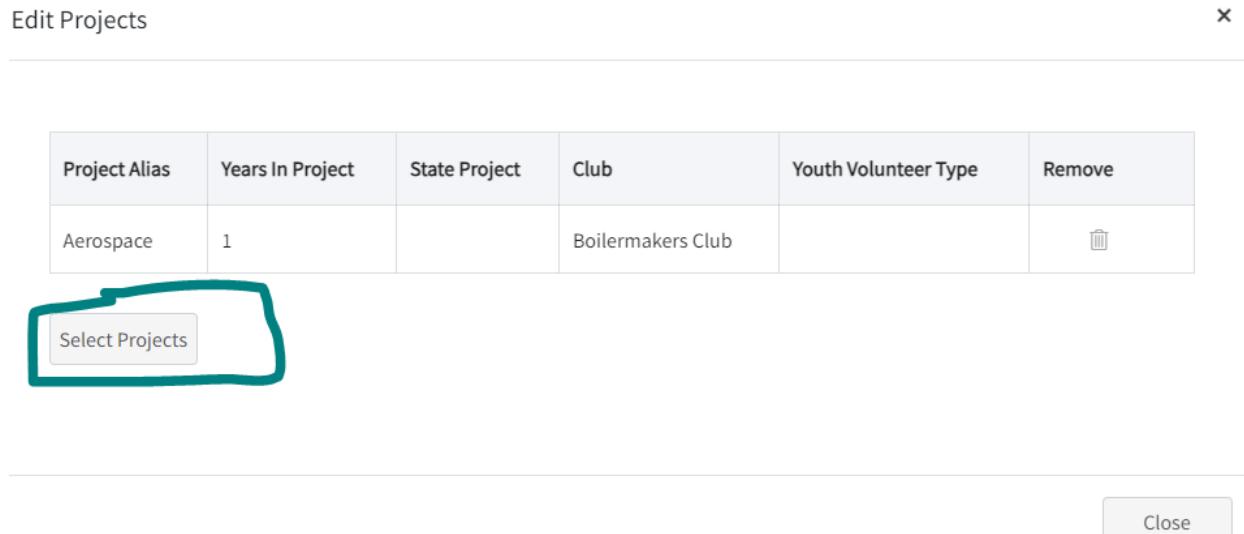
Projects

Questions

Files

Trainings

4. To add additional projects, hit the select projects button.



Edit Projects

Project Alias Years In Project State Project Club Youth Volunteer Type Remove

Aerospace	1		Boilermakers Club		
-----------	---	--	-------------------	--	---

Select Projects

Close

5. Double check the club under club for the project to be associated with that club. Scroll through the project list for the project wanted and hit the button select.

Add State Projects

Club

Aerospace:Planets	<input type="button" value="Select"/>
Aerospace:Stars	<input type="button" value="Select"/>
Aerospace:Stars	<input type="button" value="Select"/>
Animal Education	<input type="button" value="Select"/>
Arts and Crafts	<input type="button" value="Select"/>
ATV Safety and Operator Skills	<input type="button" value="Select"/>
Beef	<input type="button" value="Select"/>
Beekeeping	<input type="button" value="Select"/>

6. Once you hit select, you will adjust the years in project by clicking the drop-down button and then hitting the button add.

Add State Projects

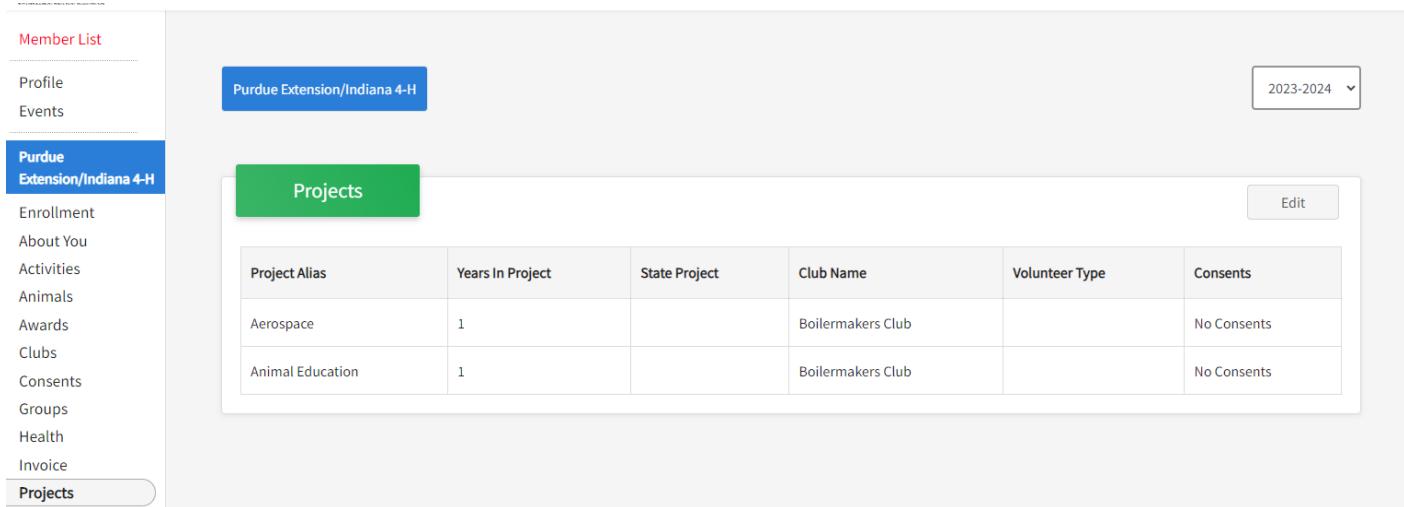
Selected Project

Project Alias	Animal Education
Description	

Years In Project *required*



7. It will take you back to the project list screen and all projects signed up for will be listed on the screen.

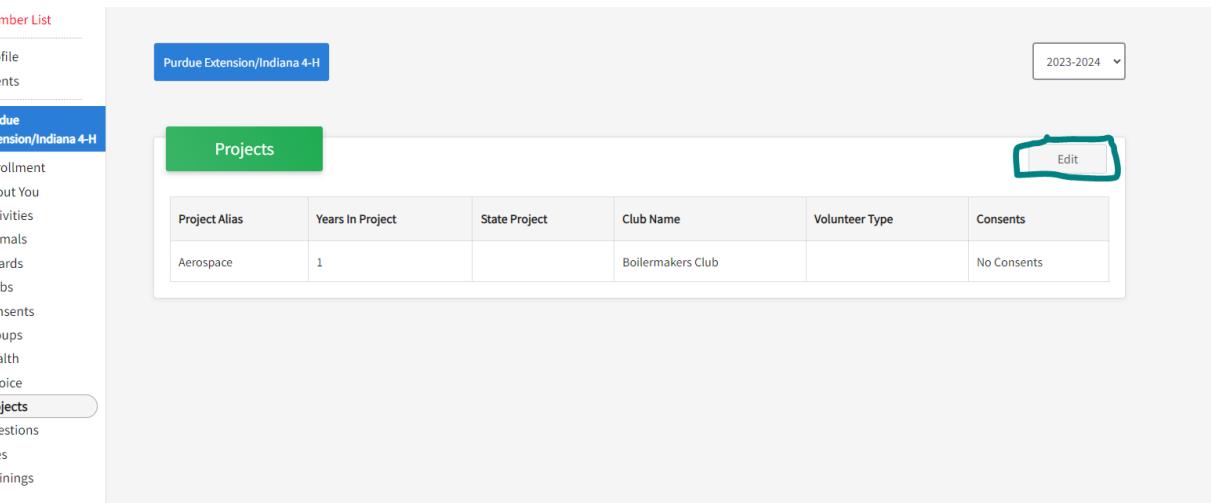


The screenshot shows a user interface for managing projects. On the left, a sidebar lists various categories: Member List, Profile, Events, Purdue Extension/Indiana 4-H (which is selected and highlighted in blue), Enrollment, About You, Activities, Animals, Awards, Clubs, Consents, Groups, Health, Invoice, and Projects (which is also highlighted in blue). The main content area has a header with 'Purdue Extension/Indiana 4-H' and a dropdown for '2023-2024'. Below this is a green 'Projects' button. The main table displays two rows of project data:

Project Alias	Years In Project	State Project	Club Name	Volunteer Type	Consents
Aerospace	1		Boilermakers Club		No Consents
Animal Education	1		Boilermakers Club		No Consents

8. To delete a project no longer want in your profile.

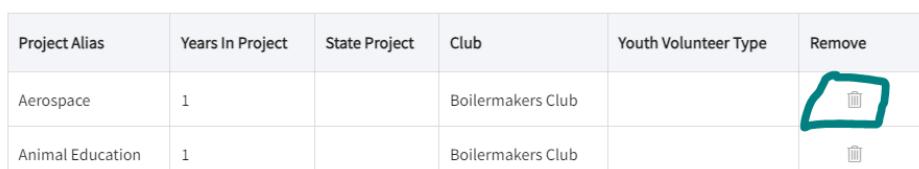
- Please click the edit button on project list.



The screenshot shows the same project list screen as the previous one, but with the 'Edit' button in the top right corner of the main content area highlighted with a green box. The rest of the interface and data are identical to the first screenshot.

- Then click the trash can image to remove the project from list and then the close button to exit out of changing projects.

Edit Projects X



The screenshot shows the 'Edit Projects' dialog. It has a table with columns: Project Alias, Years In Project, State Project, Club, Youth Volunteer Type, and Remove. The 'Remove' column contains trash can icons. The data is the same as the previous screenshots:

Project Alias	Years In Project	State Project	Club	Youth Volunteer Type	Remove
Aerospace	1		Boilermakers Club		
Animal Education	1		Boilermakers Club		

Select Projects

Close