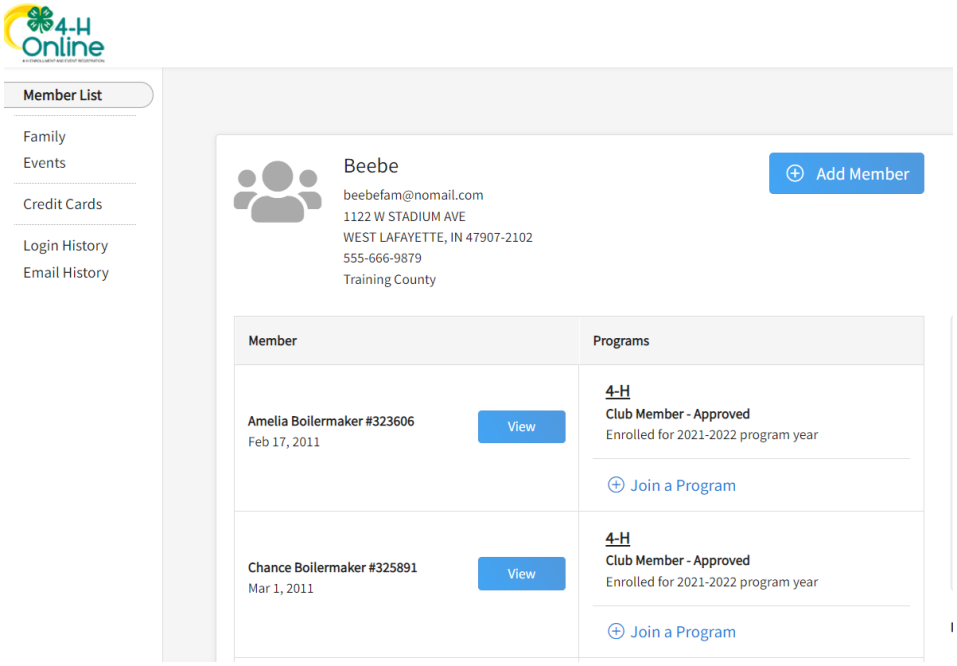
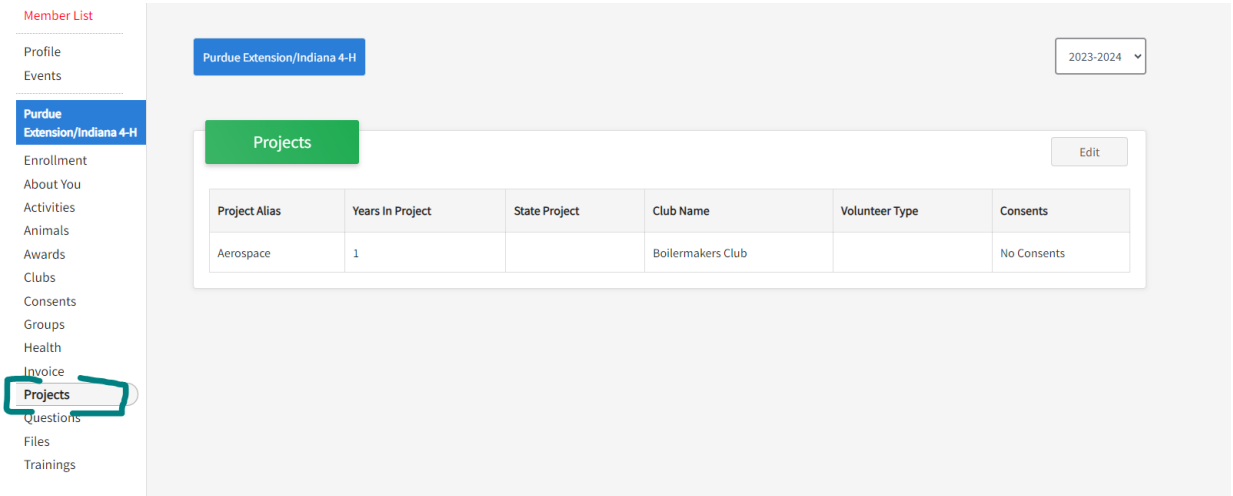
4-H Online Editing Project Instructions

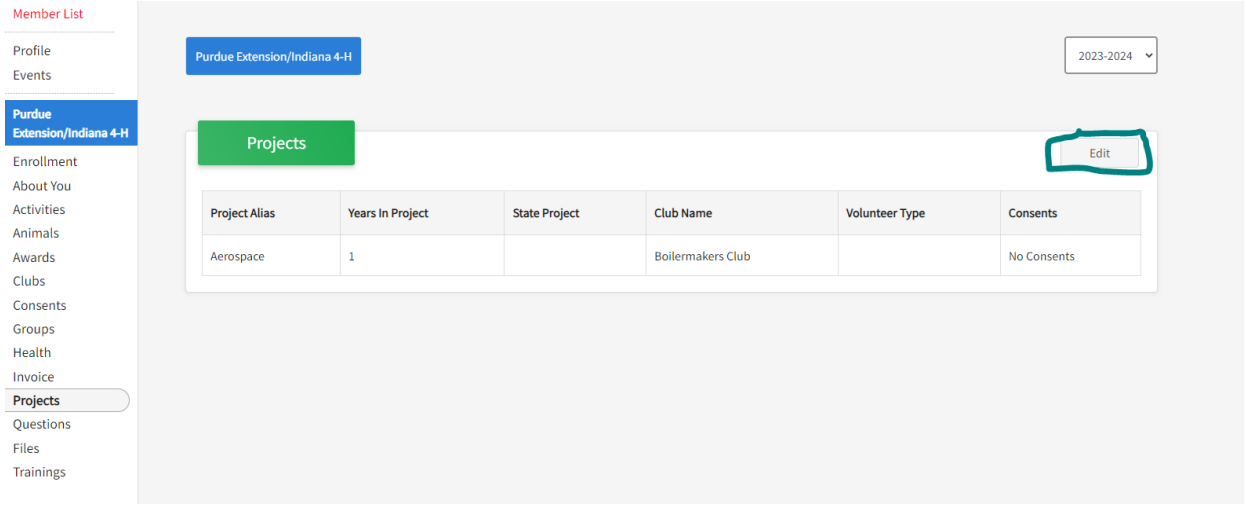
1. Complete the 4-H Online login process to access your family profile and member list. Click “View” by the member you intend to edit a project.



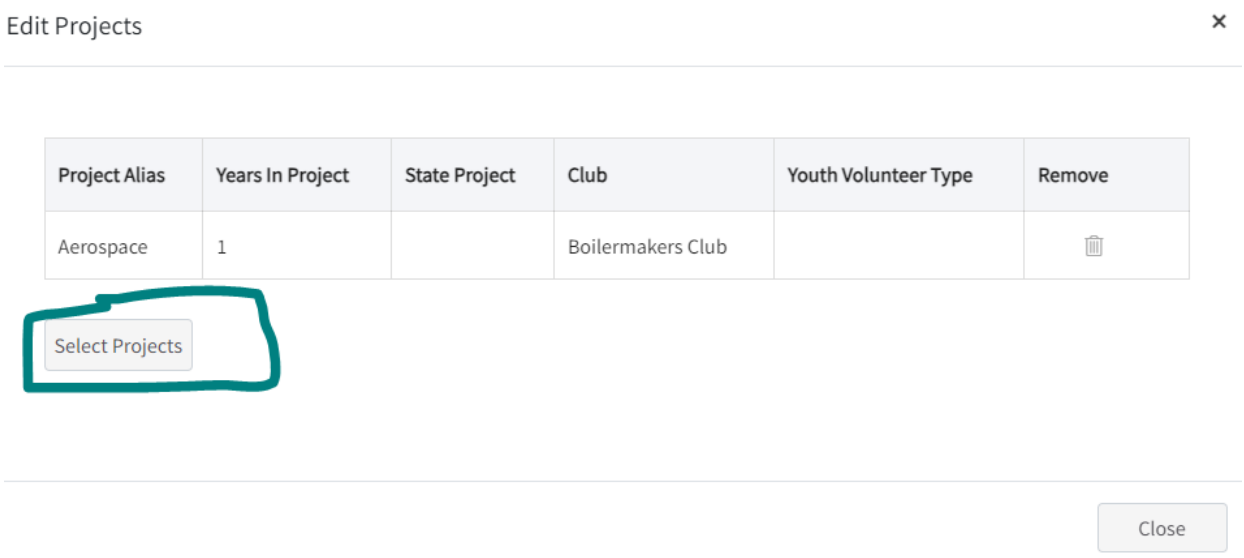
2. Select the Projects Tab once you are in their profile.



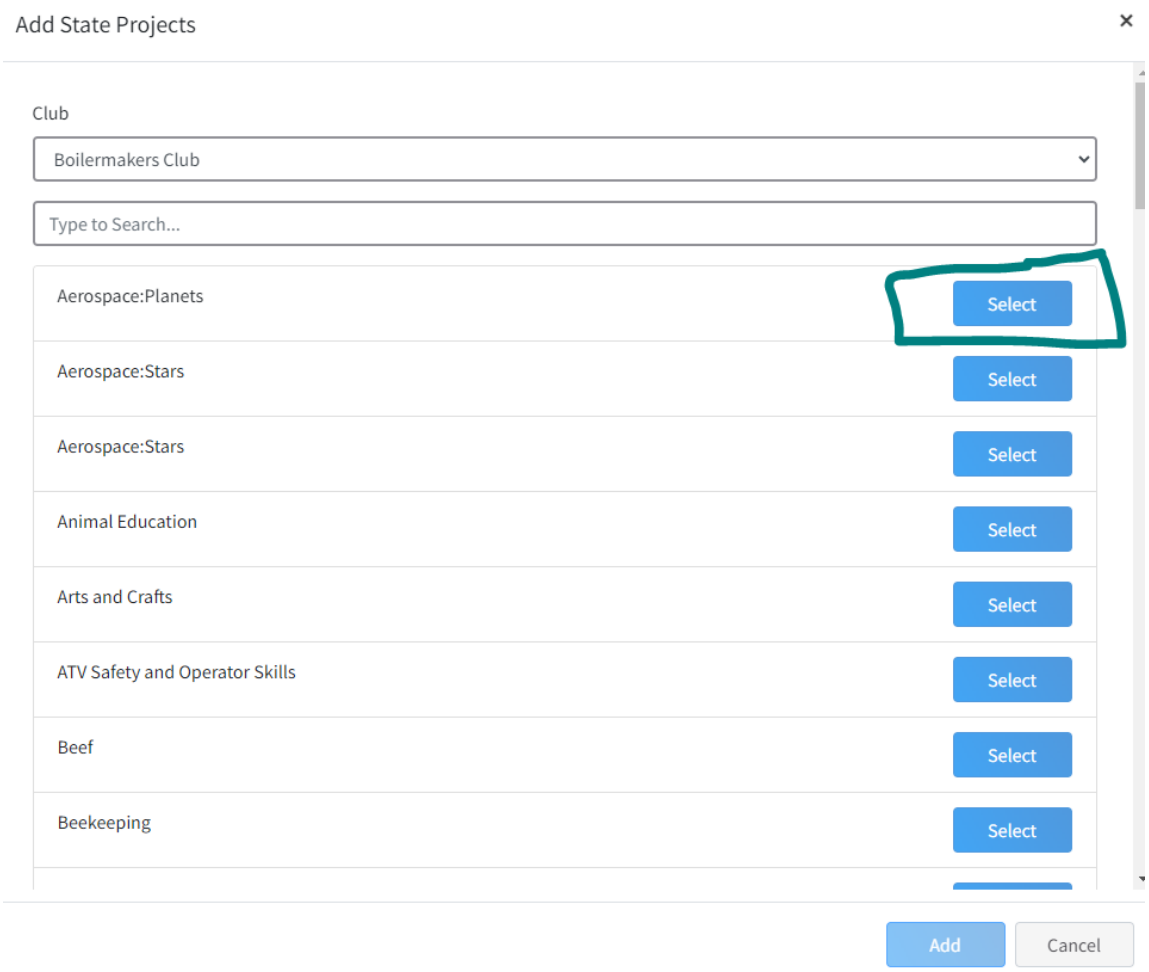
3. Click the Edit button.



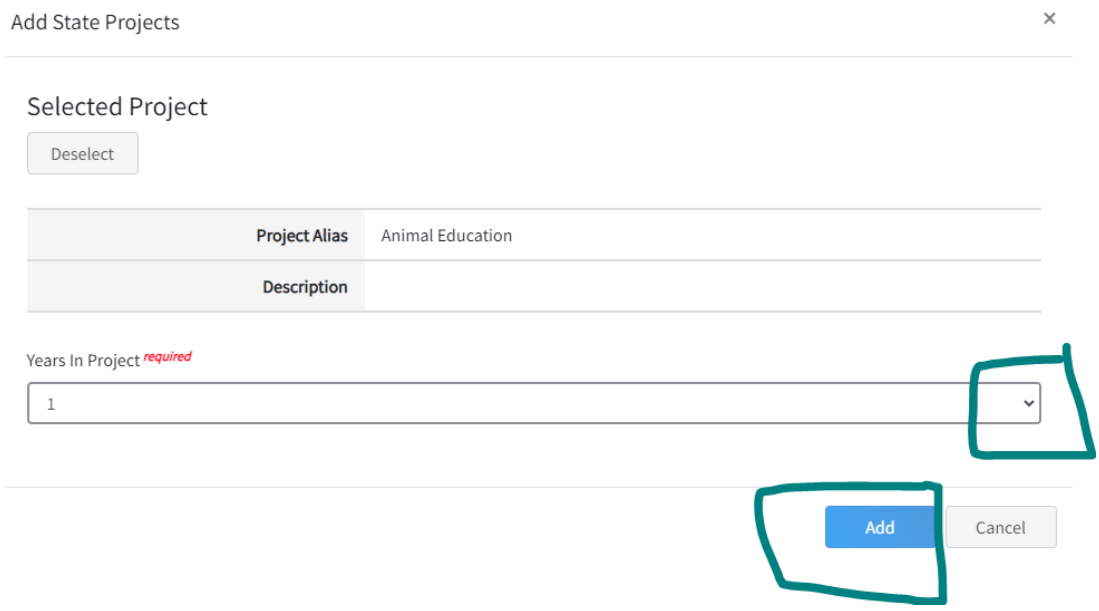
4. To add additional projects, hit the select projects button.



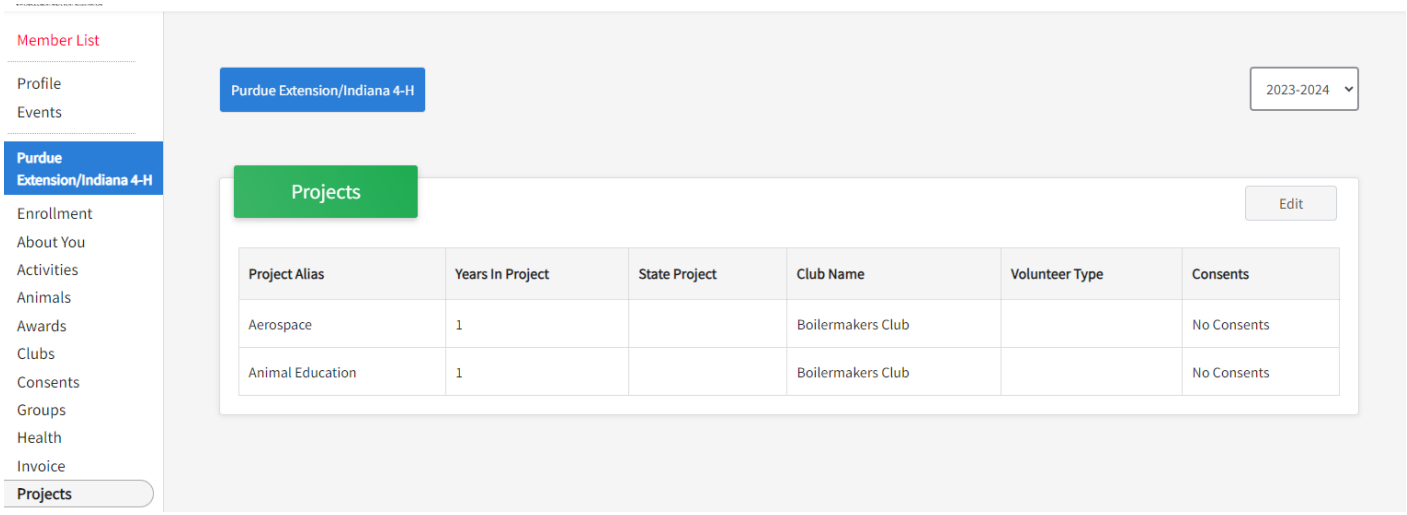
5. Double check the club under club for the project to be associated with that club. Scroll through the project list for the project wanted and hit the button select.



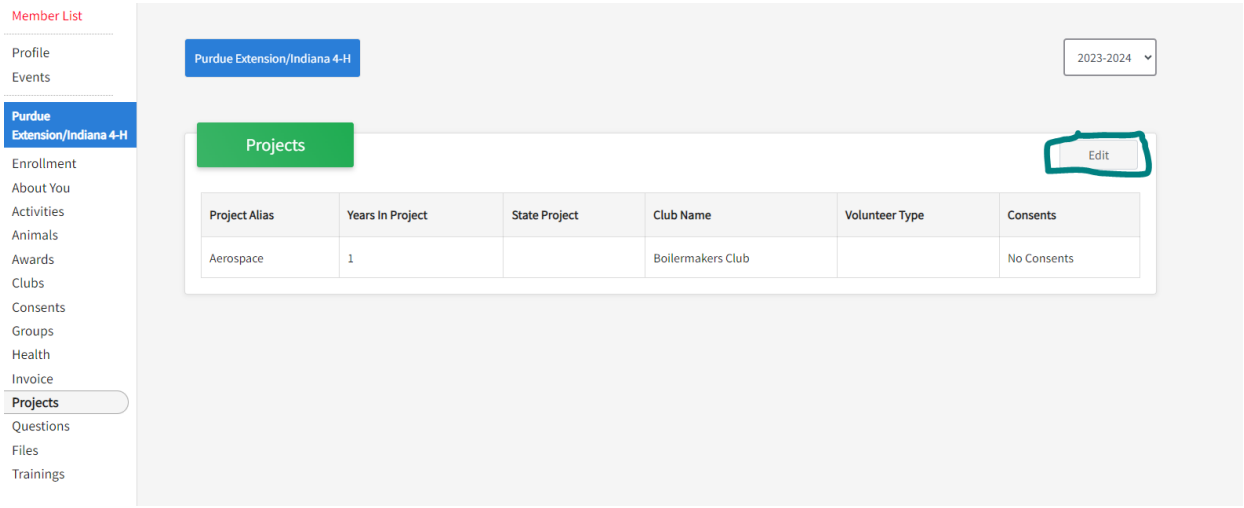
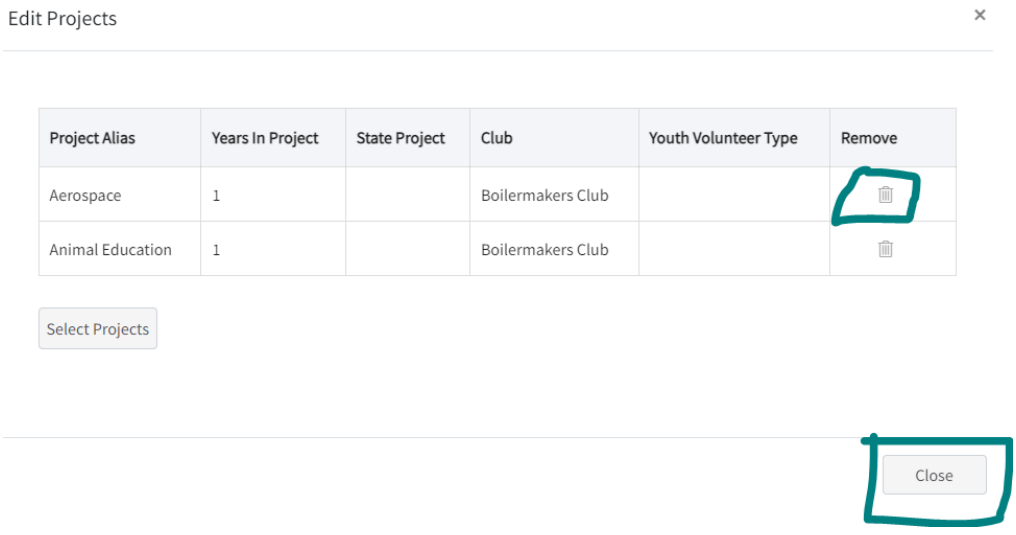
6. Once you hit select, you will adjust the years in project by clicking the drop-down button and then hitting the button add.



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



8. To delete a project no longer want in your profile.
   a. Please click the edit button on project list.



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