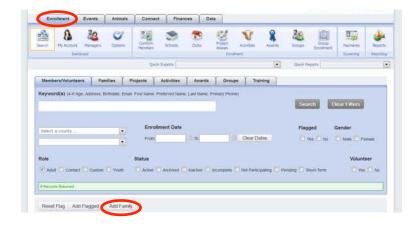# How to Add a Family and Youth Member

If not already logged in, log in to your County's account.

- Click on the 'Enrollment' tab
- Click on 'Add Family'

- Enter the Family information
- The Family email and phone are not required, but highly recommended
- Click 'Add Family'

- Verify this is not a new family
- Click 'Add Family'

How to add a Family and Youth Member, continued

- Enter the Profile Information
- Click 'Continue'

Now select the type of member to add:
- Youth – 4-H youth member
- Adult – adult volunteer (not intended for parents who aren't also adult volunteers)
- Click 'Add Member'
- Enter the member's Personal Information
- Information in **Bold** is required
- Click 'Continue'

- Using the member's paper enrollment form, enter that the document was received, when it was received, and if consent was given for each section.
- Click 'Continue'

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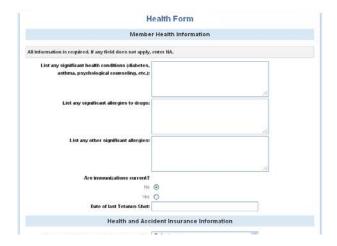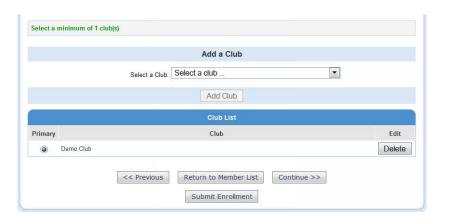## How to add a Family and Youth Member, continued

- Complete the Health Form
- Click 'Continue'

(If a Health Form doesn't appear, return to the Personal Information page and confirm the youth is old enough to be a 4-H member by verifying the birthdate)

- Select the desired Club and click 'Add Club'
- The Club will appear in the Club List
- If the member is enrolled in more than one Club, select which Club is Primary
- Click 'Continue'

How to add a Family and Youth Member, continued

- Now select a Project and Years in Project
- Click 'Add Project'
- Add as many Projects as needed, and
- Click 'Continue'
- If your County uses Groups, select and add as needed
- Click 'Submit Enrollment'

- Review the member's information to be sure it is complete and correct
- Click 'Accept Member'

The member will now appear in the family's 'Member/Volunteer List'

How to add a Family and Youth Member, continued

Repeat these same steps to enroll as many other family members as needed.

Tip: If the second member's Parent Information is the same as the first, select 'Copy parent information from another youth record' to auto-fill these fields

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