

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'

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How to add a Family and Youth Member, continued

- Enter the Profile Information
- Click 'Continue'

Family Information

Profile Information

Email: joe@gmail.com

Last Name: Smith

Mailing Address:

City:

State: South Dakota

Zip Code: 12345

Primary Phone: 605-688-4167

Correspondence Preference: Mail

4-H County: Demo

☐ Update member records with the same address

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'

Media Release

Member Signature

Document Received ☐

Document Received Date:

Document Consent Given (Agrees) ☐

Document Consent Not Given (Does Not Agree) ☐

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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)

The screenshot shows the 'Health Form' interface. At the top, it says 'Health Form' and 'Member Health Information'. Below this, a note states: 'All information is required. If any field does not apply, enter NA.' The form contains several text input fields: 'List any significant health conditions (diabetes, asthma, psychological counseling, etc.):', 'List any significant allergies to drugs:', and 'List any other significant allergies:'. There are also radio buttons for 'Are immunizations current?' with 'No' and 'Yes' options. A 'Date of last Tetanus Shot:' field is present. At the bottom, there is a section for 'Health and Accident Insurance Information'.

- 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'

The screenshot shows the club selection interface. At the top, a message says 'Select a minimum of 1 club(s)'. Below this is a section titled 'Add a Club' with a dropdown menu labeled 'Select a Club: Select a club ...' and an 'Add Club' button. Below the 'Add a Club' section is a 'Club List' table. The table has columns for 'Primary', 'Club', and 'Edit'. The first row shows 'Demo Club' as the primary club. There are 'Delete' and 'Edit' buttons for the 'Demo Club' row. At the bottom, there are navigation buttons: '<< Previous', 'Return to Member List', 'Continue >>', and a 'Submit Enrollment' button.

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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'

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club: Demo Club

Select a Project: Select a project...

Years in Project: 1

Add Project

Club	Project	Years in Project	Edit
Demo Club	Exploring 4-H	1	Edit

<< Previous Continue >>

Submit Enrollment

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

Logged in as Smith: Charity [Return to the County account] Home | My Member List

Animals / Livestock Enrollment

Personal Information Additional Information Health Form Participation County Review

Profile Information

Charity Smith - Youth record created: 04/30/2013

Family Name: Smith

Membership Status: Pending

Family Email: ces@ces.net

Family Address: 1523

Family City: Brookings

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

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How to add a Family and Youth Member, continued

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

The screenshot shows a web form for adding a family member. At the top, there is a dropdown menu labeled 'Copy parent information from another youth record' with the text 'Select a member name ...'. Below this, a list of names is visible, with 'Celeste Smith' highlighted. Below the dropdown, there is a section titled 'Parent Information' with several input fields: 'Email' (containing 'celesteelaine85@yahoo.com' and 'joe@gmail.com'), 'First Name', 'Middle Name', 'Last Name' (containing 'Smith'), 'Preferred Name', and 'Mailing Address'.

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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