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’
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’

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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.

**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.