



4-H Online Project Add/Drop Instructions

NOTE: The deadline to add or drop 4-H projects is May 1, 2021.

- 4-Hers are responsible for completing ALL projects that they are enrolled in after May 1 including an e-record and other requirements, if applicable. Please see page 14 of the [20-21 El Paso County Policies for Success](#) for more details
- Please be sure that your 4-Hers are enrolled in the correct project and unit! **Members can only enroll in the fair classes that correspond to the projects and units they are registered for in 4HOnline.**
- Changes to projects or project units will NOT be made at the time of fair registration.

1. Login to 4Honline.com using your family email and password to log in

2. Click “View”, next to Member’s Name

Tucker Jeter #221671
Sep 18, 2010



3. Locating the ‘Projects’ tab

- **Desktop**, select “Projects” from the left side navigation

Member List

- Profile
- Events
- 4-H**
- Enrollment
- About You
- Activities
- Animals
- Awards
- Clubs
- Consents
- Groups
- Health
- Invoice
- Projects
- Questions
- Files
- Trainings



- **Smart Phone or Tablet**, click on the 3 bars in the top left corner. With either option, this will bring up a dropdown with a ‘Projects’ tab



Profile

First Name	Tucker
Middle Name	Samuel
Last Name	Jeter

4. Add or drop projects by clicking the 'Edit' button on the top right side of the screen

The screenshot shows a web interface for managing projects. At the top left is a blue box with '4-H'. At the top right is a dropdown menu showing '2020-2021'. Below this is a green 'Projects' button. To the right of the table is a grey 'Edit' button with an orange arrow pointing to it from the right.

Project Name	Years In Project	Parent Project Name	Club Name	Volunteer Type	Consents
* Companion Rabbit	1		Fountain Farmers		Required Consents Signed
* Guinea Pig -Cavy	1		Fountain Farmers		No Consents

- The window below will pop up: **To drop a project:** select the trash can icon to the right of any project that you wish to delete

The screenshot shows a window titled 'Edit Projects' with a close button (x) in the top right corner. It contains a table with project details. The trash can icons in the rightmost column are highlighted with red circles.

Project Name	Years In Project	Parent Project	Club	Youth Volunteer Type	
* Companion Rabbit	1		Fountain Farmers		
* Guinea Pig -Cavy	1		Fountain Farmers		
* Llama/Alpaca	1		Fountain Farmers		
* Pocket Pets 1 (Pocket Pals)	2		Fountain Farmers		

- To add a project:** scroll to the bottom of the window and click on 'Select Projects'

The screenshot shows a table with project details. Below the table is a grey 'Select Projects' button with an orange arrow pointing to it from the right.

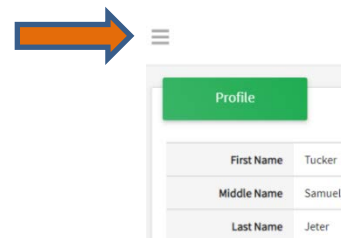
Shooting Sports (Archery)	1		
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- The following window will appear where you can 'Select' and then 'Add' projects

- Don't forget to enter the appropriate 'Years in Project', if applicable

5. Edit another member's projects

- Once finished, click on 'Member List' tab in red on the top left corner of your screen to select a different 4-Her's account to edit
- Smart Phone or Tablet**, click on the 3 bars in the top left corner. This will bring up a dropdown with a 'Member List' tab



If you encounter issues with this process, please email Karla.Wiesner@colostate.edu or call 719-520-7698 by 11:59pm on May 1.