



Enrollment should accurately record a member’s project leadership position for the current 4-H Program Year. Previous years’ project leadership positions have been saved and are a part of the member’s enrollment history.

**Choose the appropriate scenario for instructions.** Only one leadership position per project can be added.

**POSSIBLE PREP**  
If the member wishes to add a leadership position to a project, the “Select a Volunteer Type” dropdown box must be present.

- If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button at the bottom of the page (4) times until reaching the *Personal Information* page.
- Scroll halfway down until the Volunteer title bar is in view and the following question appears: Are you a Volunteer?
- Select “YES.”
- Scroll down and click [Continue] at the bottom of the page (4) times to return to the Projects page. The “Select a Volunteer Type” dropdown box should now be present.

**PROJECT NOT ADDED YET**  
If the member’s project does not yet exist in the “Project List”

1. Select the member’s primary club from the “Select a Club” dropdown box.
2. Select the desired project from the “Select a Project” dropdown box.
3. Change years in project if necessary.
4. Select the desired project leadership position from the “Select a Volunteer Type” dropdown box.
5. Click [Add Project].

**PROJECT ALREADY ADDED**  
If the member’s project already exists in the “Project List,” it may be edited to include a project leadership position.

1. Click [Edit] next to the appropriate project.
2. Select the desired project leadership position from the “Select a Volunteer Type” dropdown box.
3. Click [Update].



**CHANGE OR REMOVE A PROJECT LEADERSHIP POSITION**

If the member wishes to change or remove a project leadership position from an existing project in their “Project List”

1. Click [Edit] next to the appropriate project
2. Change the project leadership position as desired – or to remove the leadership position completely, select “Select a Volunteer” label to clear the field.
3. Click [Update].

Project List <span style="float: right;">[New Look]</span>				
Club	Project	Years in Project	Volunteer Type	Edit
Sunshine Makers	Dog Care & Training	2	Junior Project Leader - Club Based	<input type="button" value="Edit"/>
Sunshine Makers	Goats, Meat	2		<input type="button" value="Edit"/>

Project List <span style="float: right;">[New Look]</span>				
Club	Project	Years in Project	Volunteer Type	Edit
Sunshine Makers	Dog Care & Training	2	Select a volunteer ...	<input type="button" value="Update"/> <input type="button" value="Delete"/>
Sunshine Makers	Goats, Meat	2		<input type="button" value="Edit"/>