



Adding a Member to the Family Profile

Family profiles contain individual records for each youth or adult family member who participates in 4-H. These are called Member profiles. **When creating a new family profile**, you will automatically be asked to add the first member. To add additional family members, click the blue “Add Member button at the top of the Member List. Each family member should have only **ONE** Member profile. **Do not create more than one Member profile for an individual.** To create a Member profile, follow the steps below:

<p>Creating a New Member Profile</p> <p>1. Click the “Add New Member” button on the Member List page.</p>	
<p>Profile</p> <p>2. Fill in the member's name and birthdate. Click “Next” at the bottom of the page.</p>	
<p>4-H Online will determine whether the member is eligible to enroll as a Cloverbud, Youth, or Adult, based on birthdate.</p>	
<p>About You</p> <p>3. Complete the information for the member, being sure to complete required fields. Click “Next” at the bottom of the page</p>	
<p>Select Participation</p> <p>3. Choose how the Member will participate in 4-H:</p> <p>Youth: choose the preferred option</p> <p>“I want to join 4-H as a New or Returning 4-H Youth” (Member) OR</p> <p>“I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.” (Participant)</p>	
<p>Adults: choose the preferred option</p> <p>“I want to join 4-H as a New or Returning 4-H Volunteer” (Volunteer) OR</p> <p>“I want to participate in 4-H but NOT as a 4-H Volunteer at this time.” (Participant)</p>	
<p>Click “Finish”</p>	

