

## Adding or Removing Projects

## Before You Start

The list of State Projects serves as your master list of projects. The entire list is located under the <u>4-H Program/Projects</u> section.

Adding / Deleting Dreisets								
Adding/Deleting Projects								
Steps		Screenshots						
1. 2.	Click on the Club tab in the navigation pane. Click on the first Club Name to make changes.*		County Statewide    Club Name  Americorps  No		⊕ As	sociate Clubs with Selec		
					Is Club	Is Club Unit Charter Status Allow Members To		
					No		No	
				CAE4HA	Yes	UnderReview	Yes	
3. 4. 5.	Scroll down the page and locate <i>State</i> <i>Projects.</i> To <b>ADD</b> , click Add to view the list of projects available. NOTE: Any project with an * is a county project, not a state project.	Santa * Can * Dan	Sta     Project     mpanion Ral     noe Project	ate Projects		Description		Add
6.	Check the box or boxes of all projects to	Add Projects						×
	add to the current Club listing.			State Project	De	scription		Î
7.	When complete, click Save.			State Project	De	scription		
				* 4-H Volunteer Hours - County Fair Work	* 4	I-H Volunteer Hours - Cou	inty Fair Work	
				r Reporting 4-H Volunteer Hours - County/Club Work				
				* ( Co	* Genealogy (Family History) - Gunnison and Garfield Counties			
				*Art of Ranching Community History Project (Routt County ONLY)	Ro	utt County Project Only		
			*Natural Resources Pilot (Archuleta, Douglas, Jefferson, Lincoln, Logan, Morgan and Yuma County ONLY         *Natural Resources		latural Resources Pilot (Archuleta, Douglas, Jefferson, ncoln, Logan, Morgan and Yuma County ONLY)			
				Artistic Clothing, Buymanship - Int/Sr	Ar	tistic Clothing, Buymansl	hip - Int/Sr	
				Artistic Clothing, Create Your Own - Int/Sr	Ar	tistic Clothing, Create You	ur Own - Int/Sr	
				Artistic Clothing, Creative Sewing - Costumes, Other Items	r Ar Ite	tistic Clothing, Creative S ms	iewing - Costumes, Other	
				Computer Science and Coding (Int. & Sr. Only)	Co	mputer Science and Cod	ling (Int. & Sr. Only)	
							Cancel	
8.	To DELETE a project from a Club. Simply			Project				×
	click on the existing project.	E State Project						
9.	Click Delete.	State Project		Project Name	* Compani	on Rabbit		
*Note: Repeat process for <i>EACH</i> Club.		* Companion Rat	obit	Url				
		* Dance Project						
		* DCTV (Dolores (	ounty O	niy)			Cancel	Delete

