

**Edit Family**  
Change your family's address, last name, and/or contact information, with the option of applying these changes to all members of the family.

If your enrollment status is **Inactive or Incomplete**, click the **Edit** button to review and submit your record for approval.  
If your enrollment status is **Pending**, your record is complete and waiting for county office approval.

Leader Family **Edit Family**

123 Any Street  
Madison, WI 53703  
608-123-4567  
4hplus.help@ces.uwex.edu  
Z-Train County [contact info]

Add A New Family Member  
select a member type...  
**Add Member**

**Add Member**  
Select a member type in the dropdown menu (adult volunteer or youth) and click "Add Member." This will start a **NEW** enrollment.

**Volunteer Screening**  
If you are an adult leader, this will tell you whether you are due for a background check. All new leaders require background checks, with subsequent checks conducted every 4 years.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Chilton Chickens Leader	Adult	563907	Active	2015-2016	<b>Edit</b>
	✓ Volunteer Screening	Approved (2013-2014)				
2)	Fruits Leader	Adult	565416	Active	2015-2016	<b>Edit</b>
	✓ Volunteer Screening	Approved (2013-2014): No Restrictions				
3)	Garfield Gaggle Leader	Adult	563982	Inactive	2013-2014	<b>Edit</b>
4)	Jim Bob Leader	Adult		Inactive		<b>Edit</b>
5)	Test Leader	Adult		Pending		<b>Edit</b>
	☐ Volunteer Screening	Pending (2015-2016):				<b>View</b>

**Edit**  
Change a member's address, last name, gender, family military service status, health information, and project enrollment (before April 1).  
  
This is also the button you must press to re-enroll a member each 4-H year! *Each family member must be re-enrolled one at a time.*

**Member Reports**  
Generates PDF documents with information you have put in.

Member Reports

Member: select a member...  
Report: [dropdown]

**Event Registration**  
Select a member and an event. Then click "Register" (The "Worksheet" option will generate a PDF with registration info).

Register A Member In An Event

Member: select a member...  
Event: [dropdown]