

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] icon.
4. Search for ANY adult or youth member.
5. Click the [Login] button to the right of anybody.

The manager control panel will be displayed on the left side of the screen. You may need to reduce your browser view if it does not.

MANAGER CONTROL PANEL OPTIONS

View

1. Click the status of the adult or youth to view from the drop-down menu.
2. Choose the [All Records] option if the status is unknown.

Find Member

1. Begin typing the name of the member.
2. Click the name from the drop-down menu that appears.
3. Click the “GoTo Record” button to view.

Find Family

1. Begin typing the name of the family.
2. Click the family name and address from the drop-down menu.
3. Click the “GoTo Record” button to view.

Create New Family

1. Type in the Family(Last) Name.
2. Click the [Create Family] button.
3. Type in the email, mailing address, city, state, zip code, and phone number.
4. Click the [Continue] button to create the family profile.

Move Current Member to a Different Family

1. Click the [Edit] button to login to the existing adult or youth profile.
2. On the Manager Control Panel click the family from the drop-down menu.
3. Click the [Change Family] button.
4. Click the [OK] button on the dialogue box that pops up.
5. Find and check the family profile that this member was moved into.

Add Adult or Youth

1. Click the [Add Adult] or [Add Youth] button.
2. Type in the information in all the screens, pay and submit. Managers can only pay using the 4H check option.