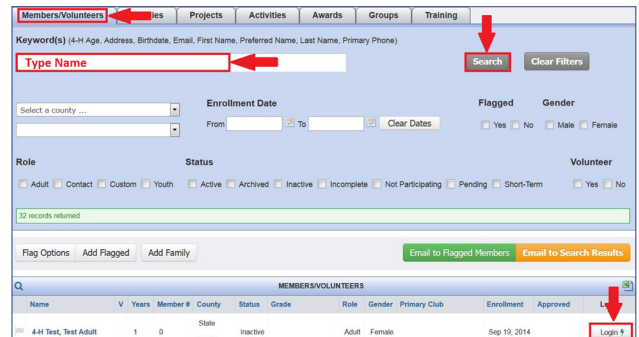
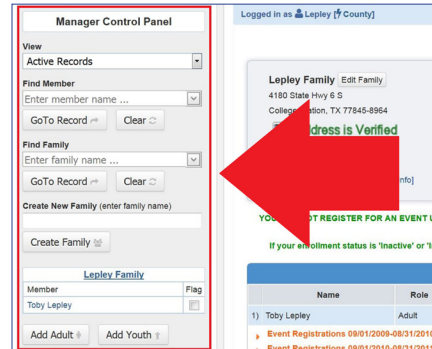


1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] icon.
4. Search for ANY adult or youth member.
5. Click the [Login] button to the right of anybody.



*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

#### Manager Control Panel

**View**  
Active Records

**Find Member**  
Enter member name ...  
GoTo Record → Clear ↻

**Find Family**  
Enter family name ...  
GoTo Record → Clear ↻

**Create New Family** (enter family name)  
Create Family 🐾

Lepley Family	
Member	Flag
Toby Lepley	<input type="checkbox"/>

Add Adult ⚡ Add Youth ⚡

#### 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.