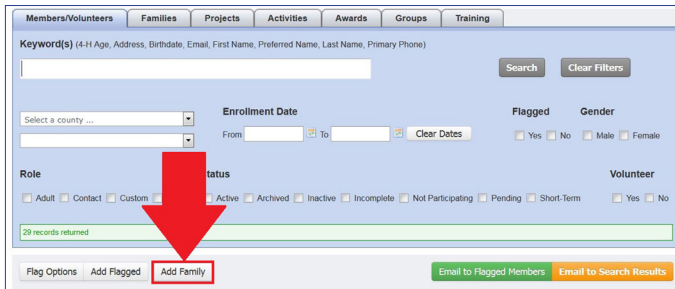


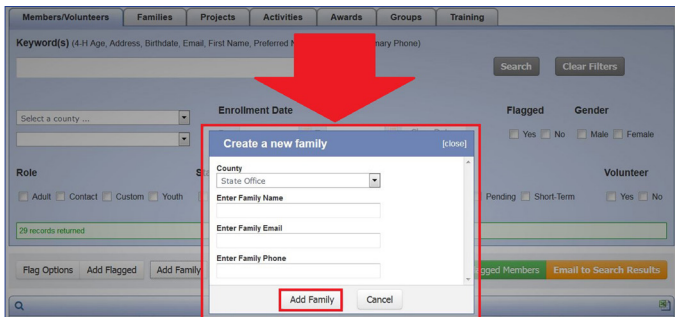


ADD FAMILY AT SEARCH SCREEN

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] Icon.
4. Click on the [Members\Volunteers] tab.
5. Click the [Add Family] button below the search screen.

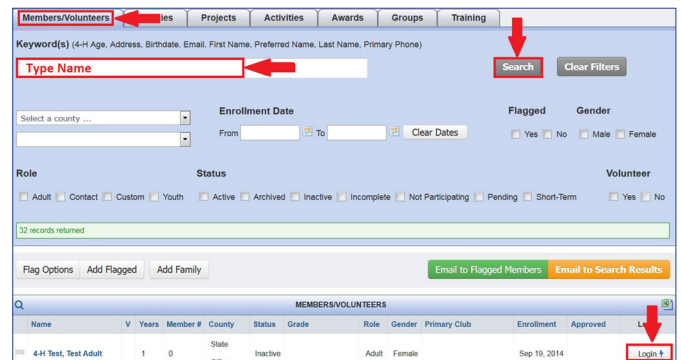


6. Type in the information for that family.
7. Click [Add Family].
8. Type in the information for that family.
9. Click [Add Family] to save the changes. See Add Family Information.

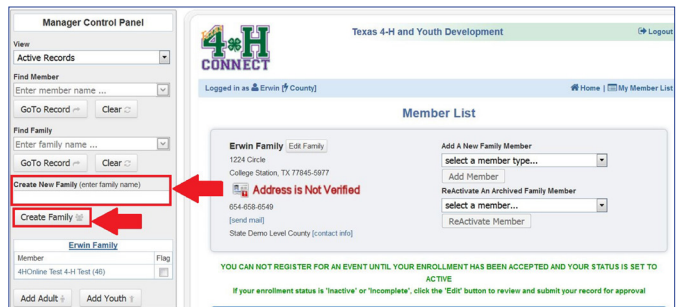


ADD FAMILY ON MANAGER CONTROL PANEL

1. Log into 4-H CONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] Icon.
4. Click on the [Members\Volunteers] tab.
5. Type the first, last, or full name of ANY adult or youth.
6. Click the [Login] button on anybody in the Member/Volunteers list.



7. The family profile and manager control panel will be displayed.
8. Type in the family's last name under [Create New Family].
9. Click [Create Family] button. See Add Family Information.



ADD FAMILY INFORMATION

1. Type in the required information for that family.
2. Click [Reset Password] to prompt the system to send a password to the email address.
3. Click [Continue] to save the changes.

