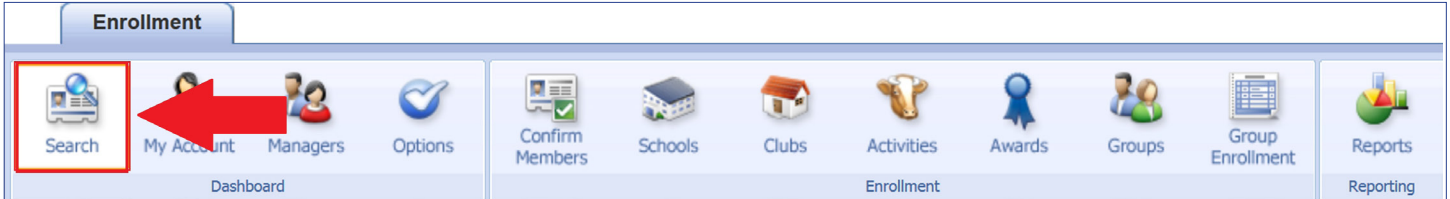
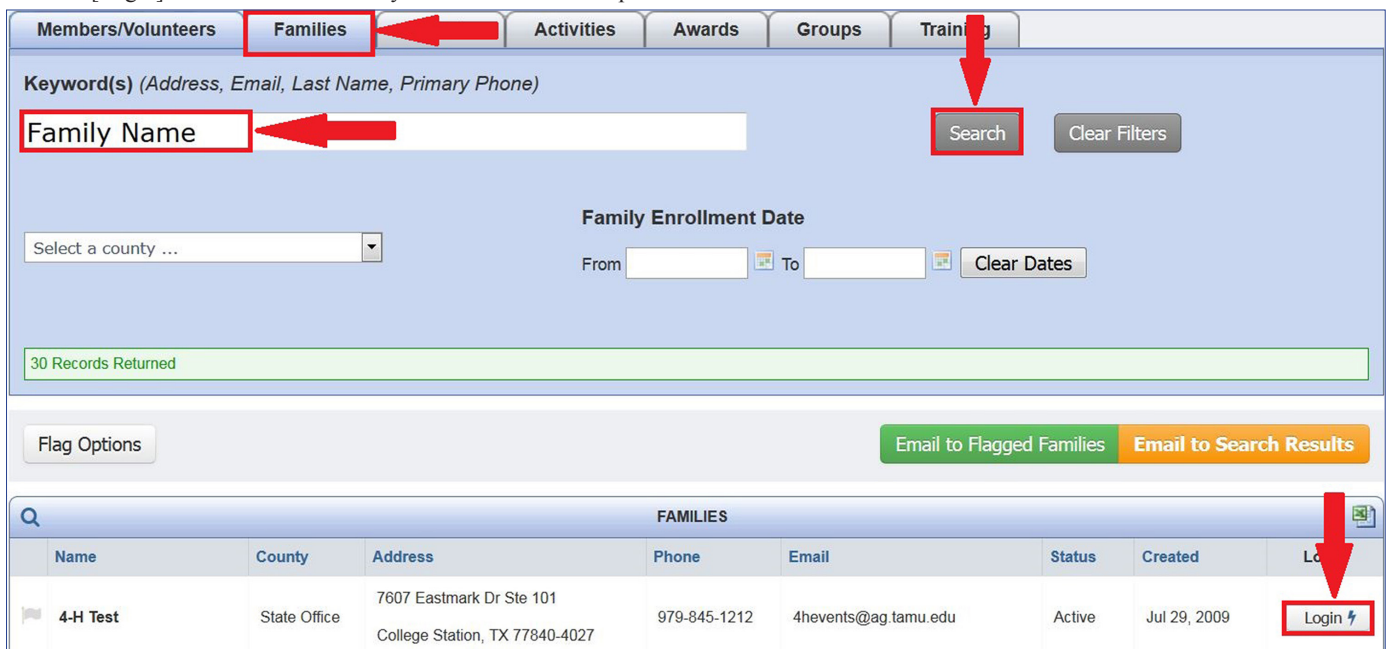


### THIS SHOULD ONLY BE DONE BY THE OUTGOING COUNTY OFFICE.



The screenshot shows the 4HCONNECT dashboard with the 'Enrollment' tab selected. A red box highlights the 'Search' icon, and a red arrow points to it from the left. Other icons for 'My Account', 'Managers', 'Options', 'Confirm Members', 'Schools', 'Clubs', 'Activities', 'Awards', 'Groups', 'Group Enrollment', and 'Reports' are visible.

1. Log into 4HCONNECT.
2. Click the [Enrollment] tab.
3. Click the [Search] Icon.
4. Click on the [Families] tab.
5. Type the Email or Last Name of the family.
6. Click the [Search] button.
7. Click the [Login] button beside the family's name to be taken to profile.

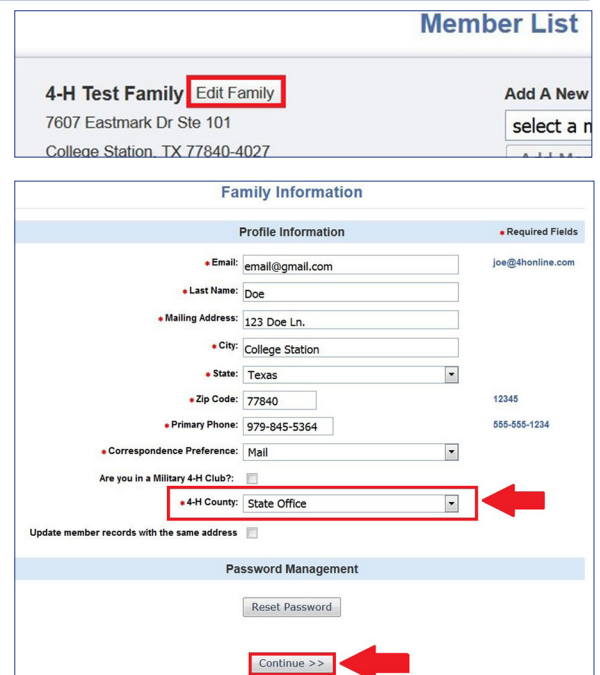


The screenshot shows the 'Families' search results page. A red box highlights the 'Families' tab, and a red arrow points to it. Below the tabs is a search bar with 'Family Name' entered. A red box highlights the 'Search' button, and a red arrow points to it. Below the search bar are filters for 'Family Enrollment Date' and 'Select a county ...'. A green bar indicates '30 Records Returned'. At the bottom, there are buttons for 'Flag Options', 'Email to Flagged Families', and 'Email to Search Results'. A table of results is shown with columns: Name, County, Address, Phone, Email, Status, Created, and Login. A red box highlights the 'Login' button for the '4-H Test' family, and a red arrow points to it.

Name	County	Address	Phone	Email	Status	Created	Login
4-H Test	State Office	7607 Eastmark Dr Ste 101 College Station, TX 77840-4027	979-845-1212	4hevents@ag.tamu.edu	Active	Jul 29, 2009	Login

8. Click the [Edit Family] button beside the family name.
9. Click on the 4-H County drop-down menu to select the county to change to.
10. Click the [Continue] button to save the change.

Perform steps 1 through 6 to ensure that the family no longer appears in the county.



The screenshot shows the 'Family Information' profile page for the '4-H Test Family'. A red box highlights the 'Edit Family' button, and a red arrow points to it. Below the family information is a form with fields for Profile Information: Email, Last Name, Mailing Address, City, State, Zip Code, Primary Phone, Correspondence Preference, and 4-H County. A red box highlights the '4-H County' dropdown menu, and a red arrow points to it. Below the form is a 'Password Management' section with a 'Reset Password' button. At the bottom, a red box highlights the 'Continue >>' button, and a red arrow points to it.