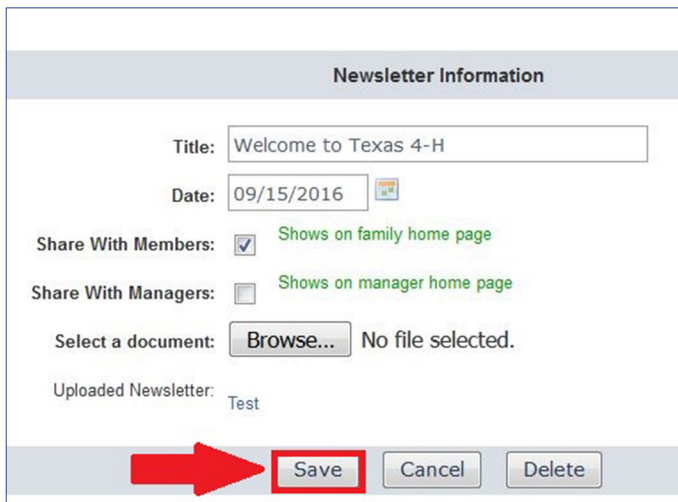
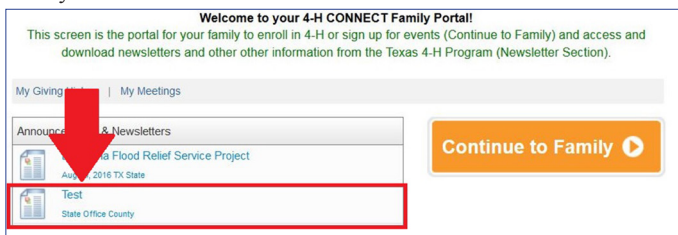




1. Log into 4-H CONNECT.
2. Click the [Connect] tab.
3. Click the [Newsletter] icon.
4. Click the [Add Newsletter] link.
5. Type in the title of the newsletter including the month and year. (An example may be, "Texas 4-H Standard – August 2017).
6. Click the [Save] button.
7. The Newsletter Information will be displayed. Edit the title, add the date of the document (reference only), and who can view the newsletter – families or managers, or both.
8. Click the [Browse] button to locate the file on the computer.
9. Double click on the PDF file that you would like to send. The max size for this file is 30mb.
10. Click the [Save] button.



11. The newsletter will be available to families as they enter their 4-H family account.



1. Log into 4-H CONNECT.
2. Click the [Connect] tab.
3. Click the [Newsletter] icon.
4. Locate the newsletter you want to delete.
5. Click the [Edit] button.
6. Click the [Delete] button to completely delete the newsletter.

