NOTES
EXTENSION OFFICE INSTRUCTIONS

4-H CONNECT
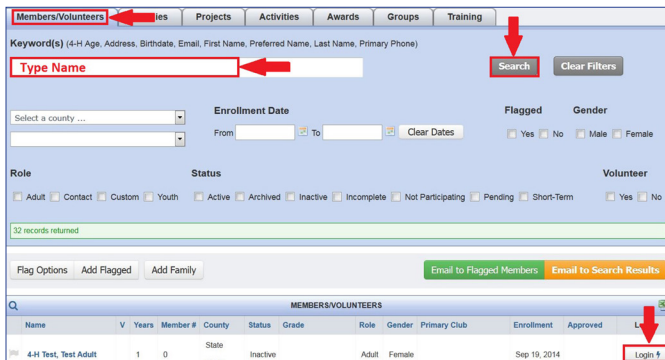texas.4honline.com

TEXAS A&M
AGRILIFE
EXTENSION

ADD NOTE

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 the adult or youth.

6. Click the [Login] button beside the person's name.

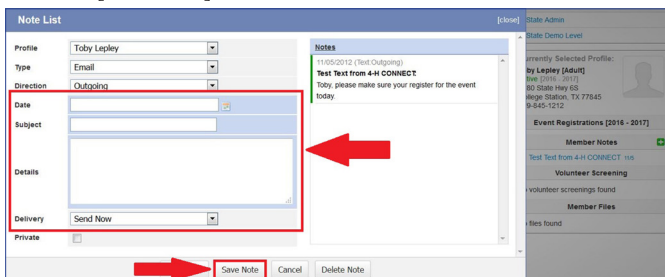7. Locate the member from the Member/Volunteer List.

8. Click the [Edit] button beside the member. The Member Notes box will appear in the upper right side of the screen. You may need to zoom out on your browser for the Member Notes box to appear.


9. Click the green plus sign.

10. Complete the date, subject, details and delivery options.

11. Click the [Send Now] option.

12. Click the [Save Note] button to send the note.

NOTE: If you are sending text, please realize they are designed for one-way text messages and not "back and forth" texting service.
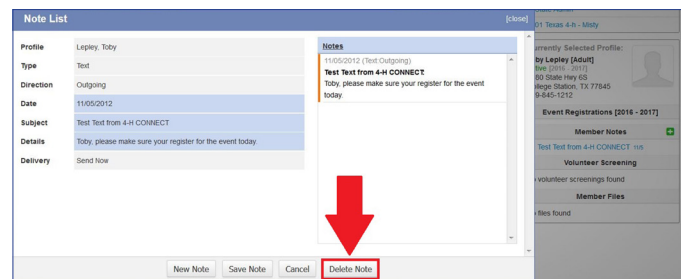
DELETE NOTE

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 the adult or youth.

6. Click the [Login] button beside the person's name.

7. Locate the member from the Member/Volunteer List.
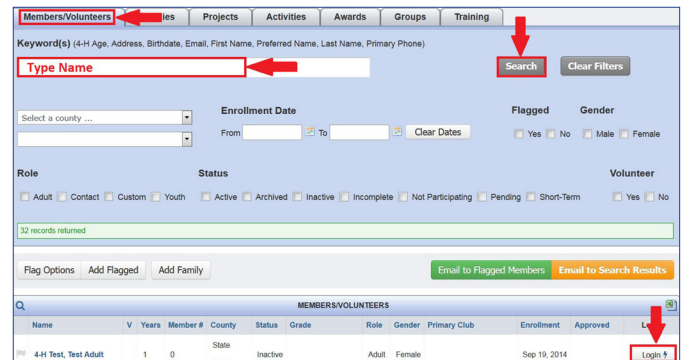
8. Click the [Edit] button beside the member. The Member Notes box will appear in the upper right side of the screen. You may need to zoom out on your browser for the Member Notes box to appear.

9. Click on the name of the note in the Member Notes box.

10. Click the [Delete Note] button.

11. Click the [OK] on the dialogue box to delete the note.