

Enrollment

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ARCHIVE

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.

8. Click the [Edit] button beside the family name.

9. Scroll to the bottom and click [Archive Family] button.

REACTIVATE

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.

8. Click the [ReActivate Family] button.