POSSIBLE PREP
If the member wishes to add a club officer or club volunteer position to a club, the “Select a Volunteer” dropdown box must be present.
- If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button (3) times until reaching the Personal Information page.
- Scroll halfway down until the Volunteer title bar is in view and the following question appears: Are you a Volunteer?
- Select “YES.”
- Scroll down and click [Continue] (3) times to return to the Clubs page. The “Select a Volunteer Type” dropdown box should be present.

1. From the “Select a Club” dropdown box, choose a Club.

2. **OPTIONAL:** A club leadership position may be added to the club by making the appropriate selection in the “Select a Volunteer Type” dropdown box.

   *Only one leadership position per club can be added. There is an option titled “Club Officer, Multiple Positions” that may be used, or members can add the highest position held.*

3. Click [Add Club].

4. The club will appear in the “Club List” once added.

5. If multiple clubs are added, the 4-H Organized Community Club should be indicated as the “Primary Club.”