Enrollment should accurately record a member’s project enrollment for the current 4-H Program Year. Previous years’ project enrollments have been saved and are a part of the member’s enrollment history.

**POSSIBLE PREP**
If the member wishes to add a leadership position to any projects, the “Select a Volunteer Type” dropdown box must be present.

- If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button (4) 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] (4) times to return to the Projects page. The “Select a Volunteer Type” dropdown box should be present.

1. From the “Select a Club” dropdown box, choose the member’s primary club.
2. Select the desired project from the “Select a Project” dropdown box.
3. Change years in project if necessary.

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

   *Only one leadership position per project can be added.*

5. Click [Add Project].
6. The project will appear in the “Project List” once added.

Ensure all desired projects for the year are included in the “Project List.” Check with your local Extension office for project add/drop deadlines.