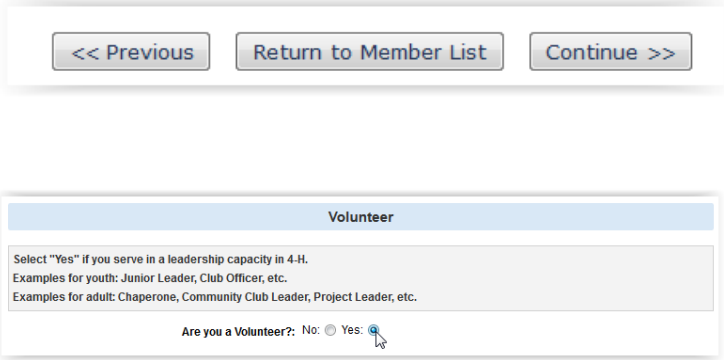
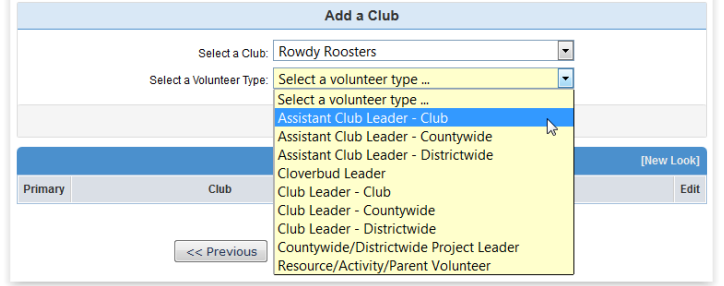
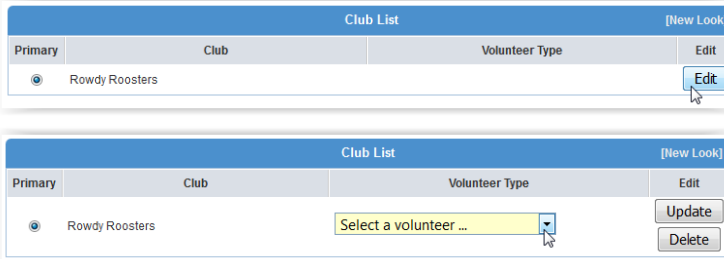


CAUTION: Deleting a club will also delete your projects for the current 4-H year. It is not necessary to delete a club in order to edit a club leadership position.

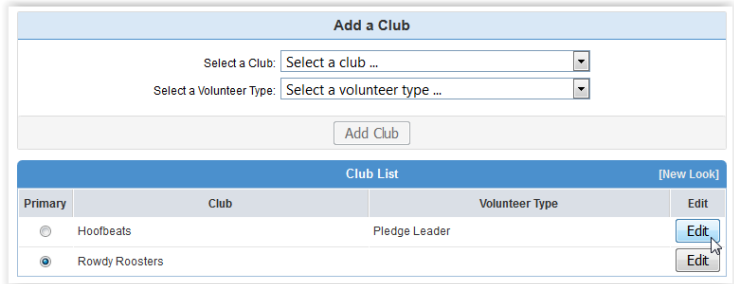
Choose the appropriate scenario for instructions.

<p>POSSIBLE PREP</p> <p>If the member wishes to add a club officer or club volunteer position to a club, the “Select a Volunteer Type” dropdown box must be present.</p> <ul style="list-style-type: none"> • If the “Select a Volunteer Type” dropdown box is <u>not</u> visible, click the [Previous] button at the bottom of the page (3) times until reaching the <i>Personal Information</i> 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] at the bottom of the page (3) times to return to the Clubs page. The “Select a Volunteer Type” dropdown box should now be present. 	
<p>CLUB NOT ADDED YET</p> <p>If the member’s club does not yet exist in the “Club List”</p> <ol style="list-style-type: none"> 1. Select the desired club from the “Select a Club” dropdown box. 2. Select the desired club leadership position from the “Select a Volunteer Type” dropdown box. 3. Click [Add Club]. 	
<p>CLUB ALREADY ADDED</p> <p>If the member’s club already exists in the “Club List,” it may be edited to include the club leadership position.</p> <ol style="list-style-type: none"> 1. Click [Edit] next to the appropriate club. 2. Select the desired club leadership position from the “Select a Volunteer Type” dropdown box. 3. Click [Update]. 	

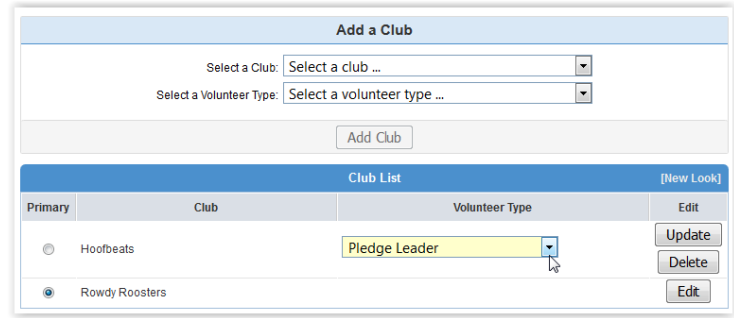
CHANGE OR REMOVE A CLUB LEADERSHIP POSITION

If the member wishes to change or remove a club leadership position from an existing club in their “Club List”

1. Click [Edit] next to the appropriate club
2. Change the club leadership position as desired – or to remove the leadership position completely, select “Select a Volunteer” label to clear the field.
3. Click [Update].



The screenshot shows the 'Add a Club' form with two dropdown menus: 'Select a Club:' and 'Select a Volunteer Type:'. Below the form is a table titled 'Club List' with columns: Primary, Club, Volunteer Type, and Edit. The table contains two rows: 'Hoofbeats' with 'Pledge Leader' and 'Rowdy Roosters' with 'Pledge Leader'. The 'Edit' button for the 'Rowdy Roosters' row is highlighted with a mouse cursor.



The screenshot shows the 'Add a Club' form and the 'Club List' table. The 'Volunteer Type' dropdown for the 'Rowdy Roosters' row is open, showing 'Pledge Leader' selected. The 'Update' and 'Delete' buttons are visible for this row.

*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.

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