**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.

<table>
<thead>
<tr>
<th>POSSIBLE PREP</th>
<th>CLUB NOT ADDED YET</th>
<th>CLUB ALREADY ADDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>If the member’s club does not yet exist in the “Club List”</td>
<td>If the member’s club already exists in the “Club List,” it may be edited to include the club leadership position.</td>
</tr>
</tbody>
</table>
| • If the “Select a Volunteer Type” dropdown box is not visible, click the [Previous] button at the bottom of the page (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] 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. | 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]. | 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].

*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.