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

Choose the appropriate scenario for instructions. Only one leadership position per project can be added.

**POSSIBLE PREP**
If the member wishes to add a leadership position to a project, 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 at the bottom of the page (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] at the bottom of the page (4) times to return to the Projects page. The “Select a Volunteer Type” dropdown box should now be present.

**PROJECT NOT ADDED YET**
If the member’s project does not yet exist in the “Project List”
1. Select the member’s primary club from the “Select a Club” dropdown box.
2. Select the desired project from the “Select a Project” dropdown box.
3. Change years in project if necessary.
4. Select the desired project leadership position from the “Select a Volunteer Type” dropdown box.
5. Click [Add Project].

**PROJECT ALREADY ADDED**
If the member’s project already exists in the “Project List,” it may be edited to include a project leadership position.
1. Click [Edit] next to the appropriate project.
2. Select the desired project leadership position from the “Select a Volunteer Type” dropdown box.
3. Click [Update].
CHANGE OR REMOVE A PROJECT LEADERSHIP POSITION

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

1. Click [Edit] next to the appropriate project

2. Change the project leadership position as desired – or to remove the leadership position completely, select “Select a Volunteer” label to clear the field.

3. Click [Update].