4HOnline Tip Sheet:

Adding Clubs, Activities, Awards and Groups

Tonya T. Price, Assistant Professor and Extension Specialist, 4-H Youth Development, Virginia Tech
Katie Lafon, State Events Coordinator, 4-H Youth Development, Virginia Tech

Adding Clubs:
- Click on the "Clubs" icon under enrollment tab
- Click "Add Club" at the top left corner
- Enter club information, club details, charter information
- Click save at bottom of screen
- Once save has been clicked you will see a list of your active clubs
- If a club needs to be edited, click on "Edit" beside the club name

Adding Activities (Optional):
- Click on "Activity" icon (Cow) under enrollment tab
- Click "Add Activity" at the top left corner
- Add Activity Title (such as "Stream Clean-Up")
- Add description – This can be left blank, but having a description will help with portfolio creation at a later date
- Code – Can be left blank or unit can code activities if they choose. Example 2 for service projects, 4 for fundraising, etc.
- Can check box if activity is project related.
- Click Save
- Once save has been clicked you will see a list of your activities.

Adding Awards (Optional):
- Click on "Awards" icon (Blue Ribbon) under enrollment tab
- Click "Add Award" at the top left corner
- Add Award Title (such as "Outstanding 4-H Member")
- Add description – This can be left blank, but having a description will help with portfolio creation at a later date
- Click Save
- Once save has been clicked you will see a list of your awards.

Adding Groups:

- Click on "Groups" icon (Blue/Green People) under enrollment tab
- Click on "Add Group" at the top left corner
- Enter group information, details and settings
  - Leave reporting method and parent group as none.
- Under settings, check appropriate boxes
  - Managers: allows others in unit office to add members to the group
  - Members: allows members to register for the group OR Don't allow members to register for the group
- Click Save
- Once save has been clicked you will see a list of your active groups.
- If a group needs to be edited, click on "Edit" beside the group name