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## CLUB MANAGER: CLUB ENROLLMENT FUNCTION

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The “Club Enrollment” function allows you to create club or project participation reports to record the activities of your club or projects. These forms are important for counties and the state to analyze the participation and success of the 4-H program.

### How to View/Modify Club Enrollment Forms

1. Log into 4-H CONNECT.
2. Click the “Club Enrollment” icon on the “Dashboard.”
3. A list of enrollment forms will be displayed. Click “Edit” to the right of the enrollment form you wish to modify.
4. Change any necessary information, then click “Save” at the bottom of the screen.

### How to Add a Club Enrollment Form

1. Log into 4-H CONNECT.
2. Click the “Club Enrollment” icon on the “Dashboard.”
3. Click “Add Club Enrollment” on the left side of the bar below the “Dashboard.” This will display blank fields related to club or project title, demographic enrollment information, meeting time, community service projects, etc.
4. Select the box labeled “Submit Form for Approval” to forward an enrollment form to the county office for approval.
5. Click “Save” at the bottom of the screen when finished.