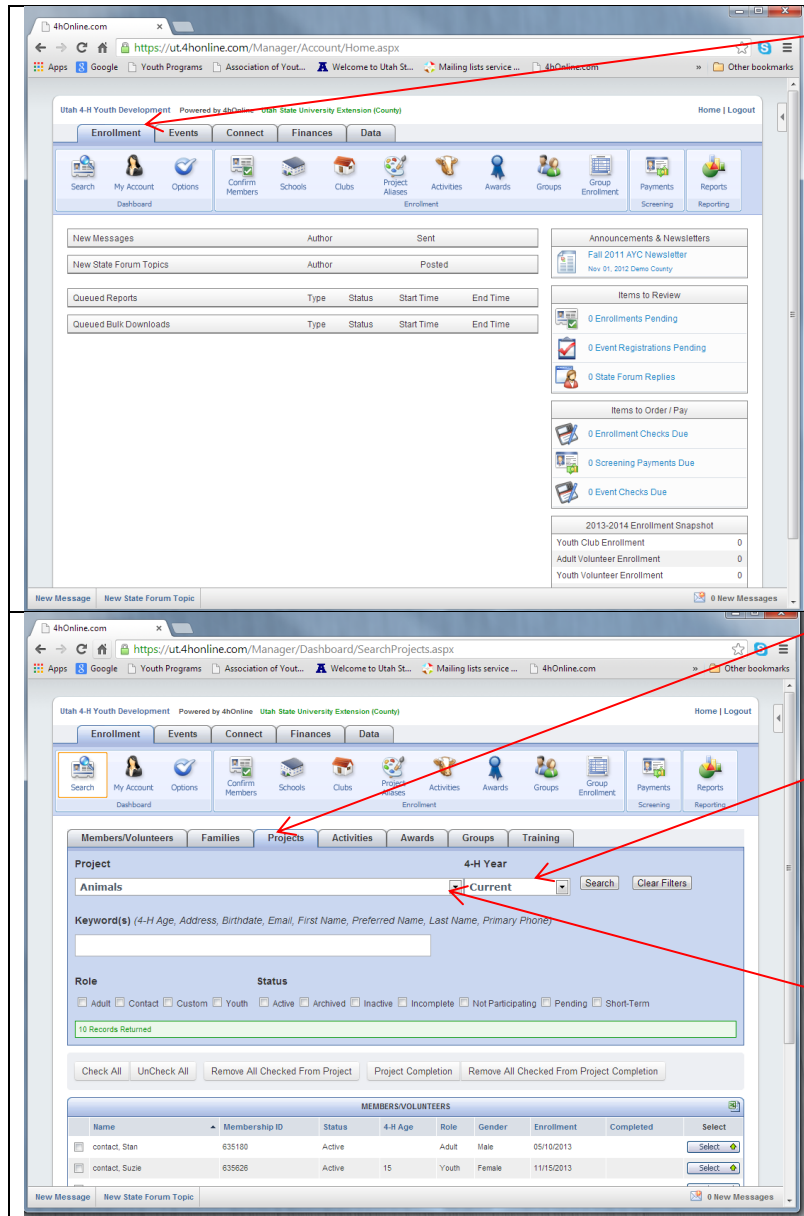


Adding Project Completions



The image shows two screenshots of the 4HOnline.com web application. The top screenshot shows the main dashboard with the 'Enrollment' tab selected. The bottom screenshot shows the 'Project' tab selected, with a dropdown menu for '4-H Year' set to 'Current' and a search for 'Animals'.

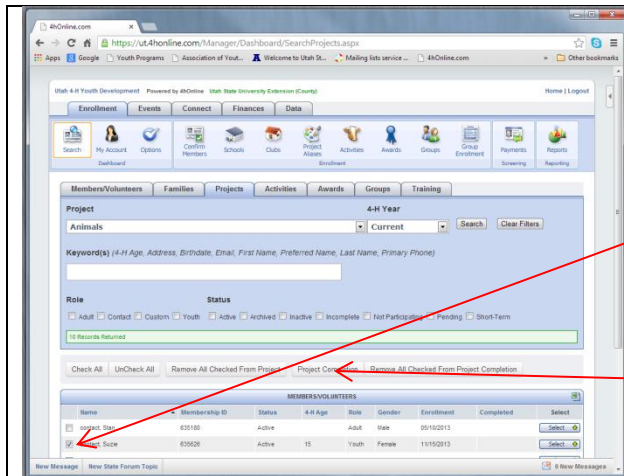
1. Login to 4-H Online and select the enrollment tab.

2. Select the Project tab.

3. Select the 4-H Year from the dropdown menu that you want to add project completion dates.

4. From the Project drop down menu select the project area.

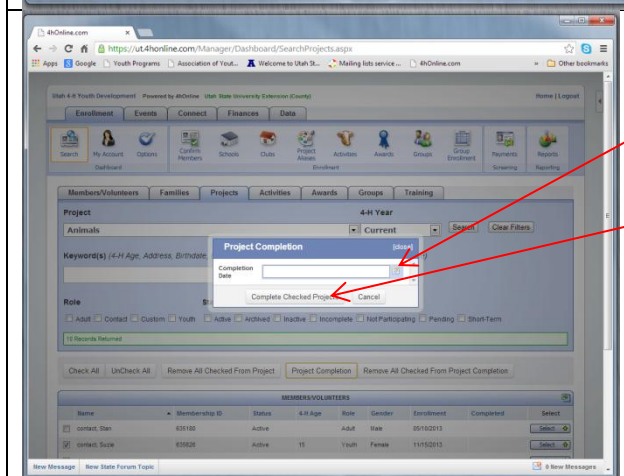
Name	Membership ID	Status	4-H Age	Role	Gender	Enrollment	Completed	Select
contact, Stan	635100	Active		Adult	Male	05/10/2013		Select
contact, Suzie	836626	Active	15	Youth	Female	11/15/2013		Select



A list of members in the county enrolled in the project area is displayed

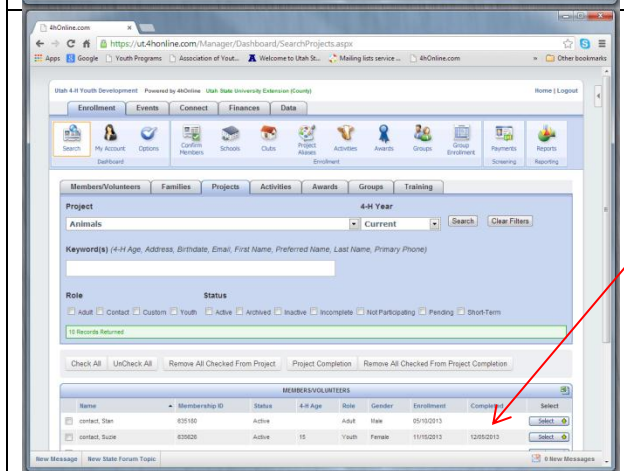
5. Check the checkbox by the person's name that you want to add a project completion date or press the Check All button if all members have completed the project.

6. Press the Project Completion button.



8. Click on the Calendar to find and enter the date the project was completed.

9. Press the Complete Checked Projects button.



10. The project completion date is added to the members' 4-H record.