



For Members: Adding Groups to Approved Enrollments

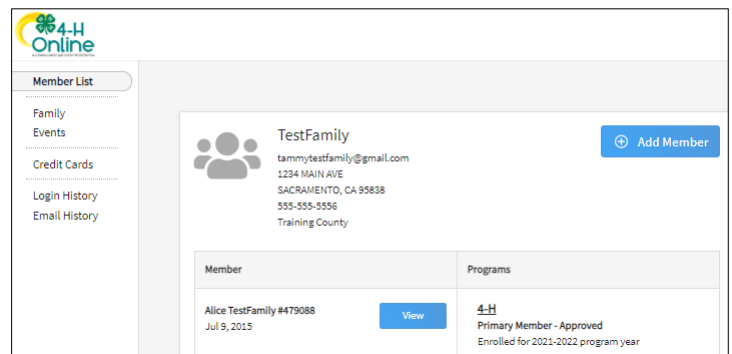
Purpose:

Groups are used to add detail to enrollment, including specific project enrollment information. This helpsheet will explain the process for an Approved Member to add Group information to their enrollment in 4-H Online 2.0.

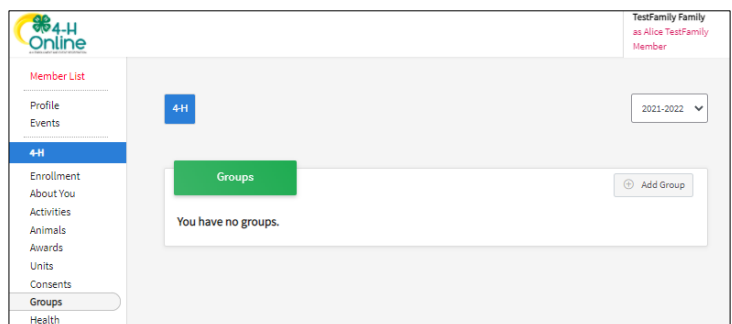
Before beginning make sure:

- You have completed all necessary enrollment requirements.
- Your enrollment has been approved.
- Your county has created Groups with the setting to *Allow Members To Register*.

1. Login to your account at <https://v2.4honline.com/> , and click **View** next to the Approved member.




2. Click *Groups* from the left menu.
3. Click *Add Group*.



4. Use the drop-down menu to select the current program year.
5. Use the drop-down menu to select the desired Group.

Only those Groups with the setting Allow Members To Register will appear for you to add to your enrollment.

6. Click Save.
7. Repeat steps 3 – 6 to add appropriate Groups.

8. Click the trash icon  to remove a Group from your enrollment.

Families may only remove those Groups that were added in error.

Please do not remove Groups that were added by staff on your behalf.

FAQ

1. **I accidentally deleted a Group from my enrollment and now it doesn't appear in the drop-down menu for me to add again. How can I add a Group I deleted from my enrollment?**

If a deleted Group does not appear for in the menu to be added, refresh the page, and check again. If the desired Group still does not appear there may have been a setting adjustment by your County 4-H staff. Contact your [local 4-H County Office](#) with any questions.

For questions, please contact your [local County 4-H Office](#).

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