
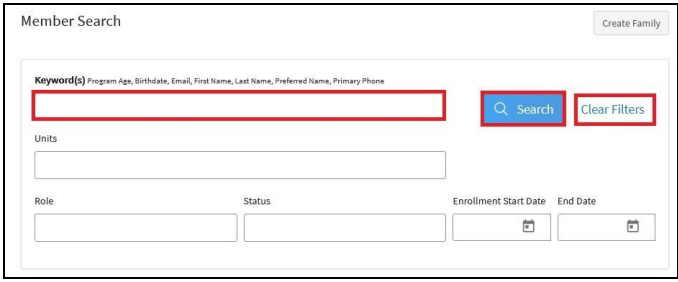
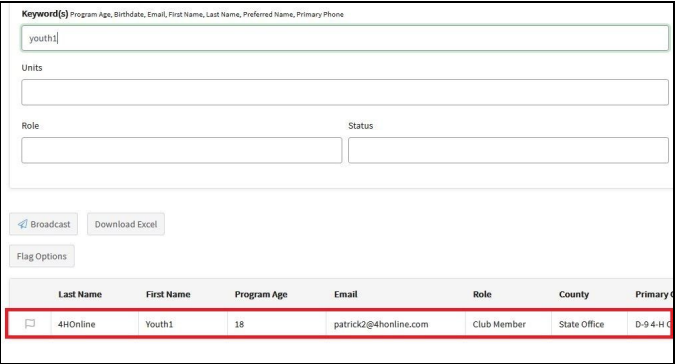


Archiving/Reactivating

The archive options are available to remove a family member from being active in a family profile list.

<ol style="list-style-type: none"> Click on the Members link in the navigation pane. 															
<ol style="list-style-type: none"> Click the Clear Filters link Type in a keyword for the member Click the search button 															
<ol style="list-style-type: none"> Click the name of the member's name. Click the Member's List link in the navigation pane. 	 <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Program Age</th> <th>Email</th> <th>Role</th> <th>County</th> <th>Primary Contact</th> </tr> </thead> <tbody> <tr> <td>4HOnline</td> <td>Youth1</td> <td>18</td> <td>patrick2@4honline.com</td> <td>Club Member</td> <td>State Office</td> <td>D-9-4-H C</td> </tr> </tbody> </table>	Last Name	First Name	Program Age	Email	Role	County	Primary Contact	4HOnline	Youth1	18	patrick2@4honline.com	Club Member	State Office	D-9-4-H C
Last Name	First Name	Program Age	Email	Role	County	Primary Contact									
4HOnline	Youth1	18	patrick2@4honline.com	Club Member	State Office	D-9-4-H C									

Follow the Archiving or Reactivating instructions on the following page!

ARCHIVE

7. Click the View button by the member's name.

4HOnline
patrick2@4honline.com
, Unknown
555-555-5555
State Office County

Member	Programs
Youth1 4HOnline Jul 11, 2002	4-H ClubMember - Incomplete Continue Enrollment

REACTIVATE

7. Click the member's name under Inactive Members list

4HOnline
patrick2@4honline.com
, Unknown
555-555-5555
State Office County

This family does not have any members yet, please [Add Member](#) to begin.

Welcome to the new version of 4-H Online!
Add a new member by clicking on [Add Member](#) at the top of the menu to enroll in a program click on the program name.
If a member is already enrolling under a program that has not completed, click on the link to [Reactivate](#) the member.
If you are a member click on the [View](#) button at the top of the menu to the left.

Inactive Members:
Youth1 4HOnline - Archived

8. Click the Archive button at the bottom of the screen.

Profile [Edit](#)

First Name Youth1
Middle Name
Last Name 4HOnline
Preferred Name
Email
Mobile Phone
Birthdate Jul 11, 2002

Contacts [Edit](#)

Emergency Contact John
Emergency Contact Phone 555-555-5555
Emergency Contact Email
Emergency Contact Relationship Uncle

[Archive](#)

8. Click the Reactivate button at the bottom of the screen.

Profile [Edit](#)

First Name Youth1
Middle Name
Last Name 4HOnline
Preferred Name
Email
Mobile Phone
Birthdate Jul 11, 2002

Contacts [Edit](#)

Emergency Contact John
Emergency Contact Phone 555-555-5555
Emergency Contact Email
Emergency Contact Relationship Uncle

[Reactivate](#)

9. Click the confirm button.

Archive Member? [x](#)

Are you sure you want to archive this member?

[Confirm](#) [Cancel](#)

9. Click the confirm button.

Reactivate Member? [x](#)

Are you sure you want to reactivate this member?

[Confirm](#) [Cancel](#)

If you get a permission error please ask the primary county manager setting for you.