

Swap Clubs for a Member in 4-H Online

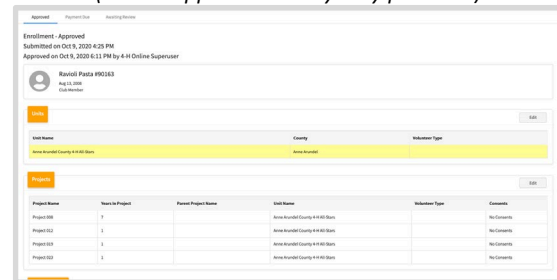
Before You Start

If a Club is simply removed from a member's approved enrollment, the projects that they have enrolled in will be removed from their profile. In order to prevent losing the member's projects, the manager should instead Swap the Club for a new Club using the steps below.

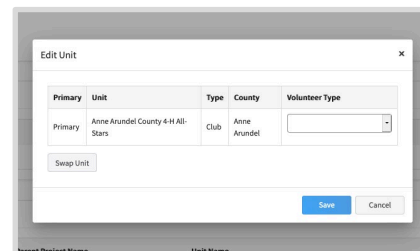
Steps

1. Log in to your County Manager account.
2. Click on the Enrollments tab and the Approved enrollments subtab and search for the member.
3. Click on the name of the Club or Unit.

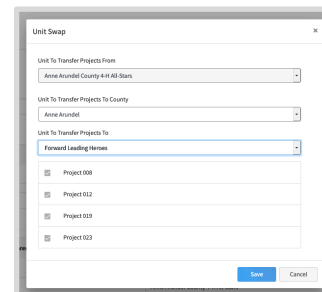
(Screen appearance may vary per state)



4. Click the gray "Swap Unit" (or Club) button.



5. Select the new Club.
6. Click Save.



6. The member's projects will be assigned to the new Club.

