4-H Online 2.0 Project Alias Management



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Background

Counties can create county specific projects (or aliases) for their families. These projects must be associated with a state project. A county project replaces the state project, so if a county wishes to add a project, but keep the original state project, two aliases must be created.

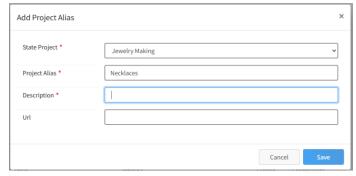
Creating a Project Alias

To create a project alias, start by clicking on **Projects** in the left menu. The current list of county project aliases will appear.

1. Click on the Add Project Alias to County button.



- In the window that appears, select the State Project the new project will be associated with.
- 3. In Project Alias, enter the County name for the project.
- 4. In Description, put a space. This field does not appear to the family so there is no need to spend time writing a description, but it is a required field.



- 5. Leave URL blank.
- 6. Click the Save button.

Remember that this Project Alias replaces the State Project, so if you want the state project to be available also, you must create another Project Alias with the State Project in the Project Alias field also.

Deleting a Project Alias

To delete a project alias, start by clicking on **Projects** in the left menu. The current list of county project aliases will appear.

- 1. Click on the project alias you wish to delete.
- 2. Click on the **Delete** button.
- 3. Click on Confirm.



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