**Project Drop/Add Guidelines**

**Deadline April 15**

1) To move up a level in any project you must have all the required activities in the workbook done and signed off by a parent or leader. If the number of required activities are not clearly defined, you must have met your project goals you defined on your project record and be signed off by a leader.
   a. HORSE MEMBERS- must have a Horse Leader go through the assessment check list with the member and their horse and check of all required skills before you can move up to the next level.
   b. If the above requirements are met, you will drop your current level and add the next level. You may not be enrolled in more than one level in a project at the same time.
   c. If you have completed all of the Levels in a Project and wish to continue in that same project, you will enroll in that Project Independent Study, i.e. Beef Independent Study or Photography Independent Study. Outlines describing your project and your goals are due in the Extension Office by April 15 for Independent Study Projects.

2) You may not move backwards in any project level without approval of the Extension Office and the appropriate Project Committee.

3) Before Adding a new project, consider the completion requirements of all your projects and make sure you have the time and resources to complete each project level before record book deadline- Sept. 1.

4) If you are interested in a topic and can not find a 4-H Project in the Clover Magazine that is related, (i.e. Geology or Alpaca), you will enroll in Self Determined. Outlines describing your Self Determined Project and your goals are due in the Extension Office by April 15.

5) If you add a project and need a new project book or record forms contact Jennifer at the Extension Office, 535-3919 or fergus4h@montana.edu

***Carefully read the attached instructions to Drop or Add Projects.***
Fergus/Petroleum County 4-H
Project Drop or Add Deadline
April 15
This year you will manage your own projects.

Type https://mt.4honline.com in your web browser.

You are already enrolled in the Fergus/Petroleum 4-H Program and have a profile, but not a password. You will click on I forgot my password then enter your e-mail and change the role to Family. Your temporary password will be e-mailed to you.

The e-mail you enter will be the Primary-Family e-mail address you provided our Extension Office with. If you can’t remember the address, contact the office, 535-3919.

Check your e-mail and write down your temporary password.

Return to 4HOnline, click I have a profile and enter your email address and temporary password. Select “Family” as your role and click on the “Login” button.

If you requested a new password, you will need to update it. First enter and confirm your temporary password, and click the “Continue” button.
In order to reset your password, enter the temporary password in the “Current Password” box. Then enter and confirm your new password, and click the “Continue” button.

The next screen may contain announcements and newsletters available to view. If you would like to change your password in the future, you can do so on this screen.

Click the “Continue to Family” button to re-enroll.

You will see all of the members of your family enrolled in 4-H listed.

Click on the “Edit” button next to the family member that would like to Drop or Add Projects.
You are now on your personal information page if you would like to proof read it, you may carefully make necessary changes. When done scroll back to the top of this page and click on “Participation”.

The screen below will appear. Click on the “Projects” tab.

**To add a project,** click on the drop down box next to “Select a Project.”
Click on the drop down box beside years in project and choose the appropriate year. Select the Project materials you need from the drop down box next to “Select Project Materials”. Lastly, click on the “Add Project” button.

**To drop a project** that you were enrolled in last year, locate the project in the “Project List” section at the bottom of the page. Click on the “Edit” button next to the project and click on the “Delete” button.

Click the “Continue” button.
If you are requesting new project books or records- please e-mail Jennifer at fergus4h@montana.edu
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