Project Completion in 4HOnline

1. After logging into your county manager account, navigate to the search screen and select the project tab.

2. Select a project from the dropdown menu. The 4H year always defaults to ‘Current’ year.

3. Once a project is selected, the youth enrolled in that project will appear in a listing below the search box.
4. Click on ‘Check Options’ or manually check the box next to the names you wish to complete the project for. There are options to check or uncheck all on the list.

5. Once you have selected the youth, click on ‘Project Completion Options’. There are two options, ‘Project Completion or Remove Checked from Project Completion’

6. Select ‘Project Completion’, a box will appear in the middle of your screen for you to enter a date. After you have selected a date, click on ‘Complete Checked Projects’.
7. The date you entered will appear in the listing of youth for the project.

This can be undone if you make a mistake. To undo this simply check the box next to the youth, select the ‘Remove Checked from Project Completion’ option under the Project Completion Options and the date will be removed.