4HOnline Tip Sheet

Volunteer Enrollments - Un-enrolling/Deactivating Volunteers

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1) Log into your county/city account.
2) Click on the “Search” icon magnifying glass.
3) Under Members/Volunteer you will see list of members/volunteers.
4) Volunteers are designated by a “V” beside their name.
5) Click on the login button for the active volunteer (See Image A). You will see their status under the status column.
6) Scroll to the bottom of their profile information.
7) Select the “Archive Member” button in the light purple box (See Image B).
8) In the pop-up box, “Are you sure that you want to Archive this record? Click OK. (See Image C)
9) Verify the volunteer has been removed from the Member/Volunteer List in the Family Member List. (See Image D)
10) Volunteer will show up as “Archived” in the Status section of the search screen.
### Virginia Cooperative Extension

**Online**

**Manager Control Panel**

- View
- Active Records
- Find Members
- Enter member name
- GoTo Record
- Find Family
- Enter family name
- GoTo Record
- Create New Family
- Create Family
- More "Recordbook Dad" in a Different Family
- adams 100 S Main St
- Login To New Family After Change
- Change Family

**Recordbook Family**

- Member
- Flag
- Recordbook Dad Training (12)
- Recordbook Dad Training
- Recordbook Dad Group Training (15)
- Recordbook Dad Group Training
- Recordbook Dad Group Training (14)
- Add Adult
- Add Youth

### Virginia 4-H Youth Development

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- **Organization**: Virginia Cooperative Extension

### Residence

- **Farm**:
  - Tensile
  - Tensile
  - Tensile
- **City**:
  - Tensile
  - Tensile
  - Tensile
- **Suburb**:
  - Tensile
  - Tensile
  - Tensile

### Military Service of Family

- **Branch of Service**:
  - Army
  - Navy
  - Air Force
- **Branch Component**:
  - Active Duty
  - Reserve
  - National Guard

### Archive Member

- **Remove this member from the member list, but member can be reactivated. Select this option if this member may return.**
- **Deactivate Member**
- **Change this member back to pending for the current year.**

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