Uploading Shooting Sports Certification ID Information – Member's Account

1) Log into your family account in 4HOnline

2) Select 'Edit' to the right of the member's name from the "Member/Volunteer List"

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
███████████	Youth	████████	Active	2015-2016	Edit ✏

3) Select 'Additional Information'

Personal Information   Additional Information   Health Form   Participation

4) Scroll down to the bottom of the page and enter all applicable information for the member.

Certification ID Information (if applicable)

Hunter Safety ID: [   ]

Hunter's Safety Certification Date: [   ] 📅

Upload Hunter's Safety Card/Certificate of Completion
(Image/PDF files)

Select   Clear

Upload Signed - 4-H Youth Pistol Release Form
(Image/PDF files)

Select   Clear

5) Click "Continue" to Save the member's information

6) Repeat Steps 2-5 for any additional member's in the family unit.