

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’



- 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)

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

- 5) Click “Continue” to Save the member’s information
- 6) Repeat Steps 2-5 for any additional member’s in the family unit.