



Moving Members to a Different Family

This process is not a common occurrence. Please proceed with caution.

1. The **New Family Profile** should be in place by the member.
2. Make a note of the **New Family Profile** mailing address.
3. As a County Manager, log into the **Member's Profile Account**.
4. Look for the address in the dropdown **Move "Slant" to a different family**.
5. Place a checkmark on **Login To New Family After Change**.
6. Press the **Change Family** button.

Manager Control Panel

View: Active Records

Find Member: Enter member name ...

Find Family: Enter family name ...

Create New Family (enter family name):

Move "Slant" to a Different Family: Pockets: Po Box 999

Login To New Family After Change

Change Family

Wyoming 4-H Youth Development

Logged in as Pockets: Slant [7 County]

Animals / Livestock | Enrollment | Member Settings | Trainings

Personal Information | Additional Information | Health Form | Participation

Youth Personal Information

Fields in **BOLD** are required. Please complete all the other information as it applies

Copy parent information from another youth record: Select a member name ...

Profile Information

Email: wy4honline@yahoo.com

First Name: Slant

Last Name: Pockets

Preferred Name:

7. Confirm you want to move the member to a different family.

wy.4honline.com says:

Are you sure that you want to move 'Slant' to a different family?

OK Cancel

8. Update any necessary information.