

4HONLINE

Scheduling Calendar For Families

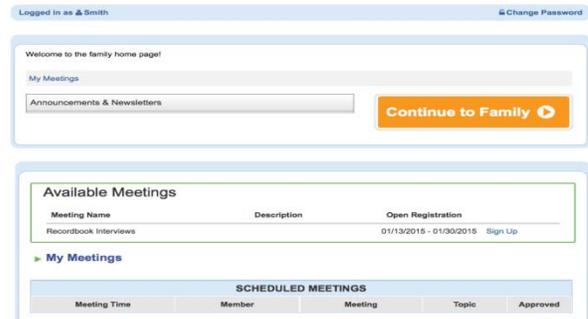
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OVERVIEW

The scheduling component in 4HOnline is a simple tool available at the County level to allow members to sign up for a timeslot. Anyone signing up for a timeslot must have a 4HOnline profile. Only one member may sign up for each timeslot.

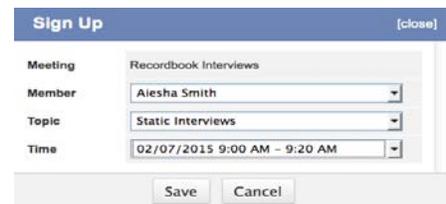
SEE AVAILABLE TIMESLOTS

1. Login to a family account.
2. From the Home Page, click on My Meetings.
3. Your available meetings will be listed.
4. Click Sign Up to sign up for a timeslot.



SIGN UP FOR A TIMESLOT

5. Select the family member who is signing up.
6. Select the topic.
7. Select an available timeslot.
8. Click Save.
9. The timeslot information will be listed under Scheduled Meetings.
10. Click Sign Up again to sign up another family member.



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