

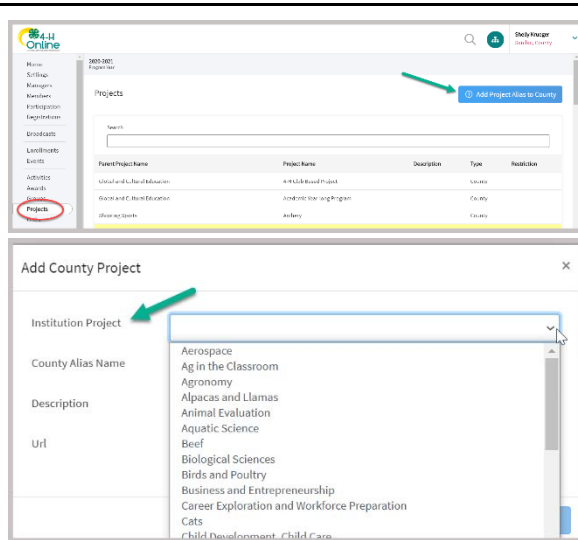


# How to Create & Link a Project Alias to a Club

A project alias is a special or unique name used for projects in your county. **If you have current project aliases or create a new project alias, you will need to link the Institute Project Area (Parent Project Area) for those aliases to your clubs for members to register in.**

## Creating a Project Alias for a County

1. Click on the **Projects** tab in the navigation page.
2. Click on the **Add Project Alias to County** button.
3. Select the **Institution Project (Parent Project Area)** name from the drop-down menu.
4. Enter the **County Aliases Name** for the project.
5. Enter a description of the project.
6. Enter the URL for information on the project (if applicable).
7. Click the **Save** button to save the information or click Cancel to return to the previous screen without saving.

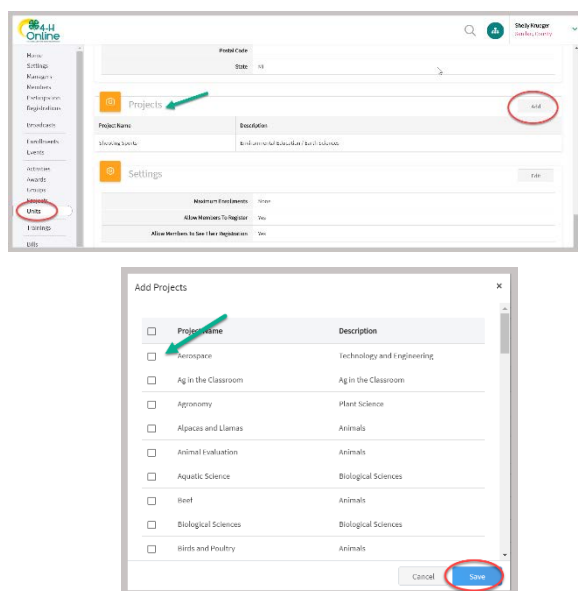


**NOTE:** Once you have created a project alias, you will need to link the Institute Project Title to the club. This will associate all aliases created for that Institute Project Area to connect to the club.

**Example:** If you have six different project aliases for the Institute Project Area “Shooting Sports,” then all aliases will appear for any clubs you have the “Shooting Sports” (Institute Project) linked to.

## Associating Project Aliases with a Club

1. Click on the **Units** tab in the navigation pane.
2. Select a **Club** from the list of units.
3. Scroll to the **Project area** of the club (located near the bottom).
4. Click on the **Add** button.
5. **Check the box** for the **Institute Project Area (Parent Project Area)** you want available for the club.
6. Click the **Save** button.



**NOTE:** All the Project Aliases that you created for that Institute Project Area will get linked to the club.

**You cannot select just one specific project aliases to link to a club. You select the Institute Project area, and all aliases under that project area link to the club.**

For further assistance, please contact 4-H Online Data Coordinator Shelly Krueger at [kruege61@msu.edu](mailto:kruege61@msu.edu)