



# National Directory of 4-H Educational Materials

## Approving Authority Instructions

This directory is a searchable national database of 4-H educational materials currently available throughout the Cooperative Extension System ([www.4-hdirectory.org](http://www.4-hdirectory.org)). Below are instructions for approving educational materials submitted to the national directory.

### What is the process for approving material submitted for entry into the National Directory of 4-H Educational Materials?

- After an entry has been submitted, the approving authority will receive an email with the subject line: *National Directory of 4-H Materials Approval Needed*.
- Click on the link in the email.
- Enter username and password provided in the email.
- Select the entries to be approved.
- Approve/disapprove the submission.
- Repeat for other waiting approvals.