OVERVIEW
Projects are either State Projects or Project Aliases. To be removed from the available list, they must be either hidden (state projects) or deleted (project aliases). This document explains how to remove or add projects to the available list.

VIEWING CURRENT LIST
To view the current list of projects available to families:

- Click on the Search icon
- Select the Projects Tab
- Open the Select a project dropdown box

Note: Projects with a colon in the name are project aliases.

HIDING/UNHIDING STATE PROJECTS
To add or remove state projects from the available list, click on the Options icon and then select Hide Projects.

On the next screen, check the boxes of the projects you do not want available in your county. Uncheck the boxes of the projects you do want available in your county. Click on the Update button when finished.
REMOVING PROJECT ALIASES

To remove a project alias from the available list, click on the Projects Alias icon and then click on Edit to the right of the alias you want to delete.

On the project alias edit screen, click on Delete.

![Project Alias Edit Screen]

ADDING PROJECT ALIASES

To create an alias, click on the Project Aliases icon and then select Add Project Alias. You will see the project alias edit screen.

Enter a Title and select a State Project to link the new alias to. Remember that the new project alias will be displayed in the list using the form [State Project]:[Title]. In the example shown in the project alias edit screen above, the project will appear on the available list as “Aerospace:1”.

![Project Alias Edit Screen]