How Do I Manage My Club On 4-H Online?
Organizational Leader Instructions

The following is covered in these Instructions. HOW TO:

- ✓ Log-in to Family Account
- ✓ Log-in as an Organizational Leader
- ✓ View/Reject pending Members In Club
- ✓ View Active Members in Club
- ✓ Pull Club Reports

IMPORTANT: Access to club enrollment information is only granted to the club organizational leader and that leader is only given access to information from members enrolled in that club. In order to get access to the club as an organizational leader, you must first contact the extension office so we can activate you and provide you with a password.

LOG-IN TO FAMILY ACCOUNT: You must do this first before you can do anything else

Go to co.4honline.com and enter your email and password, then choose log-in (if you are having problems logging in, call the office) **Please do not create a new account! Every org leader is already entered and set up.**

LOG-IN AS AN ORGANIZATIONAL LEADER:

1. Log-in to your family account (see above for instructions)

2. Go to the bottom of the home page to the bar labeled "Club Leader Login" (if you do not have this bar, call the office as we have to provide permission for you log-in as an Org Leader)

3. Choose yourself from the list under "Select a Profile…"

4. Choose your Club in the next box

5. Enter your Club Leader password (this is different from your family log-in password, if you do not know your Club Leader password or would like to change it, call the office)

6. Click "Login to Club"

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VIEW/REJECT PENDING MEMBERS IN CLUB:

1. Choose the "Confirm Members" icon along the dashboard at the top of the page

2. Click the "Edit" button next the member's name to view their enrollment including contact information.

3. At the bottom of the page, there is a "Reject" button. This gives the club leader a chance to reset a member's club choice if their club is closed or this member has not made contact with the club leader.

   We ask that club leaders contact the family first to discuss the situation before rejecting them. The family may not be aware that the club is closed or may be new and needing further guidance on expectations and club meeting times. **Anytime you choose "reject" please let the office know so we are aware of the situation and can help you out.**

   Please "Confirm" members that are participating in the club or as you receive their paperwork. This will help the office confirm that these members are working on completing their enrollment. Please note that as you confirm members, they will disappear from this list and will not reappear under the "Member" icon until the office has activated them.

VIEW ACTIVE MEMBERS IN CLUB:

1. Choose the "Member" icon on the dashboard.

   NOTE: Members are only activated if the office has all of the member's paperwork and has collected their enrollment fee. Forms and fees will only be accepted from the club organizational leader, NOT from the families.

2. Click the "Edit" button next the member's name to view their enrollment including contact information and the projects they are enrolled in.

   NOTE: Only the office and the families themselves can change projects. Please work with your families if there needs to be changes made.

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PULL CLUB REPORTS:

1. Choose the "Reports" Icon on the dashboard.

2. Click "Shared" from the list on the left panel.

3. Under the County folder, there is an Organizational Leader Reports folder. Here you will find report templates created by the office. Right click on the report you want and choose "Run" from the drop down list.

You can also choose (by right clicking on the report) to export the report to Excel or PDF or create mailing address labels (Avery 5160, 1" x 2 5/8") from families or members in the report.

NOTE: Leaders cannot develop reports but can only run reports created by the office. If there is a report you would like to run that does not exist yet, let the county office know and we will try to get it put together. **We require at least 48 hours to develop a requested report.**

So far, there are reports for pulling contact information, animal IDs, and project enrollment. You will also see a variety of reports created by the state office.