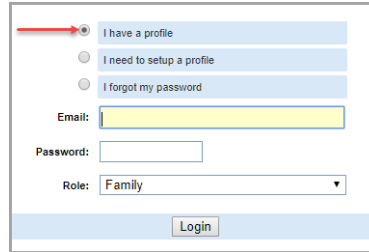


## 4HOnline Club Leader Guide

4HOnline provides club leaders access to their club members enrollment data. To be granted club leader access, you must be granted 4HOnline club leader access by your local County Extension staff

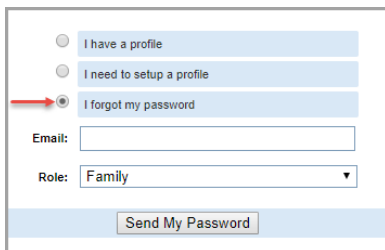
### Step 1: Log into 4HOnline

1. **Navigate to <http://OH.4honline.com>**  
Notice that there is no “www” in the address.
2. **Select the “I have a profile” button.**
3. **Enter your email address and password.**
4. The Role should be “Family.”
5. **Click Login.**



If you cannot remember your password, **please do not create a new family profile.** Instead, select the “I forgot my password” option to have a temporary password sent to you (instructions below). If you cannot remember which email address is associated with your account, call the Extension Office or create a help ticket at [go.osu.edu/need4hhelp](http://go.osu.edu/need4hhelp).

### Did you forget your password?



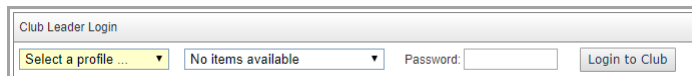
1. **Select the “I forgot my password” button.**
2. **Enter your email address.**
3. The Role should be “**Family.**”
4. **Click Send My Password** to send a temporary password to your email address.

Once you receive the temporary password email, return to the 4HOnline login page and follow the login instructions above. You will be prompted to create a new password once you have successfully logged in.

### Step 2: Enter Club Leader Login Information

After county extension staff grant you club leader access, the family home screen will display a secondary “Club Leader Login” bar.

1. **Scroll to the bottom of the family home page.**
2. In the “Club Leader Login” section, **select your name** from the “Select a Profile” dropdown.
3. Your club will automatically populate in the “Club” dropdown if you lead only one club. (If you lead more than one club, **select the appropriate club** from the “Club” dropdown.)
4. **Enter the club password** and then **click Login to club**



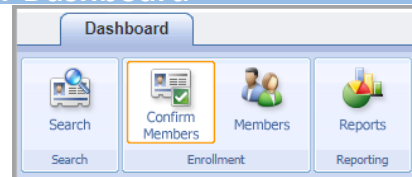
The club password is created and provided by your local county extension office. Please contact them if you need assistance with this password.

## Step 3: Explore the Club Leader Dashboard

There are four groups within the club leader dashboard:

**Search, Confirm Members, Members and Reports.**

By default, you will always be in the “Confirm Members” group when first logging into the club.





### Confirm Members



**Confirm Members** displays a list of all members and volunteers who are pending enrollment into your club. This list can also be thought of as a group of members and volunteers who have submitted their enrollment via 4HOnline, but have not yet approved enrollment into 4-H.

You should confirm membership into your club via **Confirm Members**.

1. To confirm members into your club, **click**  next to the member’s name.
2. A read-only screen of the member’s information will display. If you find an error, contact the family. If correct **click** 



Although you have confirmed the member’s enrollment into your club, county extension staff still have to approve the member’s enrollment into 4-H.

### Members



**Members** lists all ACTIVE members and volunteers enrolled in your club, regardless of whether your club is their primary or secondary club. The **Members** group also provides read-only access into each of their accounts.


Please note that **ACTIVE** means the member’s enrollment into 4-H has been approved by county extension staff. Confirming membership into your club (see above) does not give the member active status.

If you look closely at the “Club Members” list, you will find a column called **Primary Club Title**. This column displays each members’ primary club. Knowing whether your club is the member’s primary club or not can often be extremely helpful.


**There are a few things you can do within the Members group:**




#### A. View Member Info

Clicking the  button for any member will produce a read-only view of the member’s profile information. Included in the member profile is personal information, club membership & project participation.

#### B. Export a Club List to Excel

1. **Click the Excel icon**  at the top right of the “Club Members” list.
2. Depending on your web browser, the Excel file may automatically open in Excel or download to your computer.

#### C. Email Members


1. To capture email information for all ACTIVE club members, **click** 
2. **Copy the email addresses** out of the “List for Email Client” pop-up.
3. **Log into or open your personal email account.**
4. **Paste the list into the BCC (Blind Carbon Copy) field** of a new email message.

## Search

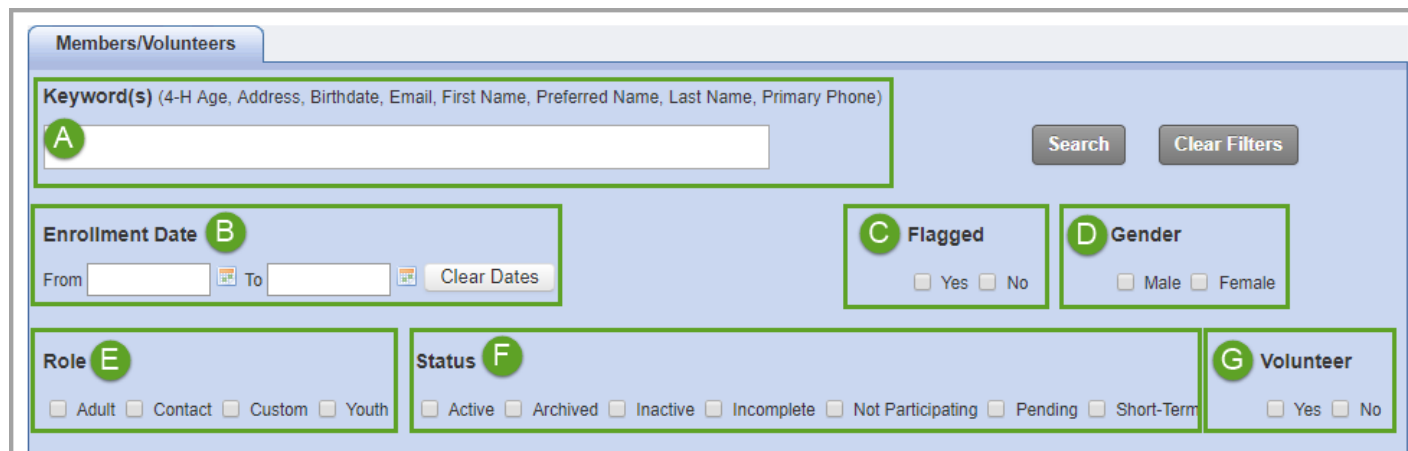


**Search** provides a way for you to look for specific groups of club members.

Search is also the place to go to see a list of all members of your club, even if they have not been fully enrolled into 4-H by the county extension staff (i.e., not active).

 The Search screen **ONLY** lists members whose primary club is yours. To see a list of all club members, click on the **Members** group button as described in the previous section of this guide.

There are several options to search for members:



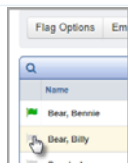
### A. Keyword

In the “Keyword” field, you can search by a portion or all of a member’s name, address, birthdate, 4-H age, email address or primary phone number. Be careful as this field searches exactly what you enter.

### B. Enrollment Date

Use the “Enrollment Date” fields if you want to see members and volunteers who enrolled between specific dates.

### C. Flagged



You may click the flag icons to the left of the Name column to hand-select a group.

### D. Gender

You may search for either male or female club members.

### E. Role


- Adult = Adult volunteers
- Youth = Youth members


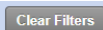
### F. Status

- Active = Enrollment into 4-H has been approved
- Archived = The member/volunteer was a member of the club 2 or more years ago, but no longer participates in 4-H
- Inactive = The member/volunteer was a member of the club last year, but has not enrolled for this year
- Incomplete = The member/volunteer has started the enrollment process, but has not submitted her/his enrollment
- Not Participating = The member/volunteer was active at one point during the current year, but has since dropped out of 4-H
- Pending = The member/volunteer has submitted their 4-H enrollment, but the county extension staff have not yet approved it

### G. Volunteer

You can search for or exclude volunteers from your list.

Once a group of members is selected, click . You can email the group via the “Email List” button or export the group’s information into an Excel spreadsheet. Please refer to the Members section of this guide for instructions on emailing and export member information.

 Sometimes our searching gets ahead of us and we need to start from scratch. Click  to clear all search criteria.

## Reports



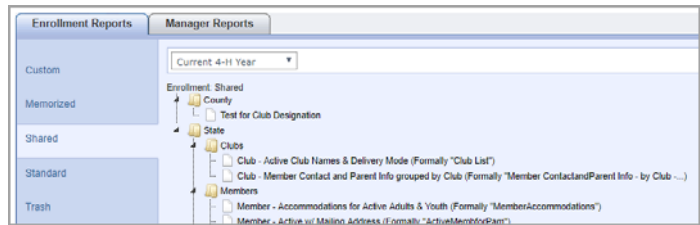
There are a variety of **Reports** available to you that provide club member information. Many of the reports include information that may not be viewable in the **Search** or **Members** groups.

When clicking on the **Reports** group button, the “Custom” report directory will default. You will not find reports in this directory. Reports are only available via the “Standard” and “Shared” directories.

Shared Reports were created either by county extension staff or the state 4-H office.

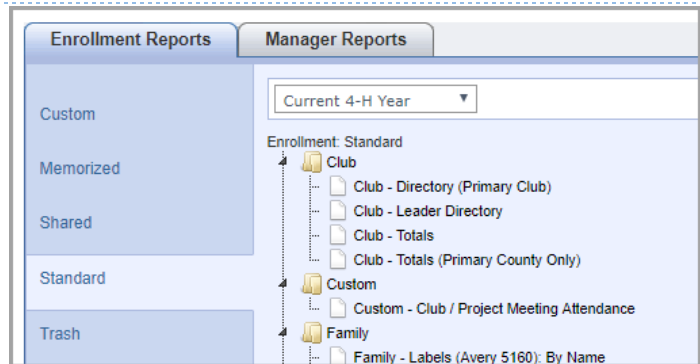
### Shared Reports

*Do you need information that isn't in an available report? Contact your county extension office for assistance!*

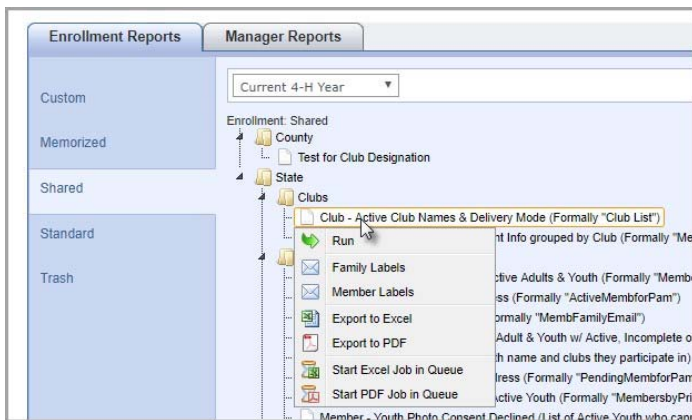


Standard Reports were created by the software developer. Several of these reports are helpful, including the “Club – Directory (Primary Club)” report.

### Standard Reports



## How to View a Report



1. **Right-click on the report's title.**
2. Select the desired action:
  - a. **Run** – Display the report
  - b. **Family Labels** – Generate one mailing label per family for the individuals listed in the report
  - c. **Member Labels** – Generate one mailing label per member (youth and/or adult) for the individuals listed in the report
  - d. **Export to Excel** – Generate an Excel spreadsheet
  - e. **Export to PDF** – Generate a PDF

## Step 5: Return to your Family Account or Logout

When you are finished using your club leader account, click the **Family** button to return to your family account or the **Logout** button in the upper right corner of the screen.

If at any time you have questions call the office or submit a ticket at:  
<http://go.osu.edu/need4hhelp>