


4HOnline Project Leader Login

Before you can login as a project leader, you must have an active enrollment record for the current year, and you must be designated as a project leader on your Participation/Clubs/Projects screen. Contact the County Extension Office to obtain project login permissions and your project password.

1. Go to the Indiana 4HOnline login page, and login as usual, using your family email and password.
2. On the next screen, select your (Project Leader) name from the Select a profile... drop-down menu.

Logged in as  Stark [Change Password](#)


Online Payment of the State Program Fee


Families with more than three (3) 4-H members in grades 3-12:

If your family will enroll more than three (3) 4-H members in grades 3-12 from your household, you will pay the State 4-H Program fee for only three (3) of these members. If you are using 4HOnline to enroll your members, you will enroll one youth at a time and be able to make an online payment for each member's State 4-H Program fee separately. When you enroll the 4th (or more) child, indicate in the 4HOnline system that payment will be made at the [county Purdue Extension office](#). Please then contact your County Extension Office to adjust the invoice of your family's total amount due. Any balance owed will then be paid directly to the County Extension Office.

My Meetings

Announcements & Newsletters

 Training County Chatter - Winter 2014
Dec 04, 2014 Training County

[Continue to Family](#) 

Club Leader Login

Select a profile ... Password: [Login to Club](#)

Project Leader Login



Select a profile ... Password: [Login to Project](#)

3. Select the project name from the second drop-down menu.

4. Enter the project password that you received from your local Purdue Extension office, and click Login to Club.

Viewing Active Project Member Information

5. When you first login, you may see a screen with all of the active 4-H members that are enrolled in the project.
You are able to see the member’s name, Family Phone Number, Family email, and the member’s 4-H club they have selected to associate the project. Project Leaders are NOT able to edit Member information.

Logged in as  Stark  Home

Project Leader Manager Quick Reports

Leader: Tony Stark

Project: Shooting Sports (Countywide)

MEMBERS						
Member	Member #	Status	Family Phone	Family Email	Club	
Adams, Morticia	883149	Active	260-724-5322	number1county@nomail.com	Shooting Sports 4-H Club	
Bennett, Hayden	841516	Active	765-348-9876	jacksojn@nomail.com	Shooting Sports 4-H Club	
Berg, Winston	841467	Active	812-788-1643	lberg88@noname.com	Achievers	
Blomeke, Isabella (Belle)	744005	Active	765-494-8437	blomekec@gmail.com	Achievers	
Bush, Prickly	855186	Active	555-123-4567	bush@nomail.com	Shooting Sports 4-H Club	
Claus, Carley	873456	Active	812-111-1111	lisamarie@nomail.com	Shooting Sports 4-H Club	

6. Project leaders can generate two types of printouts for the Members. In the upper right-hand corner, click the Quick Reports drop-down menu.
 - a. Project Leader – Member Labels (Mailing Labels, 1 per member)
 - b. Project Leader – Member List (Member name, Family Phone number and Email, and 4-H Club).

Selecting either report will generate and download the report to your computer in a PDF format. Save the PDF to your computer before printing.

Email list of 4-H Club Members

7. Clicking on the Email List button



Project Leaders

8. A pop-up window will appear with the email addresses of the members visible on the screen. Highlight and copy the e-mail addresses from the pop-up window and paste the addresses into your own e-mail client.

NOTE: Always use the BCC line for member email addresses so that you are not sharing email addresses with all recipients.