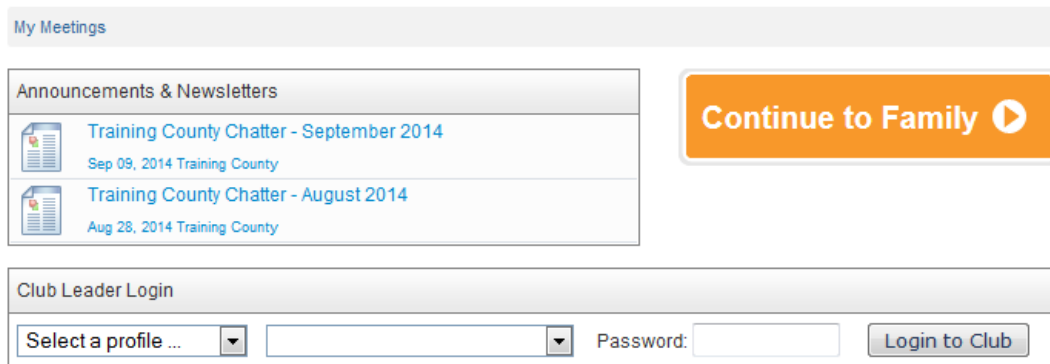


Club Leader Login

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

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 (Club Leader's) name from the Select a profile... drop-down menu.

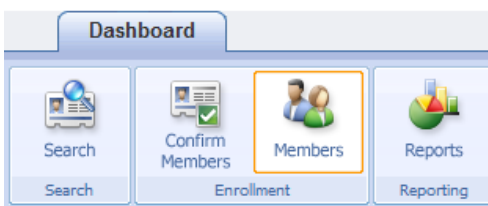


The screenshot shows a web interface for a club leader. At the top, there is a 'My Meetings' section. Below it is a box titled 'Announcements & Newsletters' containing two entries: 'Training County Chatter - September 2014' (dated Sep 09, 2014) and 'Training County Chatter - August 2014' (dated Aug 28, 2014). To the right of this box is an orange button labeled 'Continue to Family' with a play icon. Below the announcements is a 'Club Leader Login' section. It features a dropdown menu labeled 'Select a profile ...', a second dropdown menu, a 'Password:' label followed by a text input field, and a 'Login to Club' button.

3. Select the club name from the second drop-down menu.
4. Enter the club password that you received from your local Purdue Extension office, and click Login to Club.

Viewing Active Club Members Information

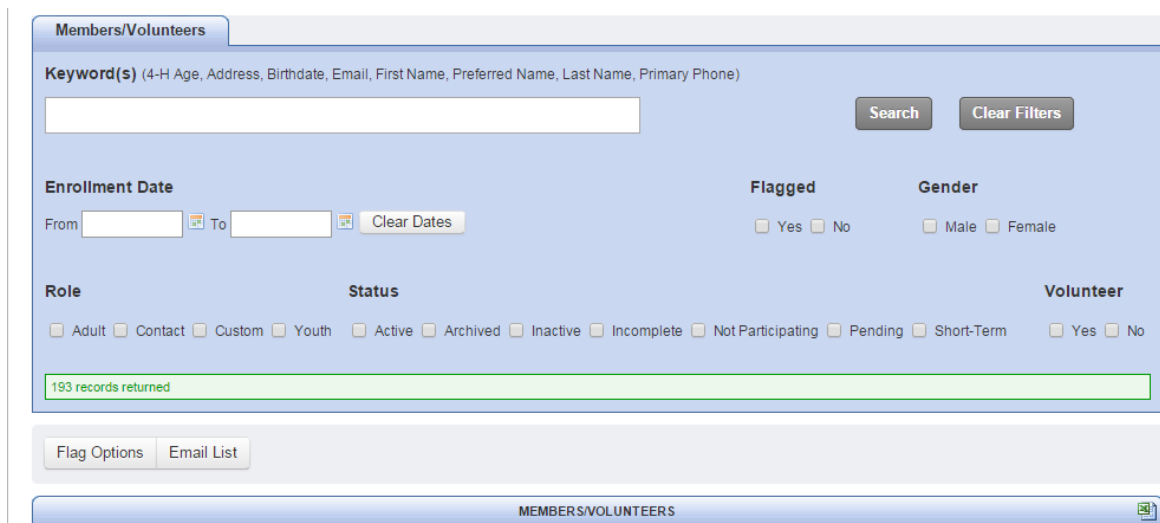
5. When you first login, you may see a screen with "There are no records". Click the **Members** icon to see the list of all active members of your club – the ones that have enrolled or re-enrolled and been approved by the local Purdue Extension staff.



- Click the “Edit” button beside a record to view read-only information on the member’s profile screen, club membership and project enrollments.

Searching for Club Members

- From the **Search** icon, you can find members based on Name, Role, and Enrollment Status in the system. These fields can be used alone or in combination.
- Below is a description of a Member’s Enrollment Status.
 - Incomplete** – The enrollment has been started, but has not been submitted to the local Purdue Extension Office.
 - Pending** – The enrollment has been submitted, but either has not yet been reviewed by Purdue Extension Staff **OR** payment has not yet been received.
 - Active** – The enrollment has been submitted and reviewed by local Purdue Extension staff **AND** payment has been received.
- You are able to search for an individual member by typing their name into the Keywords area and clicking the **Search** button.
- Before doing a new search, click the **Clear Filters** button.



The screenshot shows a web interface for searching members and volunteers. At the top, there is a tab labeled "Members/Volunteers". Below it is a search bar with the placeholder text "Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)". To the right of the search bar are two buttons: "Search" and "Clear Filters".

Below the search bar are three filter sections:

- Enrollment Date:** Includes "From" and "To" date pickers and a "Clear Dates" button.
- Flagged:** Includes radio buttons for "Yes" and "No".
- Gender:** Includes radio buttons for "Male" and "Female".

Below these are three more filter sections:

- Role:** Includes radio buttons for "Adult", "Contact", "Custom", and "Youth".
- Status:** Includes radio buttons for "Active", "Archived", "Inactive", "Incomplete", "Not Participating", "Pending", and "Short-Term".
- Volunteer:** Includes radio buttons for "Yes" and "No".

At the bottom of the search area, there is a green bar that says "193 records returned". Below this are two buttons: "Flag Options" and "Email List". At the very bottom of the interface, there is a blue bar with the text "MEMBERS/VOLUNTEERS" and a small icon on the right.

Email list of 4-H Club Members

- You may generate a list of members to email by clicking on the Search icon, and finding the members you want to include.
- Once you have the members on the screen, you can click the **Email List** button.
- A pop-up window will appear with the email addresses of the members visible on the screen. Copy the e-mail addresses from the pop-up window and paste them into your

own e-mail client. Always use the BCC line so that you are not sharing email addresses with everyone.

Printing Club Member Reports and Mailing Labels

14. You can view and print reports by clicking on the **Reports** icon, and then select **Standard**.
15. Select the name of the Standard report you want to run, and then click **Run Report**.



Useful Standard Reports

- **Club – Directory (Primary Club)** is a report of all primary Club members, contact information, club membership, project enrollments and years in project.
 - **Club – Leader Directory** is a report of all Club Leaders associated with your club.
 - **Club –Totals** is a report that summarizes Club numbers and demographics.
 - **Family – Labels (Avery 5160) By Name** is formatted as Avery 5160 Mailing labels. One label per family, and will be sorted alphabetically by Family Last Name.
 - **Family – Labels (Avery 5160) By Zip** is formatted as Avery 5160 Mailing labels. One label per family, and will be sorted by zip code.
16. Once you have run the report, save it as a PDF file before printing. Please run the report each time before printing to make sure all members are included in your report.