

Club Manager Access and Club Membership/Reporting

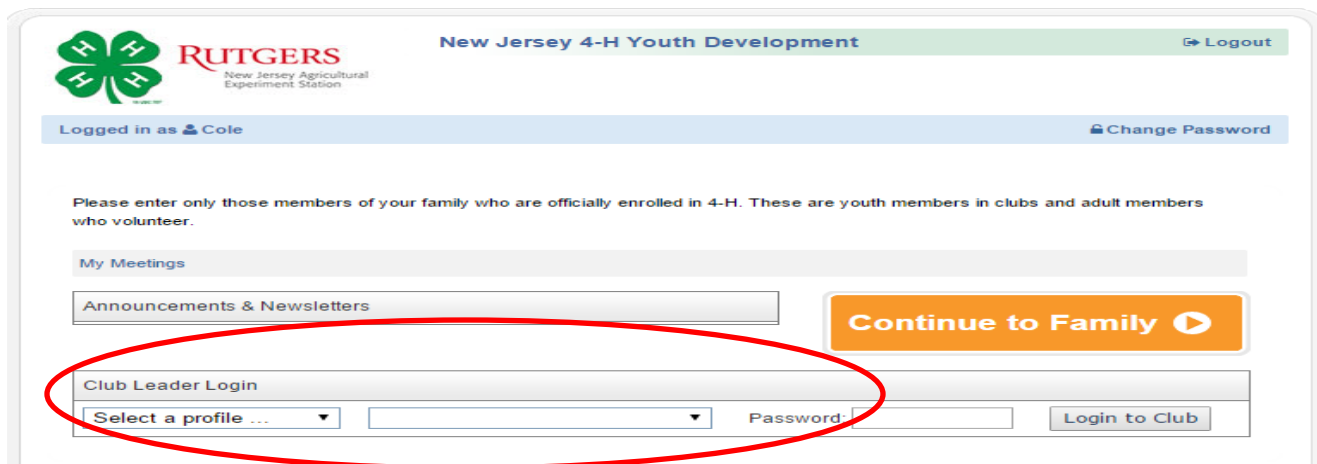
To access 4HOnline as a Club Manager, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the email address used by *your family* to enroll in 4HOnline.
- Know *Your Family* login password.
- Be granted "Club Manager" access by Extension staff.
- Be provided with the club password by Extension staff.

To log on to 4HOnline and get Your Family password:

1. Go to <http://nj.4honline.com> (notice that there is no "www" in that address).
2. Enter your family email address and password.

Once you have been through County Review, approved, and granted Club Manager Access, you will see the Club Leader Login toolbar after you login to 4HOnline.



3. To access your club member information,
 - a. Under "Club Leader Login", choose your name under "Select a profile"
 - b. Select your club
 - c. Enter in the club "Password" given to you by the 4-H Office
 - d. Click on "Login to Club"

4. You will now be at the Dashboard and, by default, you will be on the Confirm Members screen. You may see a screen with "There are no records", depending on the time of year. In the fall, you will see a list of members to be confirmed.
 - a. Note that members refers to youth members and adult volunteers

5. Confirming Members

- a. Click on the "Edit" button to the right of the member's name – this opens a page with the member's contact information.
- b. Scroll to the bottom of the form, click either "Confirm" or "Reject".
- c. The member will not appear on your "Members" tab until after the county has approved them as a member



County	Name	4-H Age	4-H Status	Type	Gender
Salem	Briseno, Isabella	14	Pending	Youth	Female
Salem	Briseno, Sophia	11	Pending	Youth	Female
Salem	Gieswein, Alexandra	11	Pending	Youth	Female

****For members in multiple clubs, this becomes tricky. Check your member list to see if the member has been activated.**

****With members in multiple clubs, they may never show up on your "Confirm Member" list because they were confirmed in their primary club.**

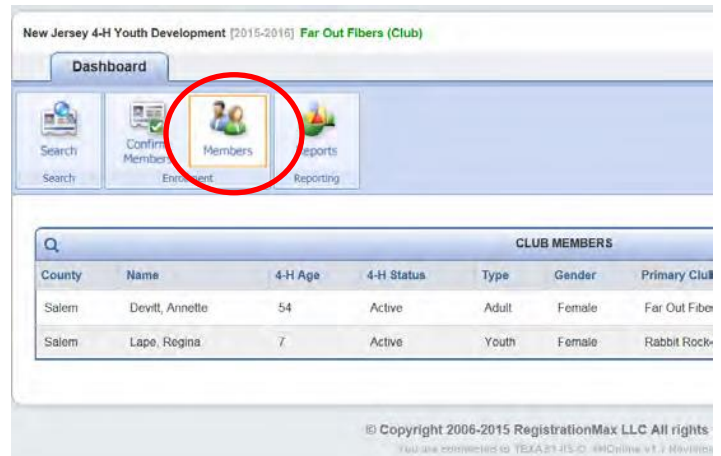
6. Members Icon

- a. Clicking the Members icon returns a list of all the **ACTIVE** members of your club—the ones who have enrolled or re-enrolled, and been approved by the county 4HOnline manager once the club leader has approved. Members that have not been approved/confirmed will not be included on this list.

*****This list may not include all club members if they are in multiple clubs and the primary club did not yet "approve".**

This is the main complaint we get from leaders but is out of our control. We suggest you have your members switch their primary club if this is a problem.

- b. Clicking on the "Edit" button next to the member's name will display enrollment details.
- c. To return from viewing a member's details, either click the "Close" button at the bottom of the screen or click on any one of the Dashboard icons
- d. Clicking on "Family" in the upper right corner of the screen will log you out of the club and return you to your Family account
- e. To get back to your club, click on the "Home" button and complete the Club Leader Login section again.



7. Search Icon

- a. To see a list of members and leaders associated with your club including those who are not active yet, click on the Search icon. If necessary, click "Clear Filters" to see a list of all youth/leaders that have been associated with your club, regardless of whether they have enrolled for the current year yet.

****The Search screen only lists members and leaders who have this club listed as their primary club.**

