

## 4HOnline

# 4HOnline Club Manager -user guide for club leaders

Created: June 9, 2011

Updated: November 14, 2011

### OVERVIEW AND INITIAL ACCESS

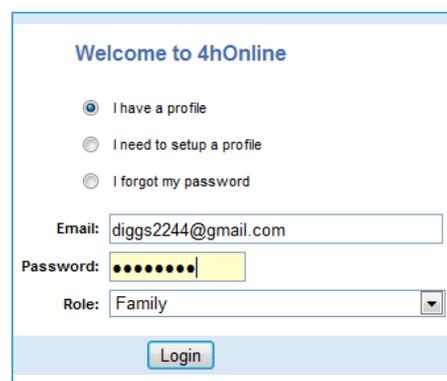
4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with club leader responsibilities, it is possible to grant "Club Manager" access, which provides access to club level data.

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

- Be enrolled as a family in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Club Manger access
- Be provided with the club password by Extension staff.

To log on to 4HOnline:

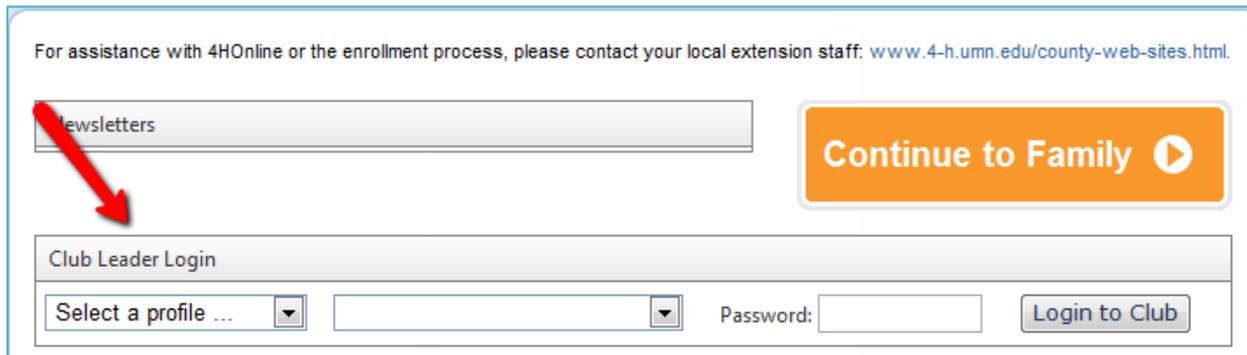
1. Go to <http://ut.4honline.com>  
(notice that there is no "www" in that address).
2. Enter your email address and password.



The screenshot shows the 4HOnline login interface. At the top, it says "Welcome to 4hOnline". Below this are three radio button options: "I have a profile" (which is selected), "I need to setup a profile", and "I forgot my password". Underneath are three input fields: "Email:" with the value "diggs2244@gmail.com", "Password:" with a masked password of seven dots, and "Role:" with a dropdown menu set to "Family". At the bottom of the form is a "Login" button.

**If you are not yet enrolled in 4HOnline, instructions for enrolling as a new family are available at [www.ut.4honline.com](http://www.ut.4honline.com) or contact your local Extension staff**

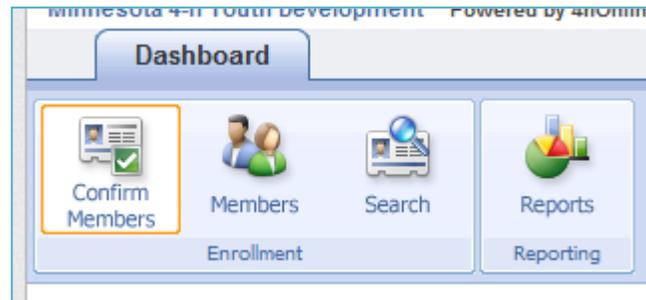
Once granted Club Manager access, you will see the [Club Manager] toolbar after you login to 4HOnline:



- Clicking on [Continue to Family] will bring you to your regular data access screens.
- Under [Club Leader Login], choose your name under [Select a profile], then your club.
- The club [Password] will be provided by your Extension staff.

After clicking on [Login to Club], you will see the Club Manager dashboard, and by default, you will be looking at the [Confirm Members] screen.

**Note that “Members” refers to family members, who may be Youth or Adult “Members”.**



### Confirm Members



[Confirm Members] lists all pending youth and adult members for your club. In other words, these are people who have applied online, but have not yet been approved by Extension staff. As a Club Manager, you may be interested in following up with these families in some way.

In addition to allowing you to review their submitted enrollment data, this screen allows you to “Confirm” their enrollment, but their enrollment must still be ultimately accepted (confirmed) by Extension staff.

## Members



[Members] gives you access to a listing of your club members, where you can access each individual member (both youth and adult members). Clicking on the [Edit] button next to each listed member will then display the details of their enrollment (you won't actually be able to edit their enrollment data).

- To return from viewing a member's details, either click the [Close] button at the bottom of the screen, or click on one of the dashboard icons (Members, Search, etc.).
- Clicking on [Return to the Family Account] will log you out of your Club Manager access.

## Search



[Search] allows you to search for or apply various filters to a listings of your club members. This can be helpful when looking for a specific member (or group of members) and it also the quickest way to use the [Quick Exports] option (info below) to print a list of the listed members.

- In the [Keyword...] field, you can search by any field (phone number, e-mail, name, etc.) but it is a "literal" search. If you enter "john", you'll get John Smith and Sally Johnson and Dwight Marks who lives at 2345 Johns Road SE, but NOT Jon Allen.
- You can also use any of the checkbox "groups" to filter the displayed results.

- If you do not select any of the checkboxes in a group (as indicated by the red boxes in the screenshot) 4HOnline will not apply any filter, and the listing of

members (youth and adult) will include members with any of that particular criteria.

- Searches are remembered from your previous session, so if you are not seeing the expected listing, check the search/filter settings. To list all members, leave the [Keyword] field blank and do not check ANY checkboxes, then click [Search]
- Click on [Quick Exports] menu to print a simple contact list for the club members currently being displayed.

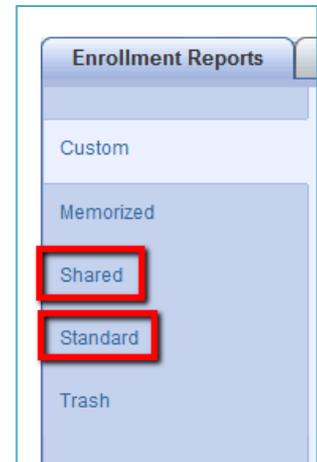
## Reports



[Reports] is where you can create and print reports for your club members.

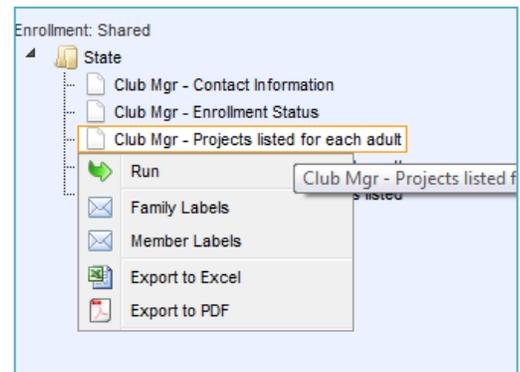
There are five report “directories” (tabs on the left side of the screen): (Standard, Memorized, Custom, Shared, and Trash) but you will only find reports under [Standard] and [Shared].

- [Standard] reports are system generated reports. Several of these reports will be helpful, including the [Club - Directory (Primary Club)] report.
- Under [Shared] reports are several reports designed just for club leaders. **If additional reports are needed (or modifications are needed on the reports), please send an email to [fourh@umn.edu](mailto:fourh@umn.edu).**



To run/access a report:

- Right click on the desired report
  - [Run] will simply display the report and provide an option to print it
  - [Family Labels] will generate **one label per family** for the individuals listed in the report.
  - [Member Labels] will generate **one label per member (youth or adult)** for the individuals listed in the report.
  - [Export to Excel] generates an Excel sheet that can be manipulated as needed
  - [Export to PDF] generates a PDF that can be saved and/or emailed



**Depending on your browser choice and computer configuration, you may need to allow popups or change your browsers security settings to view the reports.**

**Emailing club members from within 4HOnline is not yet possible, but is being developed. In the meantime, the best option is to run the Contact Information report. Then either manually copy the email addresses or export the Contact Information report to Excel and Windows “copy” the email addresses for use in your email client.**

Created by University of Minnesota University Extension

## 4HOnline

# 4HOnline Project Leader - user guide

Created: November 6, 2012

Updated:

### OVERVIEW AND INITIAL ACCESS

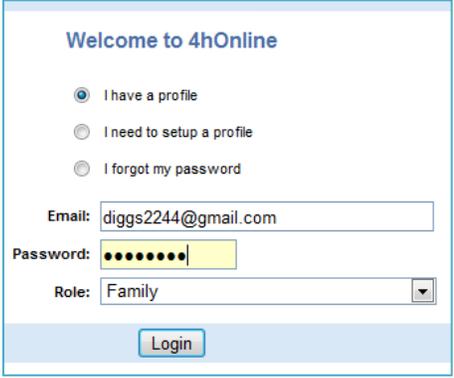
4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant "Club Manager" or "Project Leader" access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

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



The screenshot shows the login interface for 4HOnline. At the top, it says "Welcome to 4hOnline". Below this are three radio button options: "I have a profile" (which is selected), "I need to setup a profile", and "I forgot my password". There are three input fields: "Email:" with the value "diggs2244@gmail.com", "Password:" with masked characters, and "Role:" with a dropdown menu set to "Family". A "Login" button is located at the bottom of the form.

**If you are not yet enrolled in 4HOnline, instructions for enrolling as a new family are available at [Family Enrollment Get Started Guide](#) or contact your local Extension staff by going to your county 4-H office.**

Once granted Club Manager access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:

**We are glad you are part of MN 4-H !!**  
 For assistance with 4HOnline or the enrollment process, please visit [www.4-H.umn.edu/4honline](http://www.4-H.umn.edu/4honline) or contact your local extension staff: [www.4-H.umn.edu/county](http://www.4-H.umn.edu/county).

Announcements & Newsletters  
 November Clover Update  
 Oct 31, 2012 Goodhue County

**Continue to Family** ▶

Club Leader Login  
 Select a profile ... Password: Login to Club

**Project Leader Login**  
 Select a profile ... Password: Login to Project

- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff.

After clicking on [Login to Project], you will see a list of members enrolled in this project.

- To print reports or mailing labels, click on the [Quick Reports]

**Project Leader Manager**  
 Leader: Bill Siever  
 Project: Photography (Countywide)

**Quick Reports** ▼

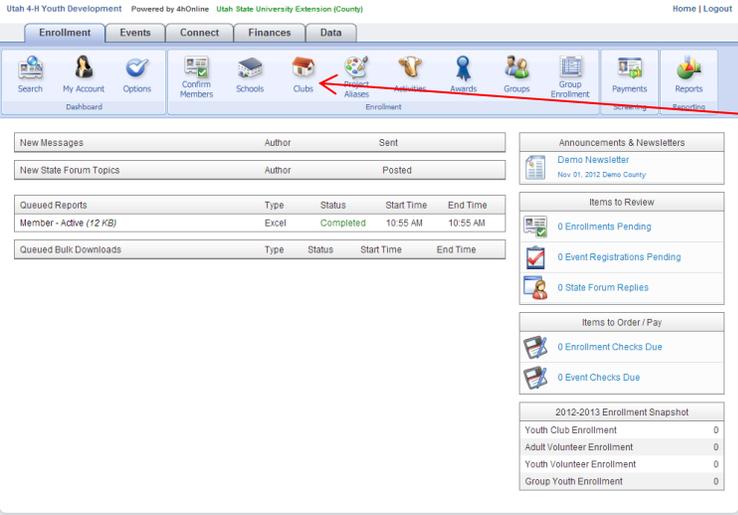
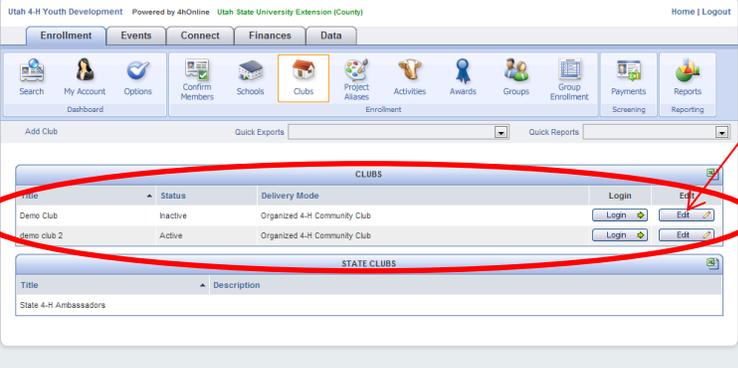
MEMBERS						
Member	Member #	Status	Family Phone	Family Email	Club	
Anderson, Ryanne	297890	Active	320-679-6340	toddmehr@zarlog4h.com	Amboy Area Adventurers	
Milky, Peter	483621	Active	111-111-1111	beetfarm@earlywondertalltop.com	CSI Club	
Wiener, Maggie	309123	Active	555-555-5555	nieledy6@gmail.com	Jolly Rangers	

Additional reporting capabilities are being developed and will appear on this screen over time. Check for updates on [www.ut.4honline.com](http://www.ut.4honline.com)



Utah State 4-H Office  
4900 Old Main Hill  
Logan, UT 84322-4900  
(Local) 435-797-4444  
(Toll Free) 1-888-4H-YOUTH (1-888-449-6884)

## Adding Club Leaders

 <p>Utah 4-H Youth Development Powered by 4HOnline Utah State University Extension (County) Home   Logout</p> <p>Enrollment Events Connect Finances Data</p> <p>Search My Account Options Confirm Members Schools Clubs Awards Groups Group Enrollment Payments Reports</p> <p>New Messages Author Sent</p> <p>New State Forum Topics Author Posted</p> <p>Queued Reports Type Status Start Time End Time</p> <table border="1"><tr><td>Member - Active (12 KB)</td><td>Excel</td><td>Completed</td><td>10:55 AM</td><td>10:55 AM</td></tr></table> <p>Queued Bulk Downloads Type Status Start Time End Time</p> <p>Announcements &amp; Newsletters</p> <p>Demo Newsletter Nov 01, 2012 Demo County</p> <p>Items to Review</p> <ul style="list-style-type: none"><li>0 Enrollments Pending</li><li>0 Event Registrations Pending</li><li>0 State Forum Replies</li></ul> <p>Items to Order / Pay</p> <ul style="list-style-type: none"><li>0 Enrollment Checks Due</li><li>0 Event Checks Due</li></ul> <p>2012-2013 Enrollment Snapshot</p> <table border="1"><tr><td>Youth Club Enrollment</td><td>0</td></tr><tr><td>Adult Volunteer Enrollment</td><td>0</td></tr><tr><td>Youth Volunteer Enrollment</td><td>0</td></tr><tr><td>Group Youth Enrollment</td><td>0</td></tr></table>	Member - Active (12 KB)	Excel	Completed	10:55 AM	10:55 AM	Youth Club Enrollment	0	Adult Volunteer Enrollment	0	Youth Volunteer Enrollment	0	Group Youth Enrollment	0	<p>Log into 4-H online as a county manager.</p> <p>1. Click on the Clubs Icon.</p>						
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Title	Status	Delivery Mode	Login	Edit																
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Utah 4-H Youth Development Powered by 4HOnline Utah State University Extension (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Aliases Activities Awards Groups Group Enrollment Payments Reports

Club Status is Active

**Club Information**

Club Title: Demo Club  
 Description:  
 Delivery Model: 1a) Organized 4-H Community Club  
 Report Method: Individual  
 Maximum Number of Youth: Unlimited  
 Club Password: democlub2013  
 County: Demo

**Details**

Contact: Stanley Guy  
 Address Line 1: 4900 Old Main Hill  
 Address Line 2:  
 City: Logan  
 State: Utah  
 Zip Code: 84322-4900  
 Phone Number: 435-797-3221  
 Fax:  
 Email: stanley.guy@usu.edu  
 Web Site:  
 Newsletter Site:  
 Meeting Location:  
 Meeting Time:  
 Comments:

Is this club in a Racially Mixed Community?   
 Is this club Integrated?

**Chartering**

Chartered Date:  
 Employer Identification Number (EIN):

**Volunteers**

Allow Login	Allow Member Management	Volunteer	Title
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Guy, StanClubleader1est	4-H Club Leader
<input type="checkbox"/>	<input type="checkbox"/>	Guy, Testyouth	4-H Club Leader

**Password Management**

New Password:  
 Confirm New Password:  
 Update Password

Save Archive

4. Check the Allow Login box next to the volunteer Club Leader. Leaders with this login privilege can review member profiles for their Club. They cannot edit or change members' profiles. The volunteers list comes from your county members' profiles when they added themselves as a club member and also selected a club leadership role.

5. Enter New Password and Confirm New Password

6. Press the Save Button

4HOnline Utah 4-H Youth Development Logout

4-H Enrollment and Event Registration

Logged in as Guy Change Password

Announcements & Newsletters

Demo Newsletter Nov 01, 2012 Date

Continue to Family

**Club Leader Login**

Select a profile ... Password: Login to Club

Contact Us | Privacy Policy | Refund Policy

4HOnline Registration powered by 4HOnline

After the leader is approved when he/she logs in to ut4honline the Leader Login appears on their "Home" page. They Login to Club from this screen. The password is the Club password created in Step 5.

Utah 4-H Youth Development Powered by 4HOnline Demo Club (Club) [Return to the Family account](#) | [Logout](#)

**Dashboard**

Search Confirm Members Reports  
 Search Enrollment Reporting

**MEMBERS/VOLUNTEERS NEEDING APPROVAL**

Name	4-H Age	Type	Gender	Primary Club Title	Enrollment Status	Enrollment Date	Login
Guy, templateinvoice	12	Youth	Male	Demo Cub	Pending	Apr 24, 2013	<a href="#">Login</a>

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After they “Login to Club” the Club’s dashboard appears. The Club Leader can search for club members, confirm club members, list club members, and run reports for their club.

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Utah State 4-H Office  
4900 Old Main Hill  
Logan, UT 84322-4900  
(Local) 435-797-4444  
(Toll Free) 1-888-4H-YOUTH (1-888-449-6884)

## Adding Clubs to 4-H On-line

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Utah 4-H Youth Development Powered by 4HOnline Utah State University Extension (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Alliances Activities Awards Groups Group Enrollment Payments Reports

**Club information**

Club Title:

Description:

Delivery Mode: 1a) Organized 4-H Community Club

Report Method: Individual

Maximum Number of Youth: Unlimited

Club Password:

County: Demo

**Details**

Contact:

Address Line 1:

Address Line 2:

City:

State: Utah

Zip Code:

Phone Number:

Fax:

Email:

Web Site:

Newletter Site:

Meeting Location:

Meeting Time:

Comments:

Is this club in a Racially Mixed Community?:

Is this club integrated?:

**Chartering**

Chartered Date:

Employer Identification Number (EIN):

**Volunteers**

Save Archive ReActivate

3. Enter your club information.  
Club Title is a required field.

The details section is information about the club leader. "Contact" is the club leader's name.

4. Press the Save button

Utah 4-H Youth Development Powered by 4HOnline Utah State University Extension (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Alliances Activities Awards Groups Group Enrollment Payments Reports

Add Club Quick Exports Quick Reports

Club has been created! 4/5/2013 12:38:46 PM

**CLUBS**

Title	Status	Delivery Mode	Login	Edit
Demo Club	Inactive	Organized 4-H Community Club	Login	Edit
demo club 2	Active	Organized 4-H Community Club	Login	Edit
Demo Club 3	Active	Organized 4-H Community Club	Login	Edit

**STATE CLUBS**

Title	Description
State 4-H Ambassadors	

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5. The club is added to your list of clubs making it available for members to join.

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