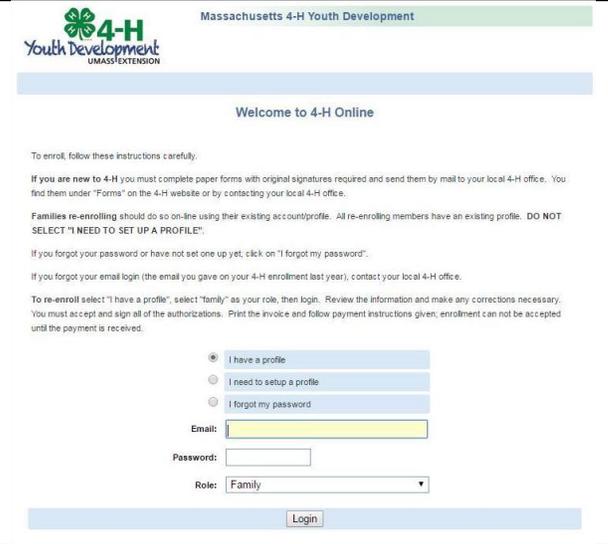
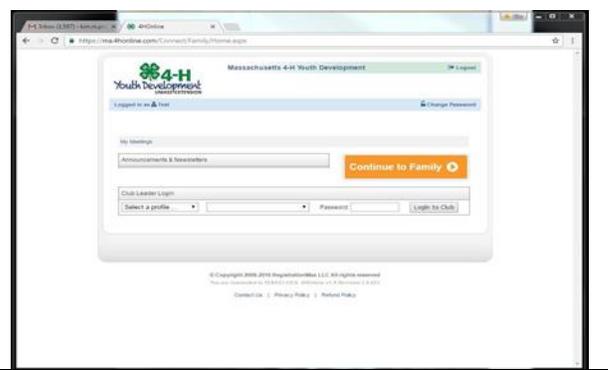
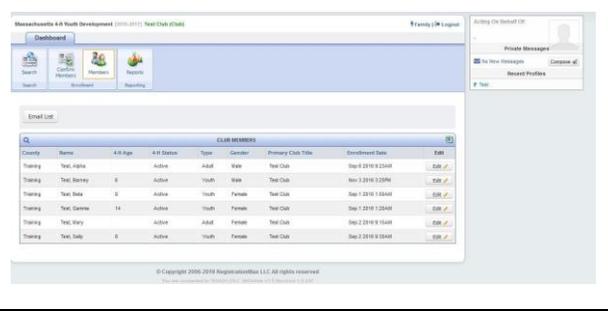
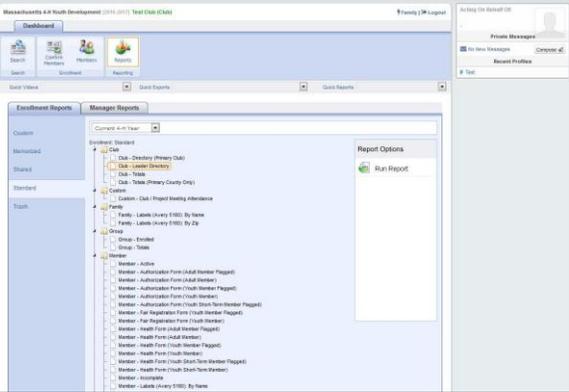


4HOnline Club Log-In for Leaders Tip Sheet

Club Leaders must have club log-in permission and password from the local 4-H office. Leaders should log into their club as needed to see the current enrollment status of members and access health forms and other member information.

<ol style="list-style-type: none"> 1. Log into 4HOnline: http://ma.4honline.com. 2. Use the family Login and password. <p>*All 4-H Volunteers and members have a profile. If this is your first time logging into the system you may need to set up your password which can be found in the “How to Re-enroll through 4hOnline tips sheet”</p>	
<ol style="list-style-type: none"> 3. Under grey “Club Leader Login” bar. <ol style="list-style-type: none"> a. Select your profile b. Choose the club name (if more than one) c. Type in the required password that is provided by your county 4-H office (Case Sensitive); this is not your family password. 	
<ol style="list-style-type: none"> 4. Welcome to your club dashboard! You will notice four Icons <ol style="list-style-type: none"> a. Confirm Members (The default) b. Members c. Search d. Reports <p>*NOTE: The default shows members still pending – not all members.</p> 	
<ol style="list-style-type: none"> 5. Click on the “Members” icon <ol style="list-style-type: none"> a. You will see the list of all members approved and active by your local 4-H office. b. Edit button is READ ONLY. For corrections contact your county office. c. Click on the “close” button to exit. 	

<p>6. "Search" Icon will show you a historical look</p>	
<p>7. With the "Reports" Icon you can access:</p> <ol style="list-style-type: none"> Each member's health form Labels Club Directory <p>8. When using reports, highlight "click" report and select "RUN Report".</p>	
<p>Other:</p> <ul style="list-style-type: none"> If you forgot your family password you can click "Send My Password" and a temporary one will be sent to your email of record. If you forget the club log-in password you must contact your local 4-H office. If you need to update your email please contact your local 4-H office. 	

① **If all you need is a quick list of the active members of your club (all the info that is on the screen), you can click the Excel icon in the upper right corner of the list, and an Excel spreadsheet will be generated, containing exactly the information that is on the screen.**



County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
zDemo	Benson, Julie		Active	Adult	Female	Zdemo Zippy Clovers	Oct 3 2012 11:52AM	Edit
zDemo	Benson, Robbie	17	Active	Youth	Male	Zdemo Zippy Clovers	Nov 1 2012 11:09AM	Edit

①



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