Club Leader Guide

Club Leaders must complete the following items prior to accessing your club member’s information:

1. Create your family profile
2. Enroll yourself as a volunteer
3. Receive confirmation from 4HOnline

To log on to 4HOnline:

1. Go to mo.4honline.com
2. Login with your FAMILY email address and password.

- Under **Club Leader Login** section
  a) Choose your name from the “Select a profile” dropdown box
  b) Your club should appear in the next box
  c) CLUB Password will be supplied by your local Extension staff.
  d) Click

3. Club Manager Dashboard will display the **Confirm Members** screen.
   - Do Not PANIC! In Missouri, members are not confirmed/approved by the club leader.

Hints:

- Use Chrome or Firefox for best experience

If you are leader for multiple clubs, select the club to work with at this time.

Passwords are CASE SENSITIVE.
4. Click **Members** icon to display ACTIVE members and volunteers in your club.
   a. Click next to member/volunteer to display the details of enrollment.

   - Scroll to bottom of screen to see club and project involvement.

   - Click to return to Member list.

   A list of active members for your club (same info that is displayed) can be retrieved by clicking the **Quick Report (Excel)** icon in the upper right corner of the list.

**Hints:**

*Pending records are only available on the Members screen. You can see Pending members in the Search screen.*

*Edit is misleading: Club Leader privileges are read-only.*

*Can also click a new Dashboard icon.*

*Clicking Logout (top right corner of the screen) will log out of Club access*
5. Click **Search** to find specific members/volunteers in your club.

- Type any search criteria into the keyword box to display all club records that match.
- You can also use any of the checkbox “groups” to filter the displayed results (i.e. Role, Status, Flagged, Gender, Volunteer).
- Searches are remembered from your previous session. Be sure to click **CLEAR FILTERS** if you do not see the expected listing.

**Role:**
- **Adult** = adult volunteer, another club leader, project leader
- **Youth** = youth members

**Status:**
- **Active** = enrollment is complete and approved by county staff
- **Incomplete** = have begun the enrollment process; have Submitted enrollment for county approval
- **Pending** = have completed the enrollment process; waiting for county approval
- **Short-term** = Not available at this time.

**Flagged:**
- You can use the checkboxes to the left of the name to select specific records.
- Use **Flag Options Button** to clears flags. (see Blue Circle)

**Hints:**
If you type “John”, you will get John Smith, Sally Johnson, 2345 Johns Road. But it will not show any variations (i.e. Jon).

**Volunteers are not ACTIVE until:**
1. Submit Missouri 4-H Volunteer Application to county office.
2. Successfully complete background check
   AND
6. **Reports** are covered in Club Leader/Project Leader 2
   - There are several reports in the “Standard” Section.

**Hints:**

Standard Reports will display ACTIVE members/volunteers ONLY!