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.

Hints:

Use Chrome or Firefox for best experience

Member List

Please look at the list below to see the members, adults, and volunteers associated with your family profile. Click Edit to change information on the individual record.

Do not add a new record for a member that is already listed.

If your enrollment status is **Inactive** or **Incomplete**, click the Edit button to review and submit your record for approval.

If your enrollment status is **Pending**, your record is complete and waiting for county office approval.

My Meetings

Announcements & Newsletters

Continue to Family ▶

Club Leader Login

Select a profile ... ▼ | ▼ | Password: [   ] | Login to Club

- 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 [Login to Club]

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

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

Passwords are CASE SENSITIVE.

Dashboard

Search | Confirm Members | Members | Reports
Search | Enrollment | Reporting

MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL
There are no records

Dashboard

Search | Confirm Members | Members | Reports
Search | Enrollment | | Reporting

CLUB MEMBERS — Quick Report (Excel) ➡️

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 ✎

4. Click *Members* icon to display ACTIVE members and volunteers in your club.
   a. Click [Edit ✎] next to member/volunteer to display the details of enrollment.

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.**

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

Profile Information

Robbie Benson - Youth   record created: 09/29/2011

Email: benson@nomail.com
First Name: Robbie
Last Name: Benson
Mailing Address: 789 Maple
City: Ames
State: Iowa
Zip Code: 50000
Birth Date: 02/10/1995
Gender: Male
Primary Phone: 452-458-4589
Cell Phone:
Text Message Domain:
I wish to receive notices via text message: No
Years in 4-H: 8
Parent 1 First Name: William
Parent 1 Last Name: Benson
Parent 1 Cell Phone:
Parent 1 Work Phone:
Parent 2 First Name: Julie
Parent 2 Last Name: Benson
Parent 2 Cell Phone:
Parent 2 Work Phone:
Parent 2 Email:
Second Household Send Correspondence: No
Second Household Correspondence Preference: Mail
Second Household Family Name:
Second Household First Names:
Second Household Primary Phone:
Second Household Address:
Second Household City:
Second Household State: Iowa
Second Household Zip Code:
Second Household Email:
Emergency Contact Name:
Emergency Contact Phone:
Emergency Contact Email:
Emergency Contact Relationship:
4-H County: zDemo
Second 4-H County:

• Click [Close] to return to Member list.

Club List

Club
Zdemo Zappers
Zdemo Zippy Clovers

Project List

Club	Project	Years in Project
Zdemo Zappers	Horse and Pony	6
Zdemo Zippy Clovers	Beef:Breeding Beef	6
Zdemo Zippy Clovers	Mechanics	4

ⓘ 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.

Can also click a new Dashboard **icon.**

Clicking Logout **(top right corner of the screen) will log out of Club access**

Members/Volunteers

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Use * if you're not sure of spelling (like Johns*n)

[Search] [Clear Filters]

Enrollment Date

From [ ] To [ ] [Clear Dates]

Flagged ☐ Yes ☐ No

Gender ☐ Male ☐ Female

Role ☐ Adult ☐ Contact ☐ Custom ☐ Youth

Status ☐ Active ☐ Archived ☐ Inactive ☐ Incomplete ☐ Not Participating ☐ Pending ☐ Short-Term

Volunteer ☐ Yes ☐ No

8 Records Returned

Flag Options | Email List

MEMBERS/VOLUNTEERS   Quick Report (Excel) ➡️

	Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Approved
☐	Benson, Julie	V	6	368236	Active		Adult	Female	Zdemo Zippy Clovers	Oct 03, 2012	Oct 03, 2012
☐	Benson, Robbie		8	408267	Active	17	Youth	Male	Zdemo Zippy Clovers	Nov 01, 2012	Nov 01, 2012
☐	Benson, William	V	3	440064	Inactive		Adult	Female	Zdemo Zippy Clovers	Sep 29, 2011	May 22, 2012
☐	Clover, Christine		2	333415	Incomplete	15	Youth	Female	Zdemo Zippy Clovers	Nov 15, 2012	
☐	Holden, Joe		1	440070	Inactive	12	Youth	Male	Zdemo Zippy Clovers	Sep 22, 2011	May 22, 2012
☐	Johnson, Shelley		6	167125	Inactive	18	Youth	Female	Zdemo Zippy Clovers	Sep 20, 2011	Oct 11, 2011

Flag

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)

Volunteers **are not** ACTIVE **until:**
(1) Submit Missouri 4-H Volunteer Application to county office.
(2) Successfully complete background check
    AND
(3) Successfully complete Volunteer Orientation.
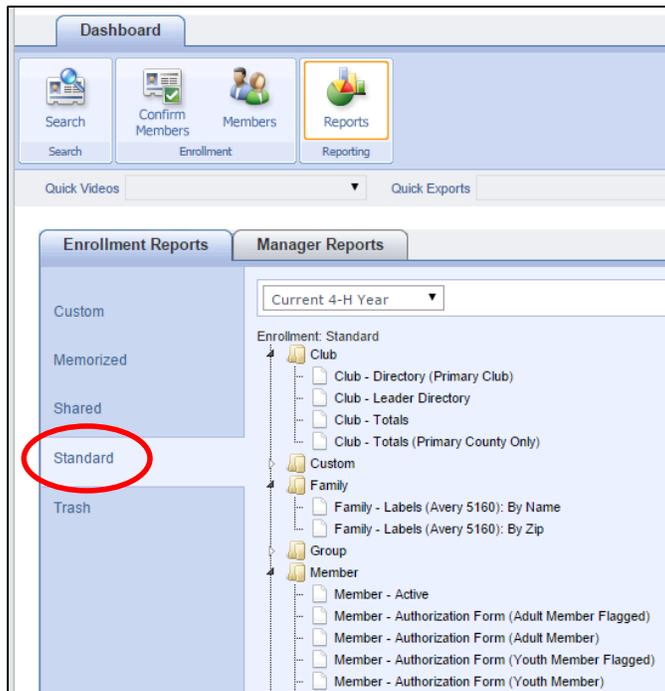
Hints:

6. **Reports** are covered in Club Leader/Project Leader 2
   - There are several reports in the "Standard" Section.

Standard Reports will display ACTIVE members/volunteers ONLY!