

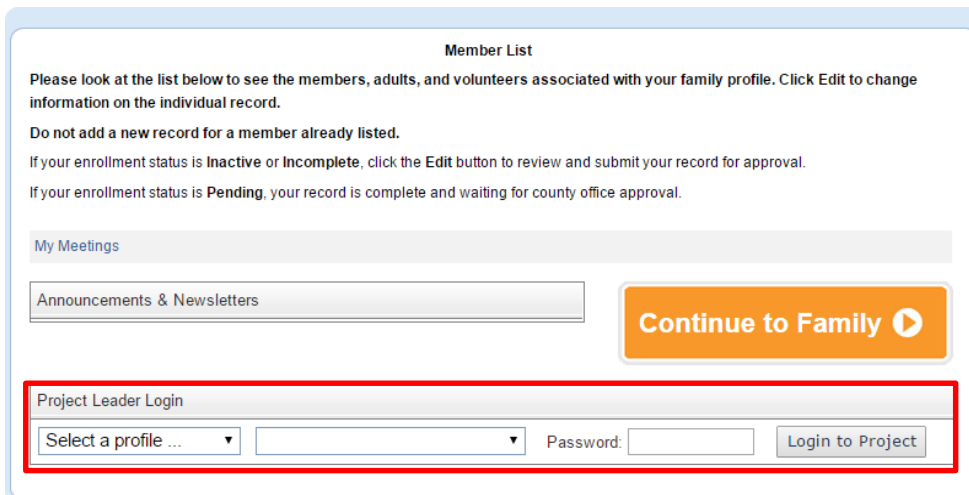
# Project Leader Guide

Project 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](http://mo.4honline.com)
2. Login with your FAMILY email address and password.



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

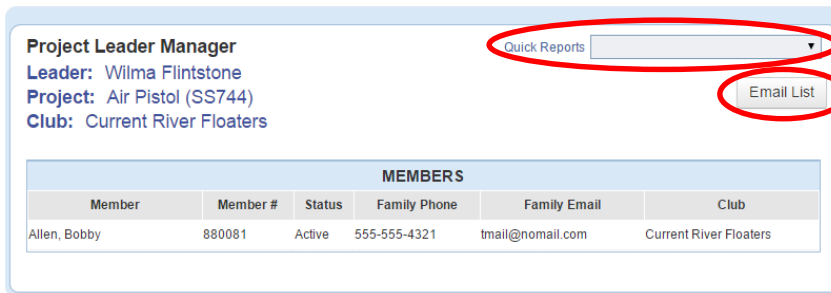
## Hints:

Use Chrome or Firefox for best experience

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

Passwords are CASE SENSITIVE.

3. **Project Leader Managers** have very limited access. You will see limited information similar to the following:



**Project Leader Manager**  
 Leader: Wilma Flintstone  
 Project: Air Pistol (SS744)  
 Club: Current River Floaters

Quick Reports [dropdown menu]

Email List [button]

MEMBERS					
Member	Member #	Status	Family Phone	Family Email	Club
Allen, Bobby	880081	Active	555-555-4321	tmail@nomail.com	Current River Floaters

- Contact information for members enrolled in the project.
- Click  to receive a list of e-mail addresses which you can copy and paste into a message from your e-mail software of choice.
- Click the **Quick Reports** dropdown box to receive:
  - A PDF file to print labels to project members
  - A PDF file to print the contact information for your project members

**Hints:**

**If you are a countywide project leader, you will see a list of all members enrolled in the project for your county.**

**Clicking Logout (top right corner of the screen) will log out of 4HOnline.**

**Clicking Home returns you to your family page.**