

Project Leader Guide

Project Leaders must complete the following items prior to accessing your club member's information:

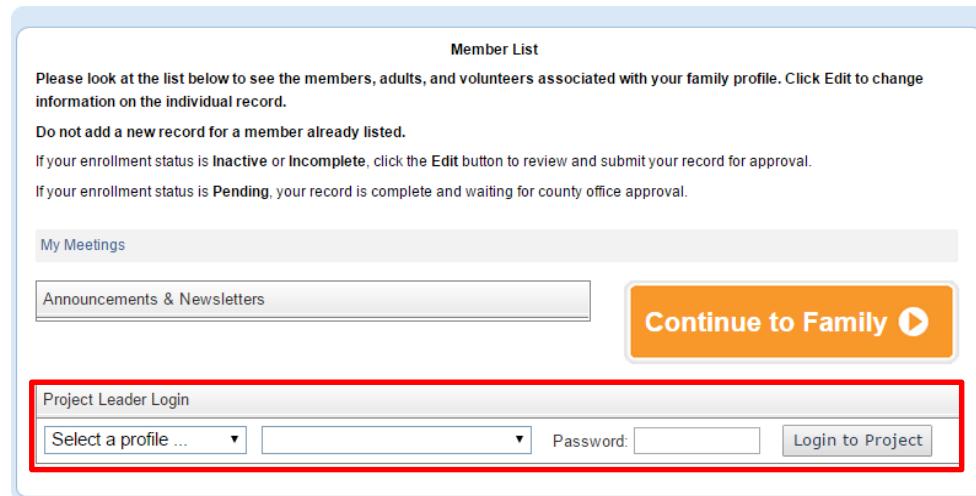
- (1) Create your family profile
- (2) Enroll yourself as a volunteer
- (3) Receive confirmation from 4HOnline

To log on to 4HOnline:

1. Go to mo.4honline.com
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 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 ▶

Project Leader Login

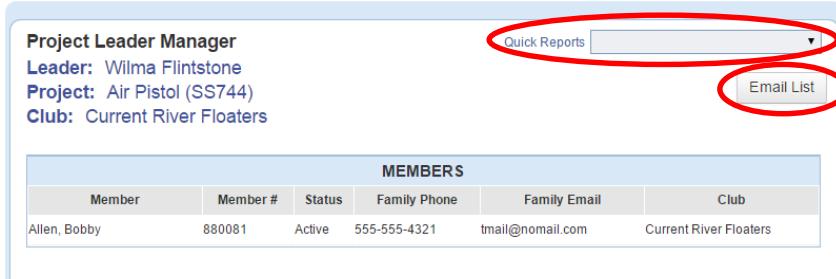
Select a profile ... ▾ Project ▾ Password: Login to Project

- 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 [Login to Project](#)

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:



The screenshot shows a 'Project Leader Manager' interface. At the top, it displays the leader's information: Wilma Flintstone, Air Pistol (SS744), and Current River Floaters. Below this is a 'MEMBERS' table with one row of data:

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

At the top right, there are two buttons: 'Quick Reports' (with a dropdown arrow) and 'Email List'. Both buttons are circled in red. Below the table, there is a list of instructions:

- Contact information for members enrolled in the project.
- Click **Email List** 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.