

Club Password _____

Logging in as a Club Leader

Before You Start

Before you can login as a club leader, you must have an active enrollment record for the current year, and you must be designated as a club leader on your Participation/Clubs screen. Contact the County Extension Office to obtain club log-in permissions and your club password and login information.

Steps to Club Page

- 1) Go to <https://nj.4honline.com> and login as usual, using your family email and password.
- 2) On the next screen, select your (club leader's) name from the Select a profile... drop-down.
- 3) Select the club name from the second drop-down.
- 4) Enter the club password that you received from the county office, and click Login to Club.

- 5) When you first login, the default view is Confirm Members. You may see a screen with "There are no records", depending on the time of year. In the fall, you will see a list of members to be confirmed.

Confirming Members

- 1) Click on the "Edit" bottom to the right on the line with each member's name.
- 2) This opens a page with the member's contact information. Scroll to the bottom of this page and either "Confirm" or "Reject" the member.
- 3) The member will not appear on your "Members" tab until after the county has approved them as a member.

****For members in multiple clubs, this becomes tricky. Check your member list to see if the member has been activated.**

Screenshots

New Jersey 4-H Youth Development

Logged in as [Name] Change Password

Please enter only those members of your family who are officially enrolled in 4-H. These are youth members in clubs and adult members who volunteer.

My Meetings

Announcements & Newsletters

July 2015
Jul 01, 2015 Salem County

Continue to Family

Club Leader Login

Carol Clover Far Out Fibers Password: [Masked] Login to Club

New Jersey 4-H Youth Development [2015-2016] Far Out Fibers (Club)

Dashboard

Search Search Enrollment Reporting

Confirm Members

MEMBERS/VOLUNTEERS NEEDING CL

County	Name	4-H Age	4-H Status	Type	Gender
Salem	[Redacted]	14	Pending	Youth	Female
Salem	[Redacted]	11	Pending	Youth	Female
Salem	[Redacted]	11	Pending	Youth	Female

Peckin' Pals

Puppy Patrol

Project List

Club	Project	
Bullseye Bombers	Shooting Sports-Archery	1
Laughing Lagamorphs	Rabbits/Cavies/Small Animals-Rabbit	7
Laughing Lagamorphs	Rabbits/Cavies/Small Animals-Small Animal	7
Peckin' Pals	Poultry	1
Puppy Patrol	Dogs	3

Confirm Reject Close

Members Icon

Clicking the Members icon returns a list of all the **ACTIVE** members of your club—the ones who have enrolled or re-enrolled, and been approved by the county 4hOnline manager.

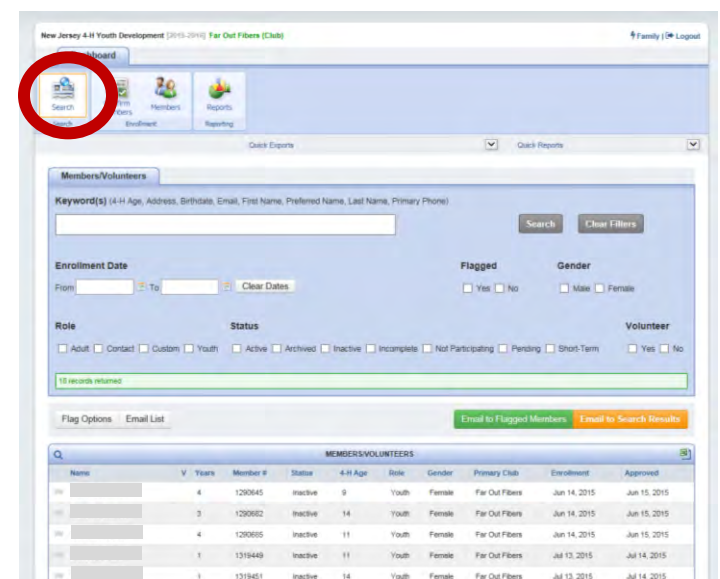
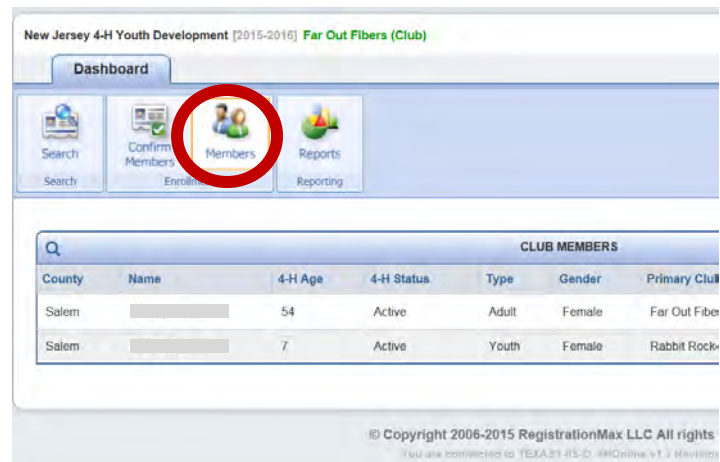
****This list includes all club members, regardless of whether this club is their primary or secondary club.**

With members in multiple clubs, they may never show up on your “Confirm Member” list because they were confirmed in their primary club. Let the county office staff know if there are members on this list that should not be there.

Search Icon

To see a list of members and leaders associated with your club including those who are not active yet, click on the Search icon. If necessary, click “Clear Filters” to see a list of all youth/leaders that have been associated with your club, regardless of whether they have enrolled for the current year yet.

****The Search screen only lists members and leaders who have this club listed as their primary club.**



Quick Lists

To get a quick list of the information that is on screen, either from the Members screen or the Search screen, click on the little Excel icon at the top right of the list of names. The Quick Exports pull-down at the top of the screen (Search-List) does the same thing.

To get a quick list of the email addresses associated with the list on screen, from the Search screen, click the Email List button. A popup window will come up with the addresses for you to copy & paste into your email client (always use the BCC field so that you are not providing email addresses to everyone). Because the email list is only available under the Search Icon, this will only be the emails for members who have your club as their primary club. For a complete list of emails use the Reports Icon.

Reports Icon

You can view and print reports by clicking on the Reports icon, then selecting either “Standard” or “Shared”.

Locate the report that you wish to print, highlight it, and then click Run Report on the list on the right. It will appear as a PDF, which you can save and print. Alternately, you can right-click on the name of the report, and choose Run, Export to Excel, or Export to PDF—and then print the file.

Under “Shared” reports, the following reports may be useful.

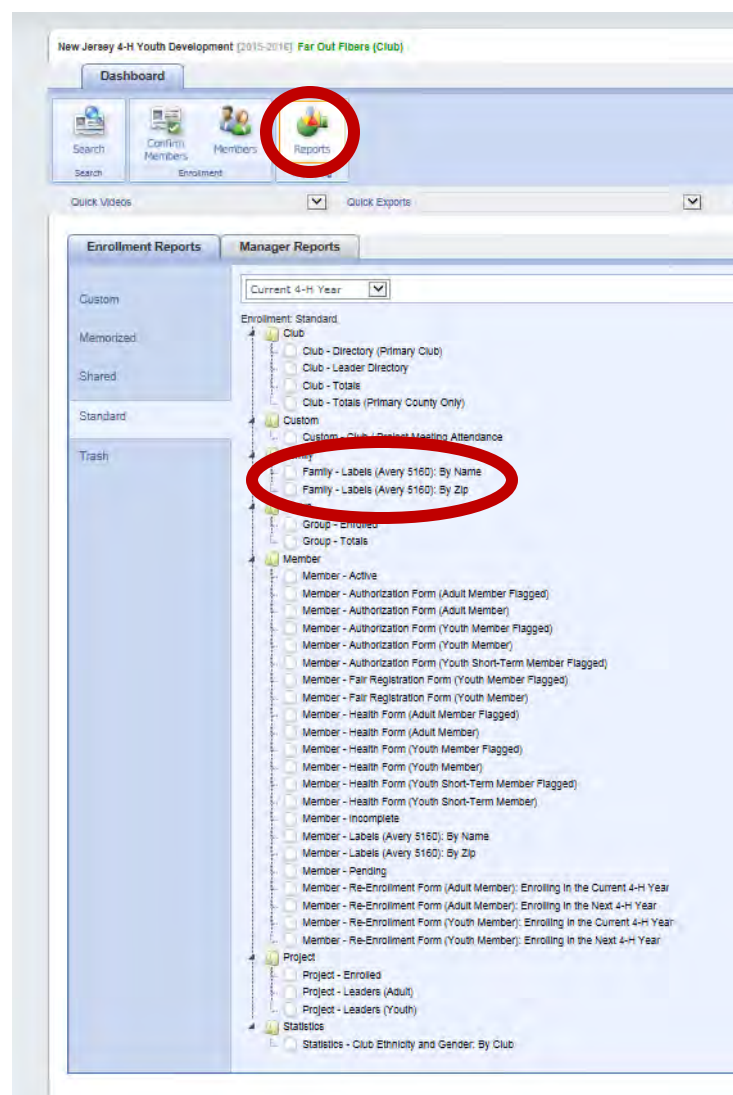
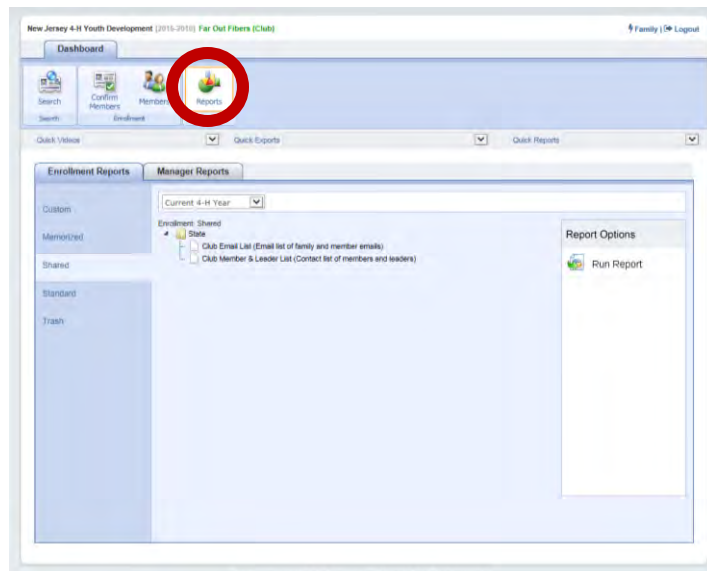
Club Email List - all of your club members’ email addresses.

Club Members & Leaders – This report includes members’ name, address, phone number, email address, birth date, grade, and parent/guardian’s name(s).

Under “Standard” reports, there are lots of options. Most will not be very useful. The most useful is a report that gives you mailing labels for all of your club members.

**** In order to successfully print labels from PDF, you must set your Adobe print options for scaling = none, or print size = actual size (depending on your version). Adobe WANTS to shrink the text to fit within bigger margins, which would mean your bottom 3 rows of labels would not be aligned correctly.**

Note: For all reports, you can see the current year or previous years.



Sample - Club Members & Leaders Report

Far Out Fibers
2014-2015



Report: Club Member & Leader List

Member: Full Name (Last, First)	Family: Address	Family: Family (City, State Zipcode)	Family: Primary Phone	Family: Family Email	Member: Birth Date	Enrollment: Years in 4-H	Enrollment: School Grade	Member: Guardian1 Full Name (Last, First)	Member: Guardian2 Full Name (Last, First)
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