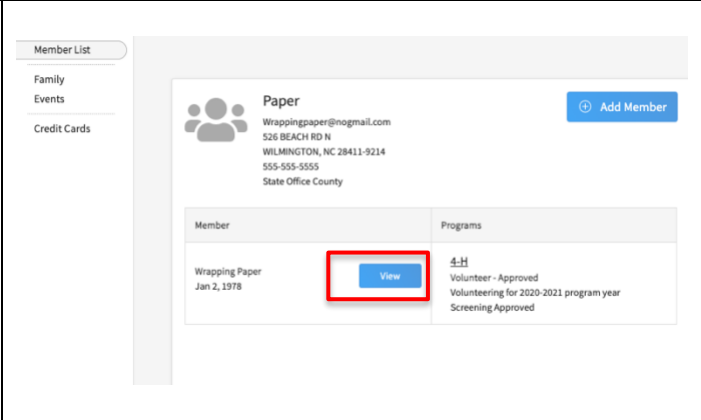
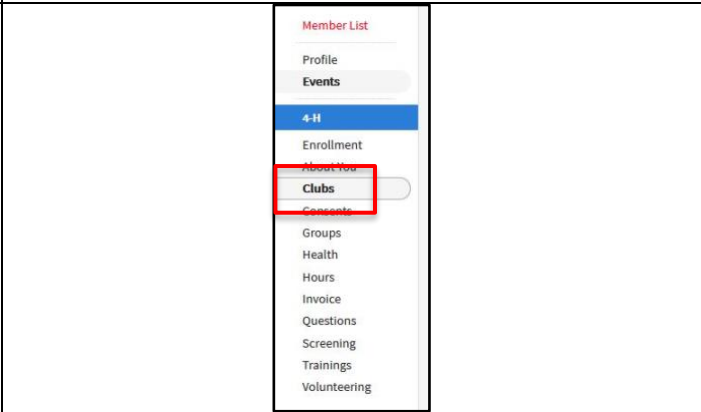
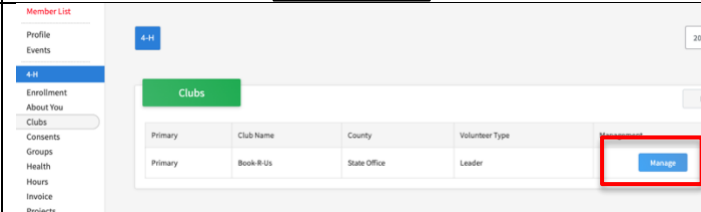
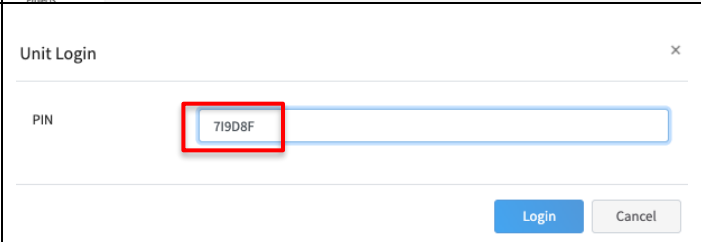


# 4-H Club Leader Guide

## Accessing Club Information Instructions

Only 4-H club volunteers with administrative privileges will be assigned a PIN. If you are a primary club leader and have not received your club's PIN please contact your 4-H agent. This PIN must be kept confidential (it is not to be shared with other club volunteers or supporters due to data security).

<p>1. Click on the "View" button beside the approved volunteer's name.</p>	
<p>2. Click the "Clubs" option from the navigation pane.</p>	
<p>3. Click the Manage button beside the club to manage.</p>	
<p>4. Enter the PIN that your 4-H agent assigned and click "Login." * The PIN # will remain the same for the year. If you forget the PIN please contact your 4-H agent.</p>	

See **page 2** for viewing and downloading roster.



## Club Manages View

Book-R-U's									<a href="#">Download Roster</a>
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status	
Beans	Pinto	13	BeansFamily@4HOnline.com	Member	State Office	Book-R-U's	2020-2021	Approved	
Burger	Stale	10	BurgerFamily@4HOnline.com	Member	State Office	Book-R-U's	2020-2021	Approved	
Burger	Veggie	14	BurgerFamily@4HOnline.com	Member	State Office	Book-R-U's	2020-2021	Awaiting Review	
Duck	Fast	69	DuckFamily@4HOnline.com	Adult Volunteer	State Office	Book-R-U's	2020-2021	Submitted	
Gato	Furry	15	GatoFamily@4HOnline.com	Member	State Office	Book-R-U's	2020-2021	Approved	
Glass	Broken	15	GlassFamily@4HOnline.com	Member	State Office	Book-R-U's	2020-2021	Awaiting Review	
Glass	Stained	48	GlassFamily@4HOnline.com	Adult Volunteer	State Office	Book-R-U's	2020-2021	Approved	
Paper	Wrapping	42	Wrappingpaper@nogmail.com	Adult Volunteer	State Office	Book-R-U's	2020-2021	Approved	
Shoe	Sandle	15	Shoes@4HOnline.com	Member	State Office	I Can't Drive 4-H Club	2020-2021	Resubmit	
Test	Thunderbolt	48	TestFamily@4HOnline.com	Adult Volunteer	State Office	Book-R-U's	2020-2021	Approved	

5. Click "Download Roster" button to download an Excel file.

**Roster Includes: Name, Age, Role, Gender, Family Email, Family Phone, Address, City, State, Zip Code, County of 4-H participation, and Primary Guardian's Name & Phone.**