Club Leader Login

As a club leader, your county may decide to give you access to 4HOnline as a General Club, Project, or Resource Leader. The following guide will walk you through the steps to login to your club and what tools that can give you.

Before you can login at the club level, you must first enroll as a 4-H Volunteer. If you need assistance with getting enrolled in 4-H as a volunteer, contact your county extension office for assistance.

Logging In

Logging in to your club is a two step process. First, you must log into your family profile, then you can log in to your club account.

Log In to Your Family Profile

Access to your club login is done through your family profile. Log into your profile the same way you did when you enrolled in 4HOnline.

- Visit wa.4honline.com
- Select, "I have a profile" and enter the email address and family password you used when you enrolled the first time. z
- Role will automatically set to "Family"
- Click "Login"
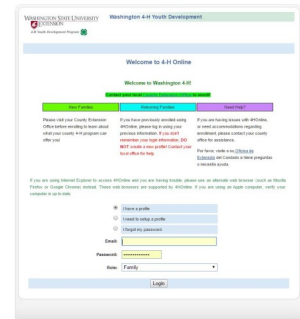
Log In to Your Club

Once you have logged into your family account, you'll see a field below the "Announcements & Newsletters" that says "Club Leader Login."

From "Club Leader Login" section:

Choose Your Name   If more than one family has a club leader, you may have multiple names listed here.

Choose Your Club   If you are a leader for more than one club, multiple clubs may be listed here.

Enter Your CLUB Password   Your club password is different from your profile password. If you don't know this information, reach out to your county extension office.

Note: Each county manages their club leader access differently. Speak with your local county extension office if you think you should have access but don't, or would like to discuss gaining access.

Managing Club Member Records

Club leaders can view pending member profiles, accept or reject those members, view their currently enrolled members, and run basic reports.

Confirm Pending Members

The first screen you will see when you log into your club profile is the "Confirm Members" screen. Any members that are awaiting your approval will show up on this screen.
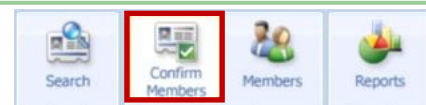
Note: If you don't see any members listed here, DON'T PANIC! It simply means you have no pending members to approve. Some counties have the club leaders approve members before the county will accept their membership, and some don't. Speak with your county extension office for details about how the county processes member enrollments.

To confirm pending members, first click the "Edit" button to the right of the member's details on this screen.

County	Name	4-H Age	4-H Status	Type	Gender	Primary Club Title	Enrollment Date	Edit
Training	ABCD, Celeste	13	Pending	Youth	Female	Training Club	Sep 22 2016 3:34PM	Edit ✏

MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL

The next screen will show the member's personal information, their enrollment information, and their club and project selections. Quickly look over the information and make sure it looks correct. Clubs other than the club you lead may show up on their information, as youth have the ability to enroll in multiple clubs.

Once you have looked over everything, click the "Approve" or "Reject" button at the bottom of the screen.

Note: If you reject a member, please contact your local county extension office so they can work with the member to find a new club.

View Currently Enrolled Members

To view members, click on the "Members" tab at the top. This will bring up a list of the members who have chosen your club, and gives you information about them. Members with an enrollment status other than "Active" are not fully enrolled in 4-H.
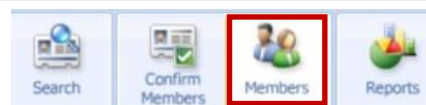
The "Search" tab gives you the ability to narrow your search results down. You can filter by role (adult/youth), status (active, pending, etc.), volunteer status, and gender.
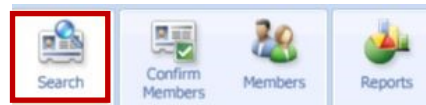
Run Reports

Clicking the "Reports" tab will give you the opportunity to run reports that your county has created for you, and reports created by 4HOnline. Under "Enrollment Reports" click "Shared" (county created) or "Standard" (4HOnline created). Click the report you want to run, and click "Run Report."

4-H ❀
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