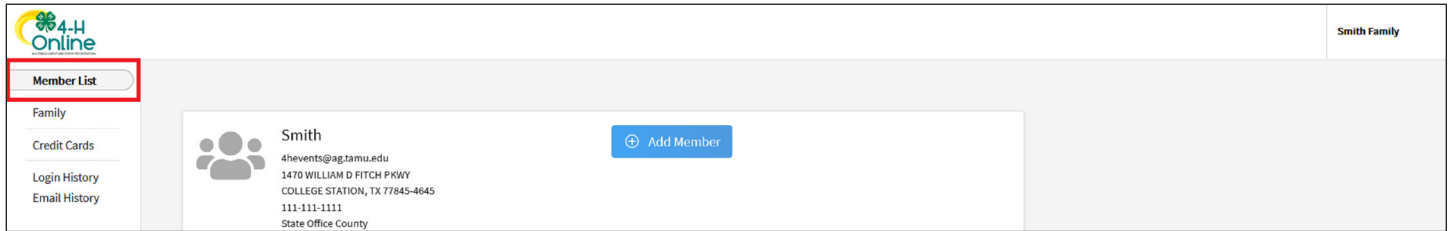
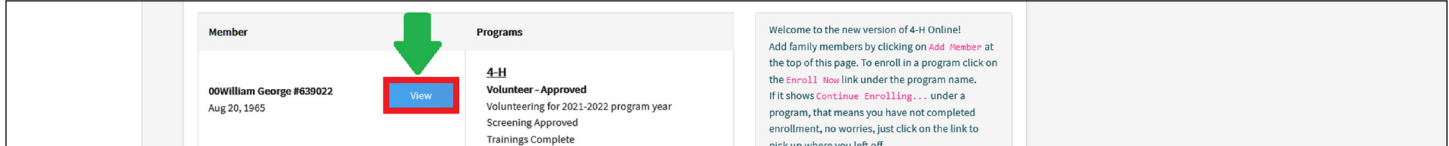


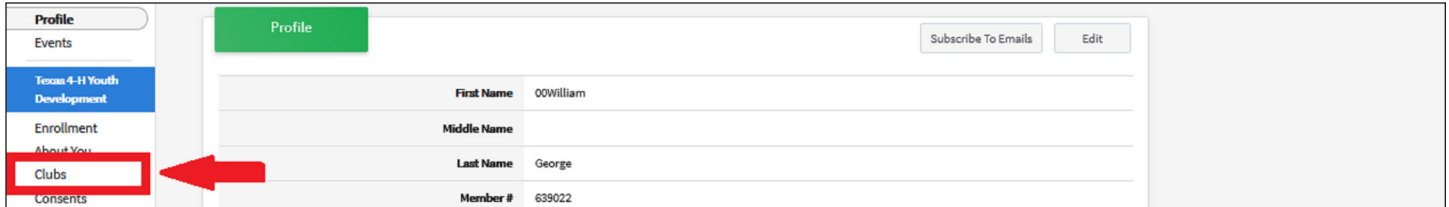
- Login to the Family profile.
- Click the Member List link from the navigation pane on the left side of the screen.



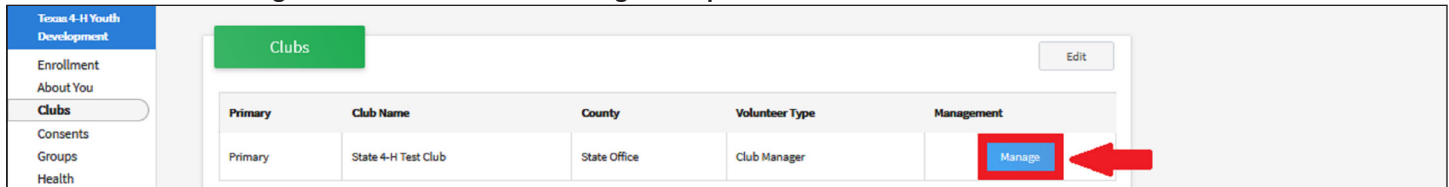
- Click the blue View button beside the approved member's name.



- Click the Clubs link from the navigation pane on the left side of the screen.



- Click the blue Manage button beside the club with granted permission.



- Enter the Club Leader Login Code. The login code and approval must be granted each 4-H year from the local county office.
- Click the blue Login button.



Error messages that pop up after the Login button is clicked might mean:

- Access has not been granted for the current 4-H Year by the county office to this approved volunteer.
- The leader login code is not correct. This code is case sensitive so it must be typed in as it appears in the club settings at the county office.

Note: The county office does not have the ability to see what the club manager sees and might receive an error message in this area.

MEMBER LIST SCREEN VIEW

This screen will list every member no matter their status.

State 4-H Test Club									
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status	
dgh	dgh	11	test@nomail.com	Club Member	State Office	State 4-H Test Club	2020-2021	Incomplete	Download Roster

DOWNLOAD EXCEL FILE

- Click the Download Roster button.

State 4-H Test Club									
Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status	
dgh	dgh	11	test@nomail.com	Club Member	State Office	State 4-H Test Club	2020-2021	Incomplete	Download Roster

The file will be downloaded based on the settings on the device/computer. Excel will be needed to open the file to sort and filter.

Member ID	Enrollment Status	Last Name	First Name	Middle Name	Program Age	School Grade	Role	Volunteer Role	Gender	Family
638646	Approved	George	William		56		Volunteer	Club Manager	Female	4h
638409	Incomplete	Smith	Johnny	Joe	11	6th	Club Member		Male	4h
665480	Submitted	James	Louise		45		Volunteer	Club Manager	Male	4h

Club managers do not have access to the birthdates of their members through 4HOnline. The birth date is considered PII (Personally Identifiable Information) and cannot be shared through the system to a member of another family. The Program Age field was added to the roster in place of the birth date.

Club managers will not have access to the media release or any other information of their members. The county will need to provide that information to the Club Manager via a custom report to limit only to their club members.