

TEXAS 4HONLINE FAMILY GUIDE CLUB MANAGER ROSTER Video: https://youtu.be/GuZLuCiSF60



ROSTER

# • Login to the Family profile.

• Click the Member List link from the navigation menu on the left side of the screen.

C#4-H Online						Smith Family
Member List						
Family Credit Cards Login History Email History	; <b>0</b> ;	Smith Ahevents@ag.tamu.edu 1470 WILLMAD FITCH FWW COLLEGE STATION, TX 77845-4645 1111-1111 State Office County	Add Member			

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

Member	Programs	Welcome to the new version of 4-H Online! Add family members by clicking on Add Yember at
00William George #639022 Aug 20, 1965	4-H Volunteer-Approved Volunteering for 2021-2022 program year Screening Approved Training: Complete	the top of this page. To enroll in a program click on the <u>Enroll New</u> link under the program name. If it shows <u>Continue Enrolling</u> under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you lef off.

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

Profile	Profile	
Events		Subscribe To Emails Edit
7		
Texas 4-H Youth Development	First Name	00William
Enrollment	Middle Name	
Clubs	Last Name	George
Consents	Member #	639022

### • Click the blue Manage button beside the club with granted permission.

Texas 4-H Youth Development	Clubs				
Enrollment About You	Clubs				Edit
Clubs	Primary	Club Name	County	Volunteer Type	Management
Consents Groups Health	Primary	State 4-H Test Club	State Office	Club Manager	Manage

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.

Invoice Questions		Unit Login	л	×	
Files					
Screening		Club Leader Login			
Trainings		Code			
Volunteering			<b></b>		
			Login	Cancel	
• Click the Do	wnload Roster button.				

### Profile **Training Club** Download Roster **Events** Texas 4-H Youth First Name Program Age Email Role County **Primary Club** Last Active Status Last Name Program CatheyTX@gmail.com Cathey Misty 46 Volunteer Training **Training Club** 2022-2023 Approved Enrollment

 Open the downloaded file in Excel to sort as needed. There is multiple report columns available including: Member ID, Enrollment Status, Primary Last Name, First Name, Middle Name, Member Email, Program Age, Years In Program, School Grade, Role, Volunteer, Role, Gender, Family Email, Family Phone, Family County, Guardian 1 First Name, Guardian 1 Last Name, Guardian 1 Phone, Guardian 2 First Name, Guardian 2 Last Name, Guardian 2 Phone, Emergency Contact, Emergency Phone, Emergency Email, Emergency Contact Relationship, Address, City, State and Zip

# **CONTACT THE COUNTY OFFICE FOR INFORMATION NOT AVAILABLE IN THE ROSTER FILE**

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.