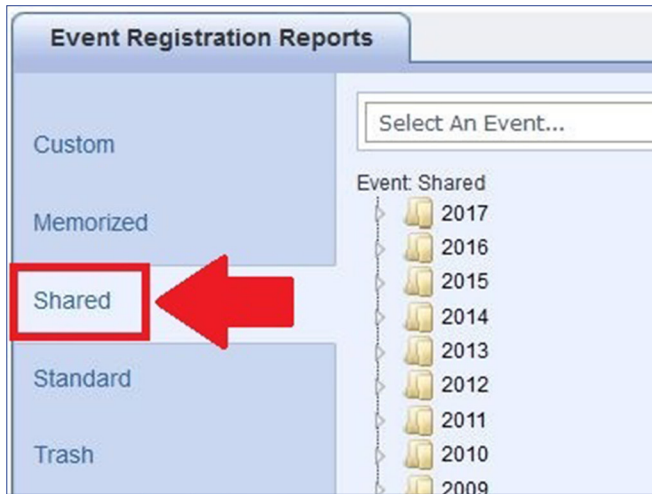
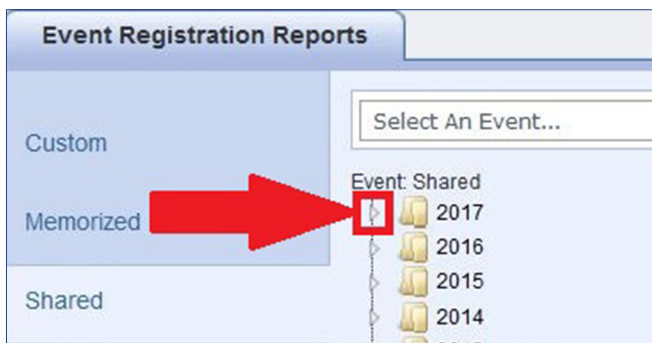




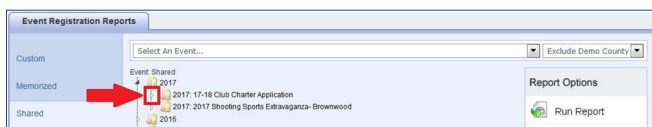
1. Log into the 4HCONNECT extension office account.
2. Click the [Events] tab.
3. Click the [Reports] Icon.
4. Click the [Shared] link under Event Registration Reports.



5. Click the triangle arrow that points to the 2017 Folder.



6. Click the triangle arrow that points to the 17-18 Club Charter Application folder.



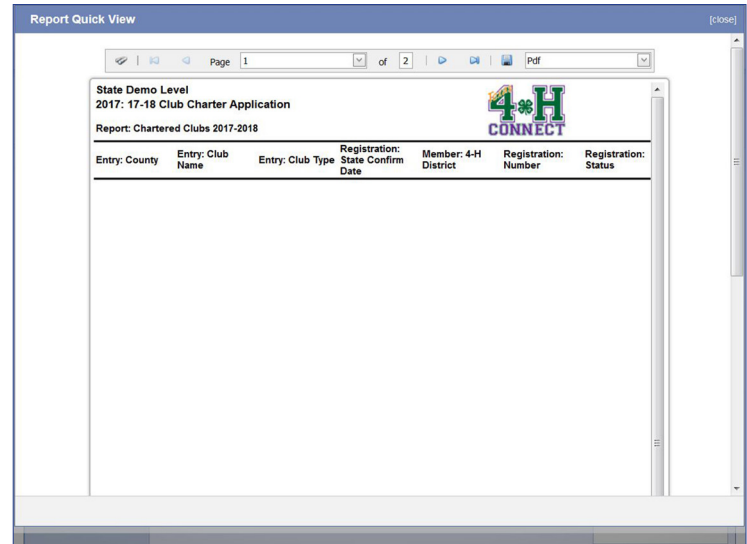
7. Click on the report called Chartered Clubs 2017-2018.



8. Click the [Run Report] button.



9. The Report Quick View window will appear and the results will be displayed. (If there are no results then there is nothing available)



View the results on the screen or export to PDF.



*THE CLUB OR GROUP WILL BE ACTIVE FOR THE 2017-2018 4-H YEAR IF IT APPEARS ON THE REPORT*