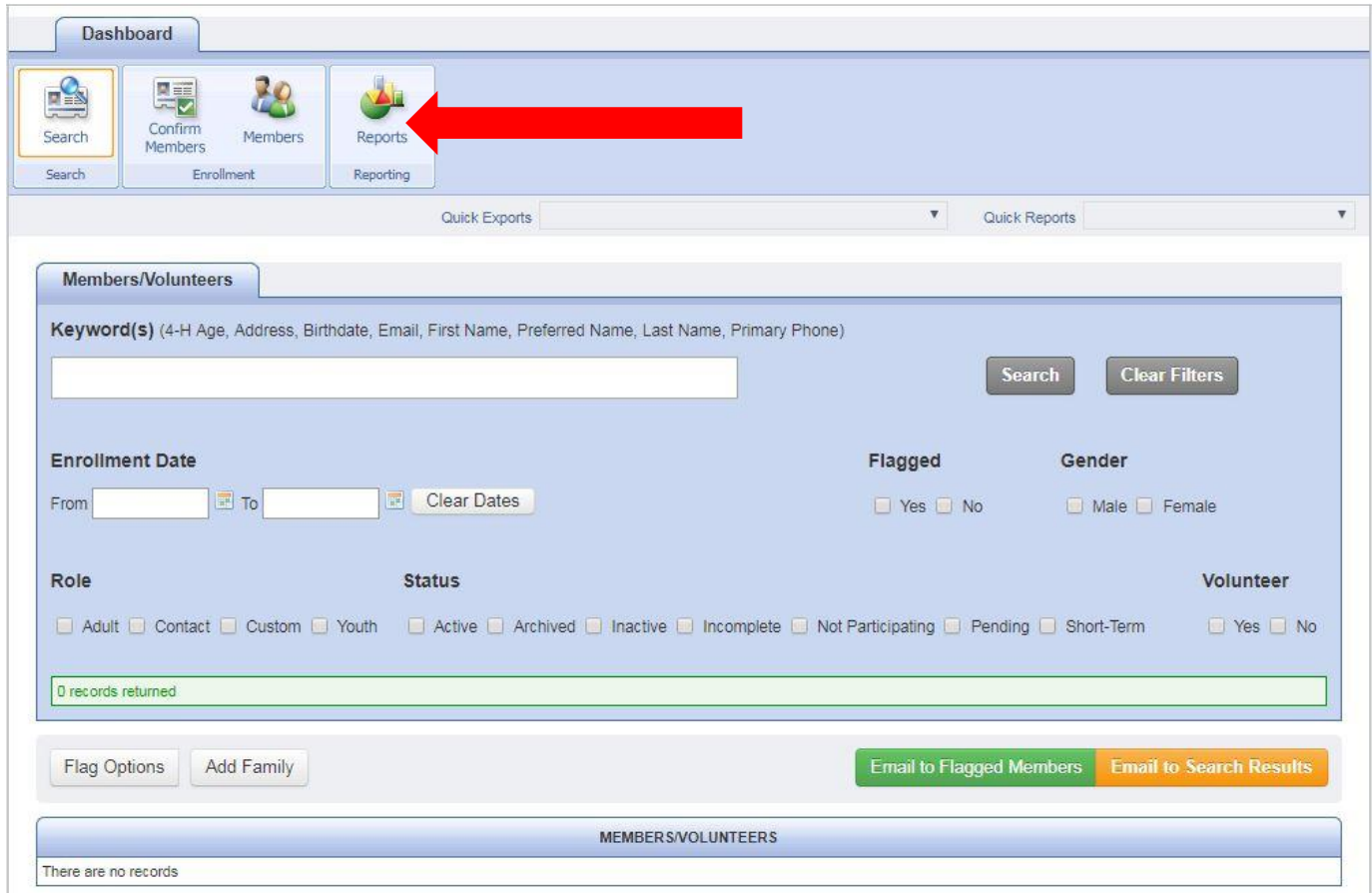


How to Run a Club Roster in 4hOnline

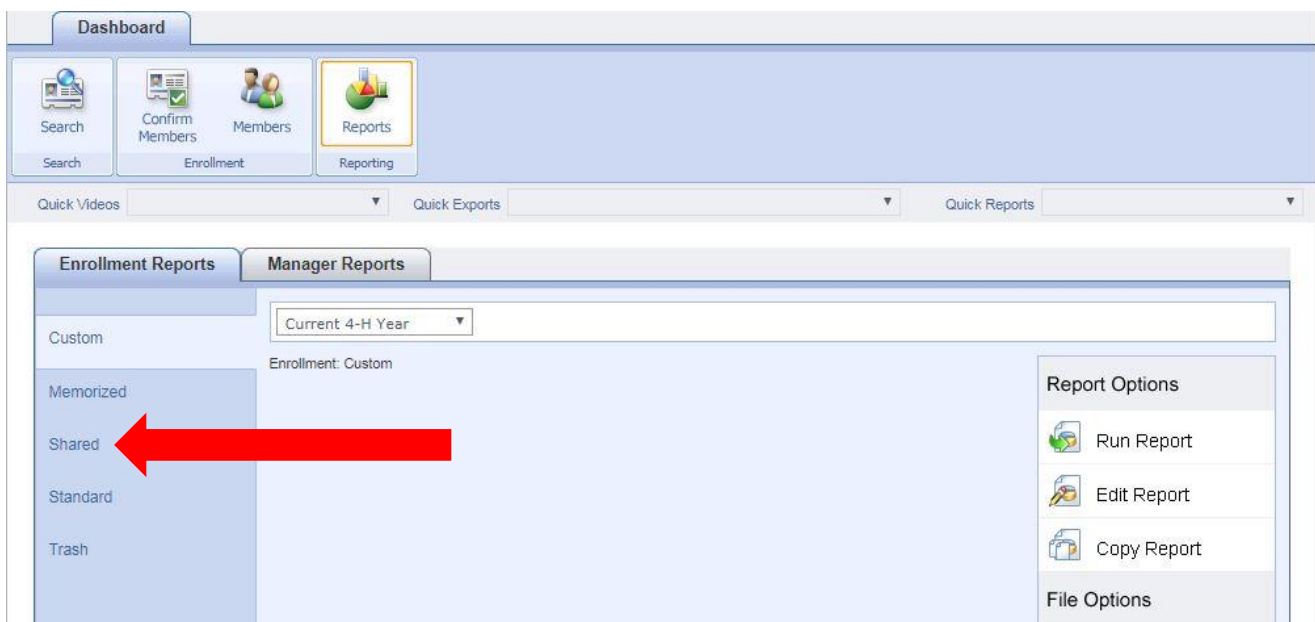
The profile I used to create this help sheet was a test club that does not have any members attached to it. You should be able to see your members and advisors on your club's dashboard.

You will log into your family profile first on the initial log in page. On the second page it will give you the options to "Continue to Family" or below that there will be an option to log into your club's profile. Once there, you should click on "Reports" at the top of the page.



The screenshot shows the 4hOnline dashboard. At the top, there is a "Dashboard" tab. Below it, there are four main navigation buttons: "Search", "Confirm Members", "Members", and "Reports". A red arrow points to the "Reports" button. Below these buttons are "Quick Exports" and "Quick Reports" dropdown menus. The main content area is titled "Members/Volunteers" and contains a search form with a "Keyword(s)" field and "Search" and "Clear Filters" buttons. Below the search form are filter sections for "Enrollment Date", "Flagged", "Gender", "Role", "Status", and "Volunteer". At the bottom of the search area, there are buttons for "Flag Options", "Add Family", "Email to Flagged Members", and "Email to Search Results". A blue bar at the bottom of the search area says "MEMBERS/VOLUNTEERS" and "There are no records".

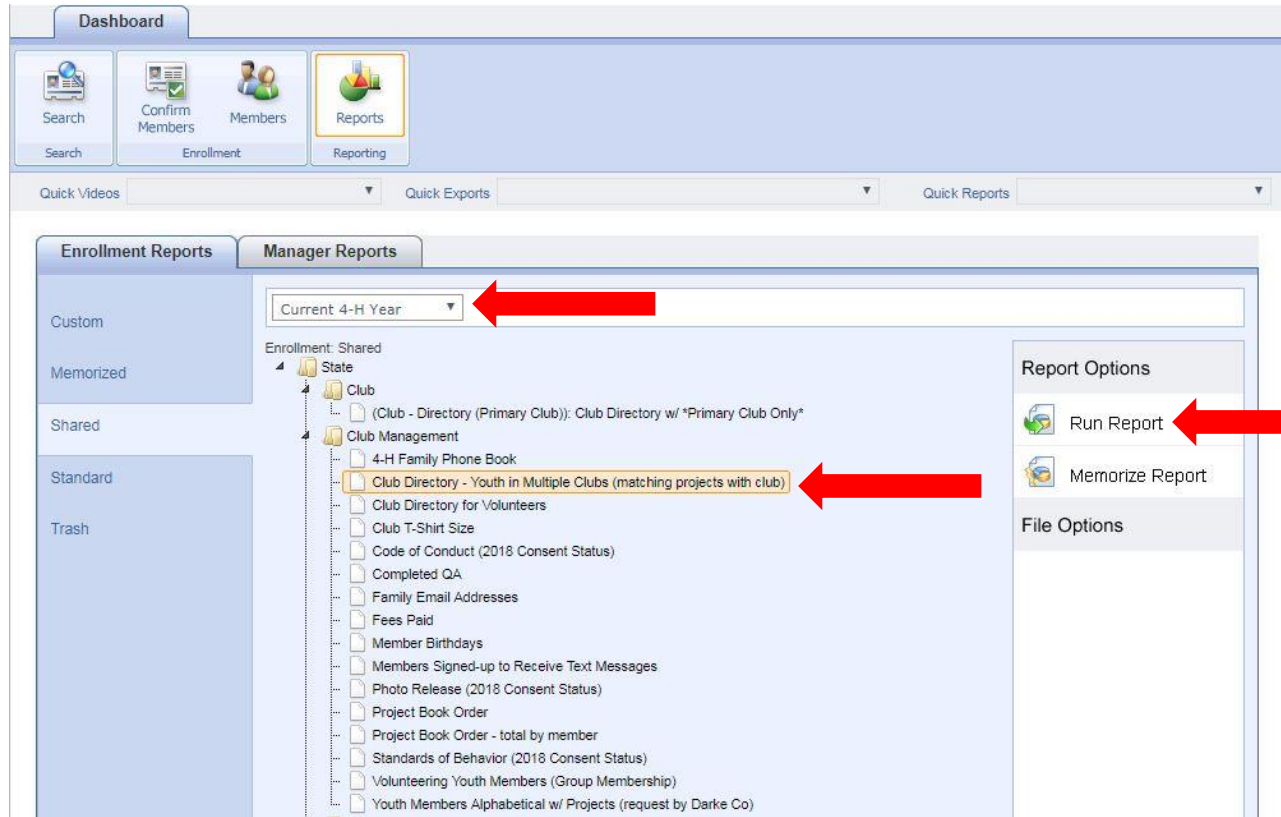
On the reports page, click the "Shared" option on the left.



The screenshot shows the 4hOnline Reports page. At the top, there is a "Dashboard" tab. Below it, there are four main navigation buttons: "Search", "Confirm Members", "Members", and "Reports". A red arrow points to the "Reports" button. Below these buttons are "Quick Videos", "Quick Exports", and "Quick Reports" dropdown menus. The main content area is titled "Enrollment Reports" and "Manager Reports". Below the title, there is a "Current 4-H Year" dropdown menu and an "Enrollment: Custom" label. On the left side, there is a list of report categories: "Custom", "Memorized", "Shared", "Standard", and "Trash". A red arrow points to the "Shared" option. On the right side, there is a "Report Options" section with buttons for "Run Report", "Edit Report", and "Copy Report", and a "File Options" section.

There are several reports you can run from this page. There are two reports that you can run to get a club roster. Make sure the report year is listed as *Current 4-H Year!*

If you want a club directory that has contact information as well as projects, use the *Club Directory – Youth in Multiple Clubs (matching projects with club)* (see below) report. Click the report name and then click *Run Report* and the report will open.



If you want a simplified project report, use the *Club Enrollment – Name & Project Enrolled* report (see below). Click the report name and then click *Run Report* and the report will open.



The report will come up (may take a minute to appear so be patient) with option on how to download it to save or print. You can select different formats to open your report in through the dropdown menu. Once you make your selection, click the “Save” button (floppy disc) and it will open up the report in whatever format you chose.

PDF – Opens as an Adobe PDF file (great if you want to just print as it appears)

Xls or Xlsx – Opens in a Microsoft Excel spreadsheet (great for manipulating and resorting columns)

Rtf – Opens in a Microsoft Word document (great for manipulating or adjusting the look of the document)

Report Quick View [close]

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2018-2019
Report: Club Enrollment - Name & Projects Enrolled

Member: Full Name (Last, First) Member: Status Project: Club Title Project: Title

OHIO 4-H