



4HOnline

Clubs: adding and editing them in 4HOnline and granting access to Club/Project Leaders

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INITIAL ACCESS AND OVERVIEW

The “Clubs” function displays a list of 4-H clubs in your district and contact information for the club leaders. Logging into an individual club displays a list of members whose enrollment applications are pending approval. You can also edit the password, contact information, meeting times, and charter information for each club.

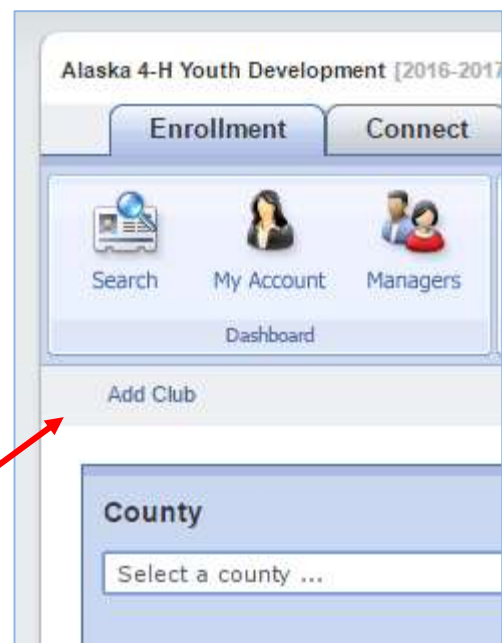
Log into Alaska 4HOnline as a district manager.

On your dashboard, click on the **[Clubs]** button.



ADDING A CLUB

Once the new club has gone through the chartering process, click on **[Add Club]**.



Enter the club information:

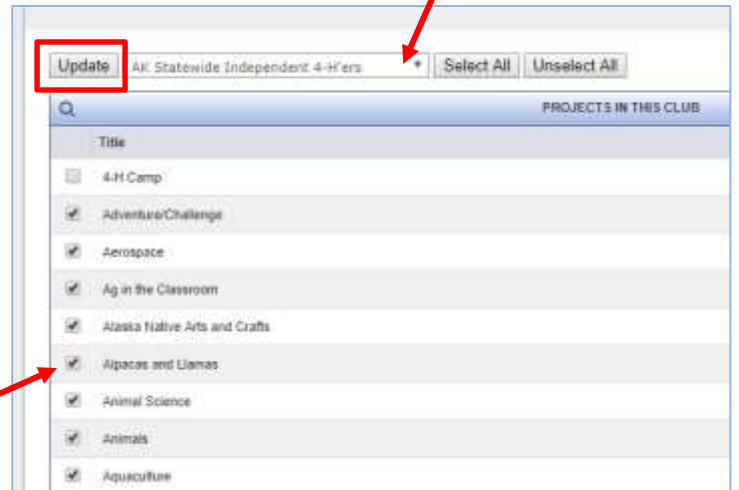
- See separate sheet for federal definitions of Delivery Modes.
- Contact person should be club leader.
- Click **[SAVE]** when completed. You will be returned to the Clubs screen.

LINKING PROJECTS TO CLUBS

Once you have your club created, you'll need to add the projects in which the club youth will enroll.

- Click on the **[Options]** tab of the dashboard.
- Then click on **[Link Projects to Clubs]**.

- Select your club from the pull-down menu.
- Check the boxes (or uncheck them if you are making changes) next to the projects you would like the members to choose from
- Click **[Update]**.



GRANTING ACCESS TO CLUB LEADERS AND EDITING CLUBS

To edit a club, click the **[EDIT]** button at the right edge of the club listing. District agents will have a “login” column to the left of the “edit” column.

Make whatever changes necessary, aside from “Delivery Mode”. Delivery mode cannot be changed after the initial year in which the club was chartered. If delivery mode has changed after that first year, the club must be archived and a new club created with the appropriate delivery mode.

- i.e. originally a 1a) Organized 4-H Community Club,
- now a 1c) Organized 4-H After-school club

When you are finished making changes, click **[SAVE]**.



Once an adult volunteer has enrolled in the system and they have indicated their leadership role in a club, they will be listed under the volunteer section at the bottom of the “Club Edit” page

Volunteers			
Allow Login	Allow Member Management	Volunteer	Title
<input type="checkbox"/>	<input type="checkbox"/>	4HOnline, Hayden	Organizational Club Leader
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Oshie, Lee	Organizational Club Leader

Password Management	
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
<input type="button" value="Update Password"/>	

<input type="button" value="Save"/>	<input type="button" value="Archive"/>	<input type="button" value="Delete"/>
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To grant adult volunteers access to club information, check the box to the left of their name in the volunteer section, and then click **[SAVE]**.

- ***Allow Login:*** Allows the leader to log in and see the club membership, and create reports and labels, but they cannot edit the data.
- ***Allow Member Management:*** Allows the leaders to edit the data.

In the Club leader account, only the members who have marked their Club as “primary” will show up on the **[SEARCH]** screen. However, all of the members will show up under the **[MEMBERS]** icon.

