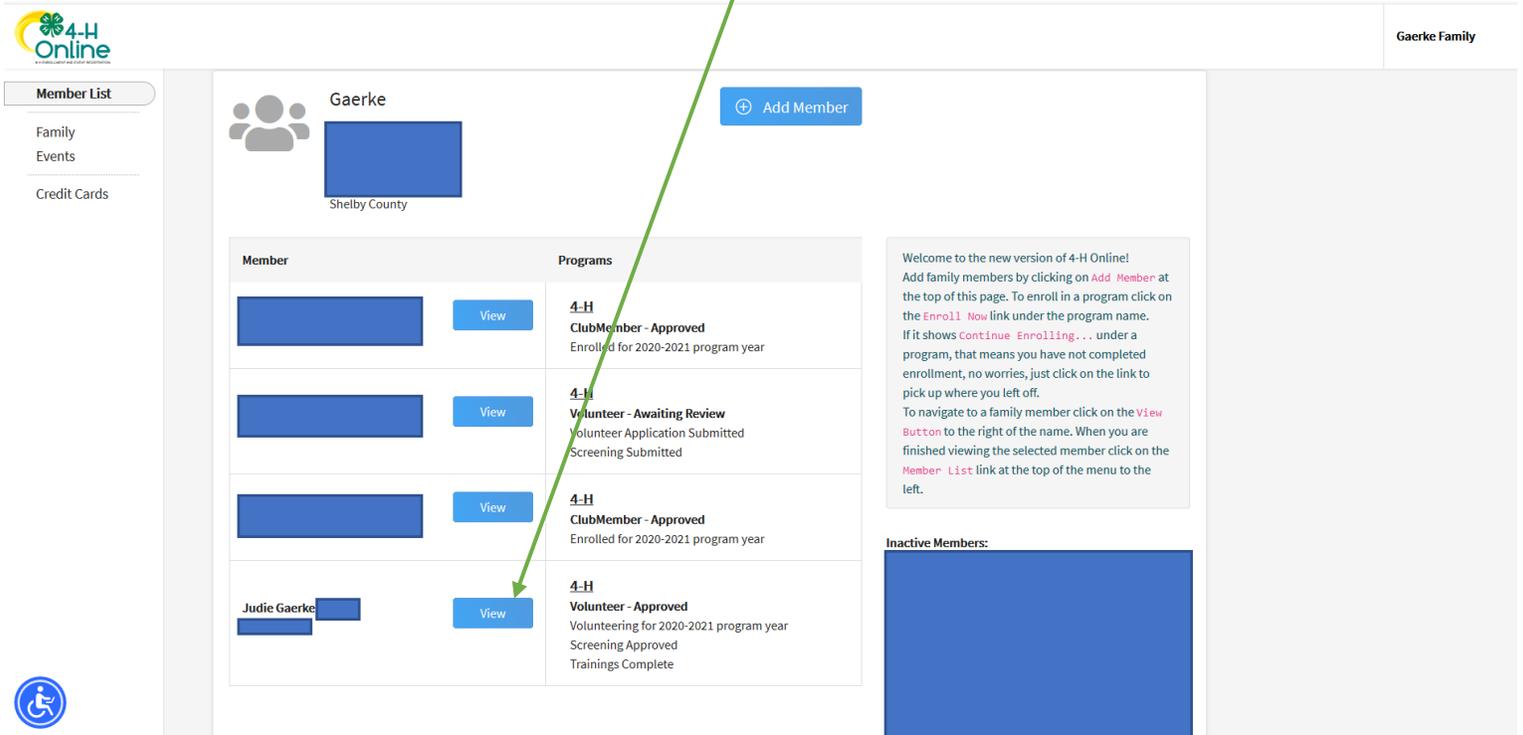


How advisors get their information:



1. Sign into family account on v2.4honline.
2. From your family account, click the VIEW button to the right of the advisor's name.



Member List

Family

Events

Credit Cards

Gaerke Family

Shelby County

Add Member

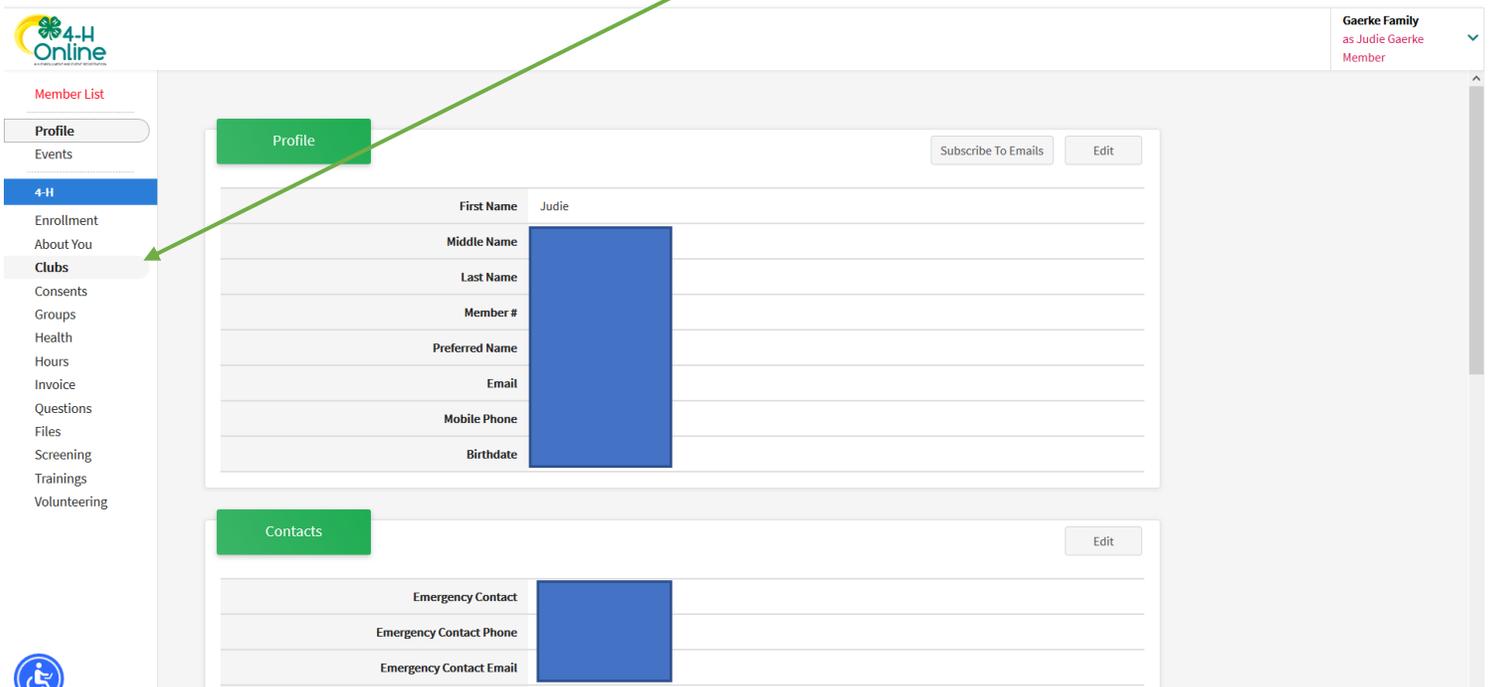
Member	Programs
[Redacted]	4-H ClubMember - Approved Enrolled for 2020-2021 program year
[Redacted]	4-H Volunteer - Awaiting Review Volunteer Application Submitted Screening Submitted
[Redacted]	4-H ClubMember - Approved Enrolled for 2020-2021 program year
Judie Gaerke	4-H Volunteer - Approved Volunteering for 2020-2021 program year Screening Approved Trainings Complete

Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **View Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Inactive Members:

[Redacted]

3. From advisor's account, click the CLUBS tab on the left-hand menu.



Member List

Profile

Events

4-H

Enrollment

About You

CLUBS

Consents

Groups

Health

Hours

Invoice

Questions

Files

Screening

Trainings

Volunteering

Gaerke Family
as Judie Gaerke
Member

Profile

Subscribe To Emails

Edit

First Name	Judie
Middle Name	[Redacted]
Last Name	[Redacted]
Member #	[Redacted]
Preferred Name	[Redacted]
Email	[Redacted]
Mobile Phone	[Redacted]
Birthdate	[Redacted]

Contacts

Edit

Emergency Contact	[Redacted]
Emergency Contact Phone	[Redacted]
Emergency Contact Email	[Redacted]

4. From advisor's account under CLUBS tab, click the MANAGE button under Management heading.

The screenshot shows the 4-H Online interface. On the left is a navigation menu with options like Profile, Events, 4-H, Enrollment, About You, Clubs, Consents, Groups, Health, Hours, Invoice, Questions, Files, Screening, Trainings, and Volunteering. The top right shows the user is logged in as 'Gaerke Family as Judie Gaerke Member'. The main content area has a '4-H' tab and a '2020-2021' dropdown. Below is a 'Clubs' section with a table:

Primary	Club Name	County	Volunteer Type	Management
Primary	Russia Livestock	Shelby	Organizational Club Leader	Manage

A green arrow points from the text above to the 'Manage' button in the table.

5. A Unit Login box will open. Enter your club's password (that was sent in March) in the Club Leader Login Code box and click the LOGIN button.

The screenshot shows the same 4-H Online interface as above, but with a 'Unit Login' dialog box open in the foreground. The dialog box has a title bar with a close button (X). It contains a label 'Club Leader Login Code' and an empty text input field. Below the input field are two buttons: 'Login' and 'Cancel'. A green arrow points from the text above to the input field.

6. The Club Roster will pull up. Click the Download Roster to get an Excel version.

4-H Online

Member List

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4-H

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Consents
Groups
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Invoice
Questions
Files
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Trainings
Volunteering

Russia Livestock

Download Roster

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				CloverBud	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				CloverBud	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Adult Volunteer	Shelby	Russia Livestock	2020-2021	Submitted
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Adult Volunteer	Shelby	Russia Livestock	2020-2021	Submitted
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved

Gaerke Family
as Judie Gaerke
Member

7. Click on the button next to Open with EXCEL and OK.

4-H Online

Member List

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4-H

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Volunteering

Russia Livestock

Download Roster

Opening Russia Livestock_2020-2021.xlsx

You have chosen to open:

Russia Livestock_2020-2021.xlsx
which is: Microsoft Excel Worksheet (18.7 KB)
from: blob:

What should Firefox do with this file?

Open with Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Adult Volunteer	Shelby	Russia Livestock	2020-2021	Submitted
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Adult Volunteer	Shelby	Russia Livestock	2020-2021	Submitted
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved
				Youth Member	Shelby	Russia Livestock	2020-2021	Approved

Gaerke Family
as Judie Gaerke
Member

