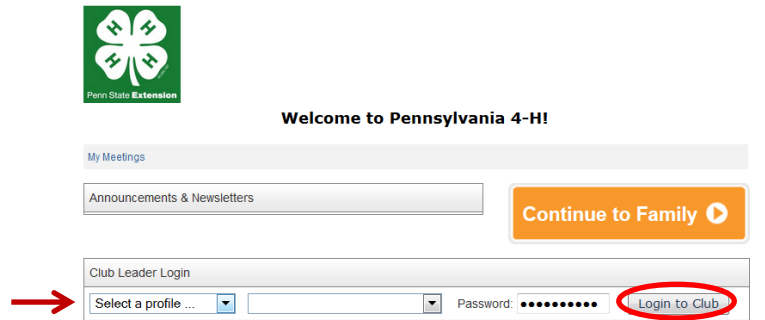


## INSTRUCTIONS FOR CLUB LEADERS

Before you can log in as a Club Leader, you must have an active enrollment record for the current year and you must be designated as a club leader on your Participation/Clubs screen. Your County 4-H Educator will grant you access to your club and provide you the club password.

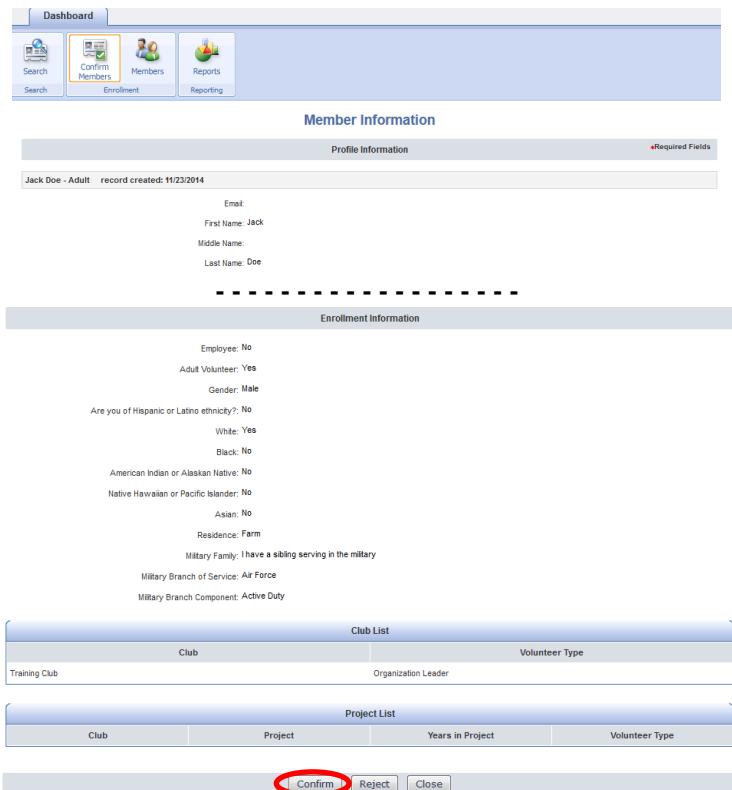
1. If granted "Club Access", the "Club Leader Login" will appear.
2. Select the appropriate "Profile" and "Club".
3. Enter the Club password provided by the County 4-H Educator.
4. Click "Login to Club"



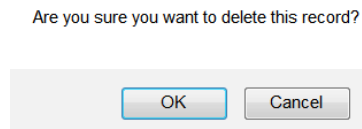
5. When you first log in, the default view is "Confirm Members".
6. You will see a list of the Members and Volunteers enrolled in your Club.
7. To confirm members in your club, click the "Edit" button next to each name.



8. You will see their Member Record with includes their Profile and Enrollment Information, and a list of Clubs and Projects they are enrolled in.



9. At the bottom of the page click "Confirm".
10. If you "Reject" the Member, you will be asked to confirm that by clicking "OK". They will be removed from your Club Member list.

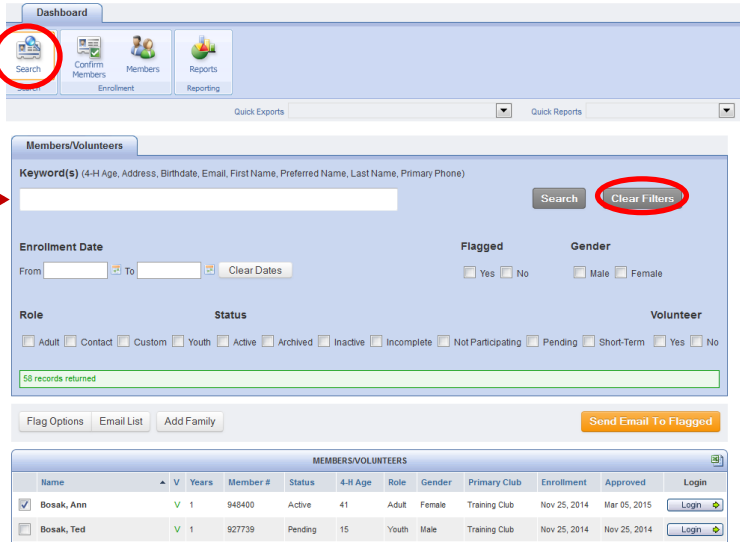


- Click on the “Members” icon to see a list of confirmed Members in your Club.

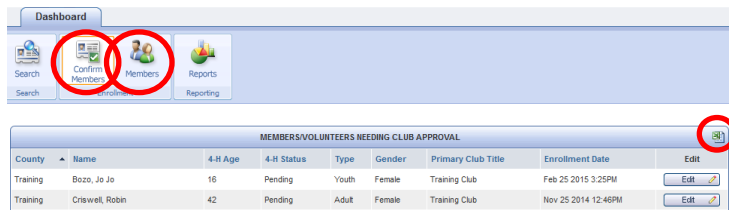


- Click on the “Search” icon to search for Members in your club by typing their name, address, etc. in the search box.

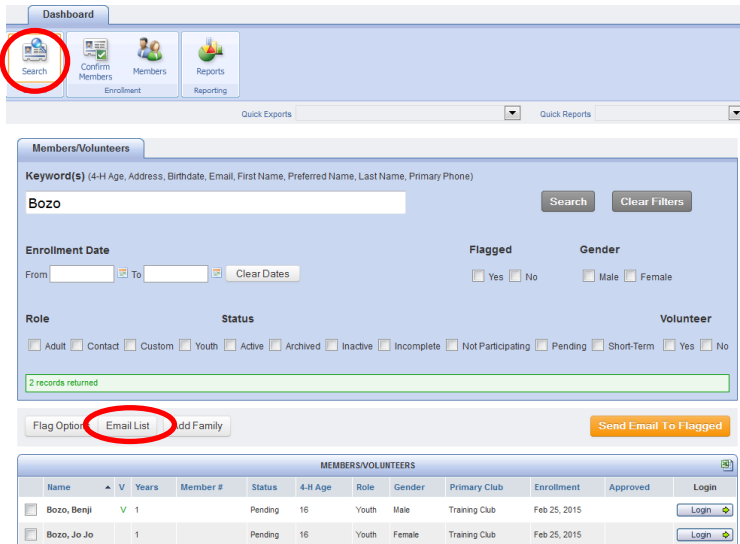
Note: Be sure to click the “Clear Filters” button before each search as it retains the information from the previous search.



- From the “Confirm Members” or “Members” icons you can get a quick list of information by clicking on the Excel icon in the blue banner above the Members’ names.

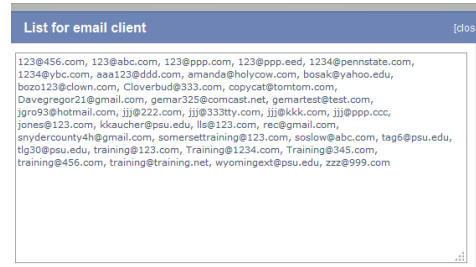


- From the “Search” screen you can get a quick list of the e-mail addresses of the Members listed under the Members/Volunteers banner by clicking on the “Email List” button.



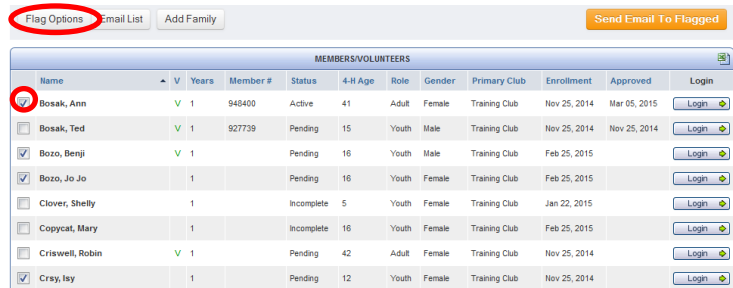
15. When you click the “Email List” button, a “List for email client” screen will appear.

This will include e-mail addresses for members included in your search. This function is designed to copy and paste the e-mails into another e-mail provider if you wish.



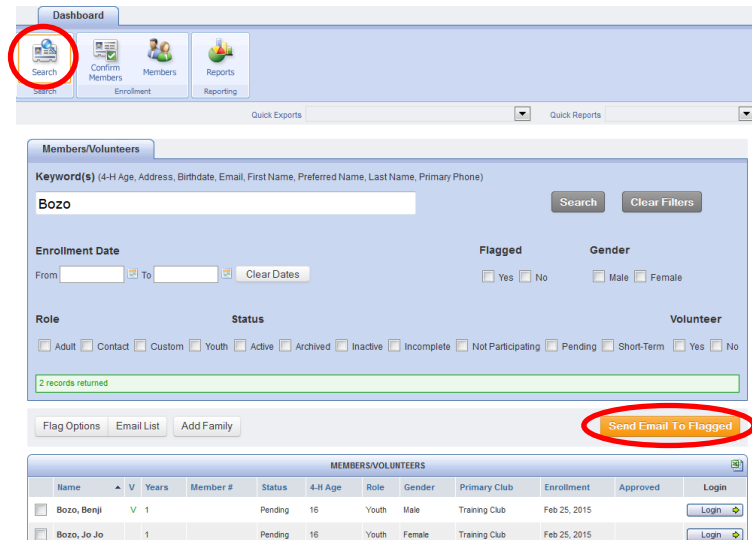
16. You can also flag members by putting a check in the box next to their name.

17. The “Flag Options” button will allow you to flag or clear flags.



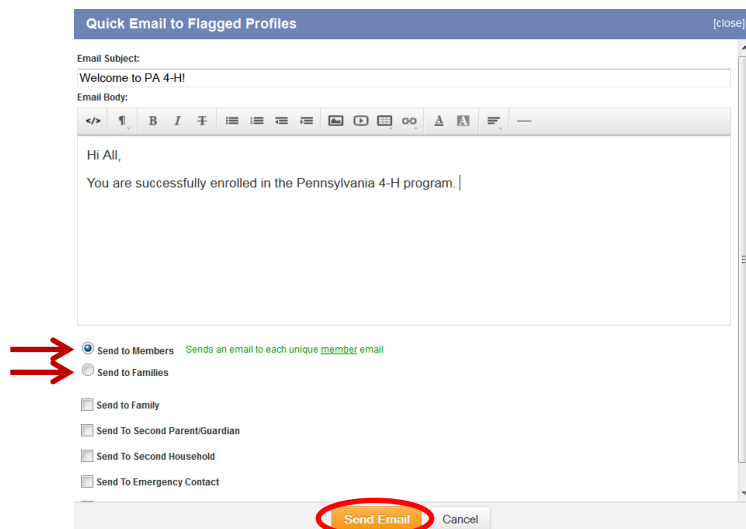
**To Send E-mails:**

1. From the “Search” screen, flag the Members you want to receive the e-mail.
2. Click “Send Email to Flagged”.

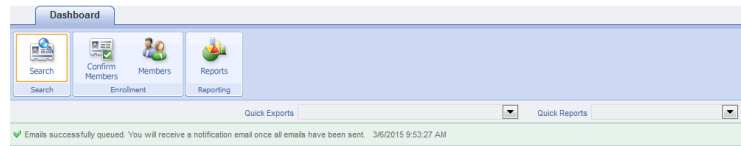


A window will appear where you will type your Subject and Body. You can choose to send to the Member only or to the Family.

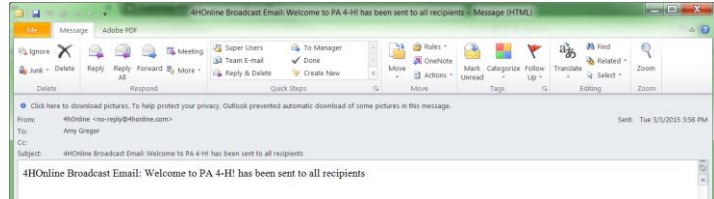
3. If you choose “Send to Members” you will have additional options you can choose, indicated with a checkbox to the left of the selection.
4. Click “Send Email”.



4. You will be sent back to the “Search” screen where a message will appear in the green banner. The message will indicate that the e-mail/text was successfully queued and the date and time.



5. Once the e-mail/text has been sent, you will receive an e-mail confirmation like the one to the right.



For help with logging in as a Club Leader or with other Club Leader options, please contact your County Extension Office.