AgriLIFE EXTENSION
Texas A&M System

4-H CONNECT
Texas 4-H Enrollment and Registration Program
18 USC 707

4hOnline℠
Enrollment and Event Registration

# Instructional Manual for Club Managers and Project Leaders

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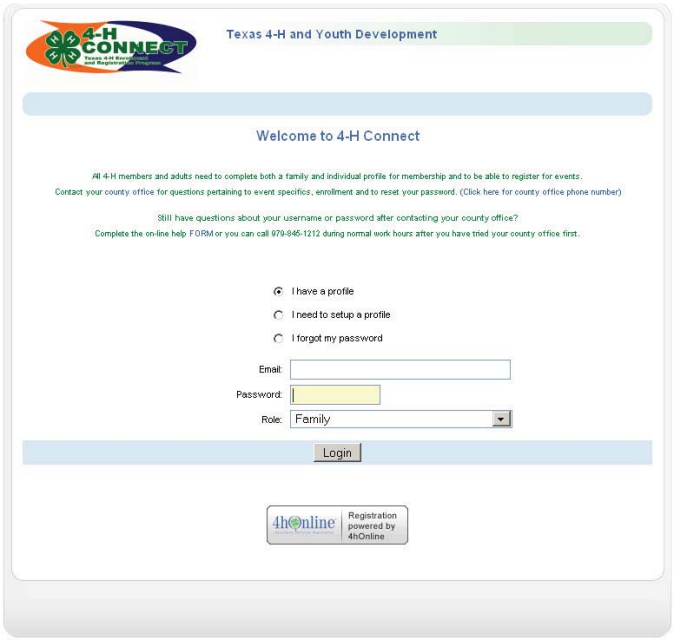
# Logging Into and Navigating Through 4-H Connect

Note: Club Managers must have an established family profile and have indicated their volunteer status on the profile, and have been approved for administrative access by the county office.




BEFORE YOU LOGIN YOU MUST HAVE RECEIVED THE PASSWORD TO YOUR CLUB(S)/PROJECT GROUP(S) FROM YOUR COUNTY EXTENSION OFFICE.

1. Open your Mozilla internet browser, available for free download at www.mozilla.com.

2. Go to https://texas.4honline.com and add the web site to your bookmarks.

3. Click “I have a profile.”

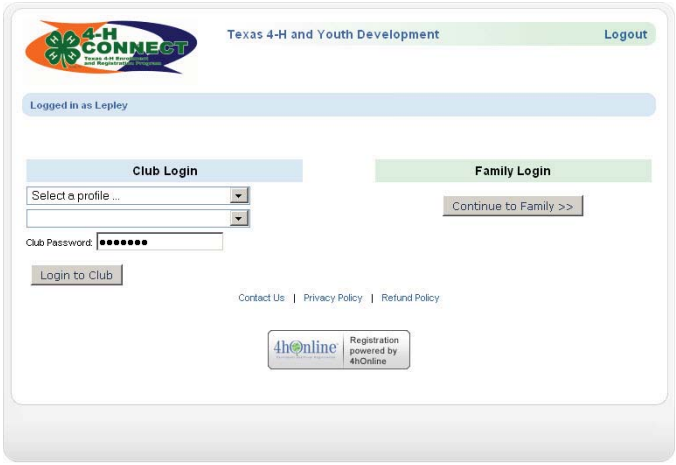
4. Type your e-mail address and password.

5. Select “Family” on the Role drop down menu.

6. Click “Login” at the bottom of the screen to access the system. This will bring you to a second log in screen.

7. Under the “Club Login” section, select your profile and enter your club password.

8. Click “Login to Club.”




Tip: In order to access your family profile when you are finished with your club management duties, click “Log Out” at the top right of the screen. Log in again using the directions above and then click “Continue to Family” under the “Family Login” area.

## How to Use the Dashboard

The “Dashboard” is the navigation tool to guide you through 4-H Connect. A club manager or project leader can use the features shown - “Confirm Members,” “Members,” “Club Enrollment,” and “Reports.” To access these management areas, click on the icons on the “Dashboard.”

# Using the Confirm Members Function

*The "Confirm Members" function allows a club manager to view the members whose enrollment applications have not been approved yet.*

**How to Confirm Members**

1. After logging in to 4-H Connect, click the "Confirm Members" icon on the "Dashboard."

2. If any names are listed, click "Edit" to the right of that name.

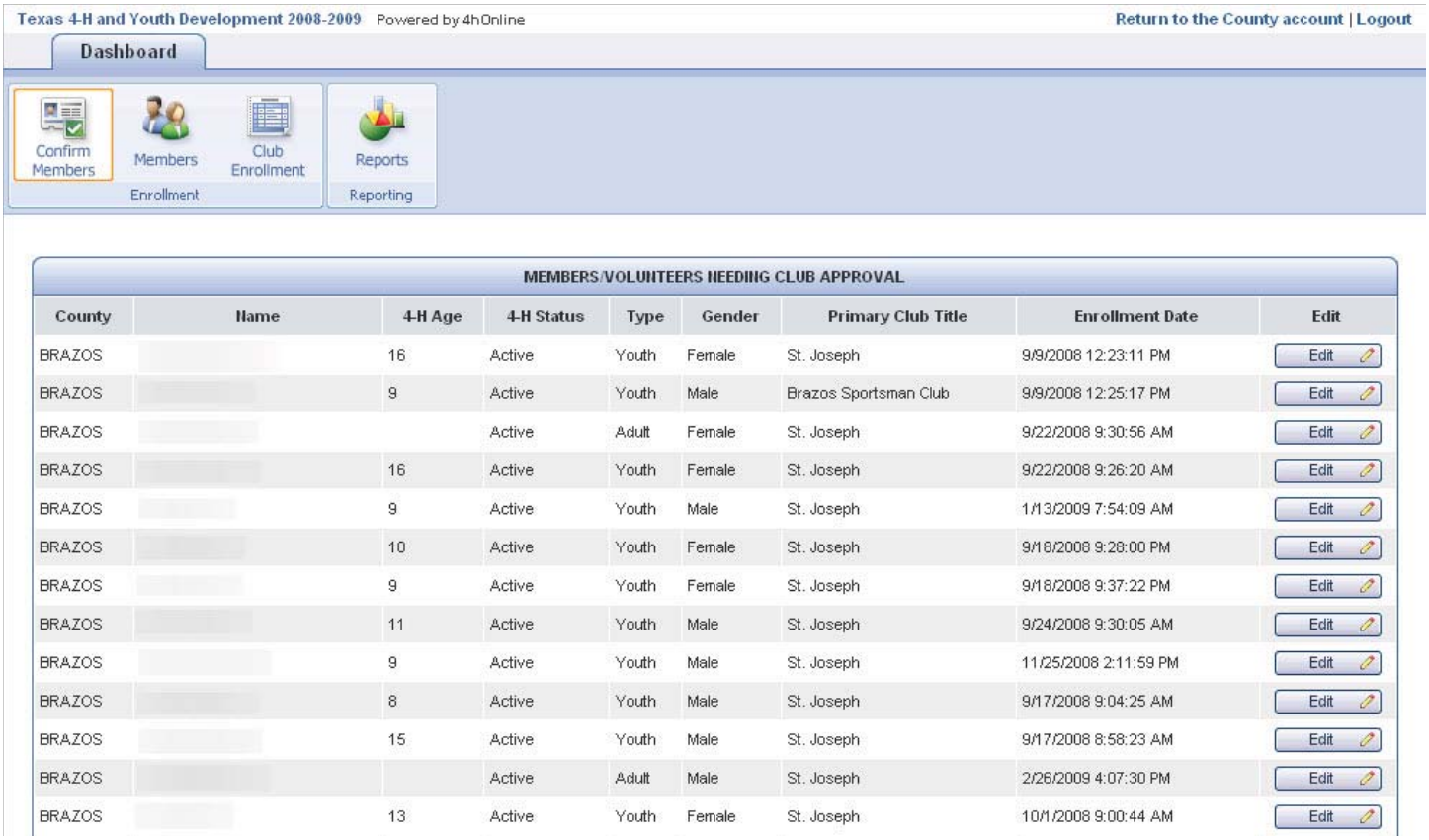
3. Scan the information for the member enrollment application.

4. If you do not wish to take action on enrollment at this time, click "Close" at the bottom of the screen to return to the list of members awaiting approval.

5. If the application is correct, click "Confirm" at the bottom of the screen.

6. If the member was added by accident or is a duplicate, the record can be removed by clicking "Reject" at the bottom of the screen.

**Tip: This process should be completed after club meetings or when you know that a new member has applied for enrollment in your club.**




MEMBERS/VOLUNTEERS NEEDING CLUB APPROVAL

| County | Name | 4-H Age | 4-H Status | Type | Gender | Primary Club Title | Enrollment Date | Edit |
|---|---|---|---|---|---|---|---|---|
| BRAZOS | | 16 | Active | Youth | Female | St. Joseph | 9/9/2008 12:23:11 PM | Edit |
| BRAZOS | | 9 | Active | Youth | Male | Brazos Sportsman Club | 9/9/2008 12:25:17 PM | Edit |
| BRAZOS | | | Active | Adult | Female | St. Joseph | 9/22/2008 9:30:56 AM | Edit |
| BRAZOS | | 16 | Active | Youth | Female | St. Joseph | 9/22/2008 9:26:20 AM | Edit |
| BRAZOS | | 9 | Active | Youth | Male | St. Joseph | 1/13/2009 7:54:09 AM | Edit |
| BRAZOS | | 10 | Active | Youth | Female | St. Joseph | 9/18/2008 9:28:00 PM | Edit |
| BRAZOS | | 9 | Active | Youth | Female | St. Joseph | 9/18/2008 9:37:22 PM | Edit |
| BRAZOS | | 11 | Active | Youth | Male | St. Joseph | 9/24/2008 9:30:05 AM | Edit |
| BRAZOS | | 9 | Active | Youth | Male | St. Joseph | 11/25/2008 2:11:59 PM | Edit |
| BRAZOS | | 8 | Active | Youth | Male | St. Joseph | 9/17/2008 9:04:25 AM | Edit |
| BRAZOS | | 15 | Active | Youth | Male | St. Joseph | 9/17/2008 8:58:23 AM | Edit |
| BRAZOS | | | Active | Adult | Male | St. Joseph | 2/26/2009 4:07:30 PM | Edit |
| BRAZOS | | 13 | Active | Youth | Female | St. Joseph | 10/1/2008 9:00:44 AM | Edit |

# Using the Members Function

*The "Members Function" displays a list of approved members in your club and allows you to access their contact, club, and project information.*

**How to View Club Members**

1. After logging in to "4-H Connect," click the "Members" icon on the "Dashboard."

2. A list of members who have been approved will be displayed.

3. Click "Edit" to the right of the member's name to view their contact, club, and project information.

4. Click "Close" at the bottom of the screen to return to the member list.

# Using the Club Enrollment Function

*The "Club Enrollment" function allows you to create club or project participation reports to record the activities of your club or projects. These forms are important for counties and the state to analyze the participation and success of the 4-H program.*

**How to View/Modify Club Enrollment Forms**

1. After logging in to "4-H Connect," click the "Club Enrollment" icon on the "Dashboard."

2. A list of enrollment forms will be displayed. Click "Edit" to the right of the enrollment form you wish to modify.

3. Change any necessary information, then click "Save" at the bottom of the screen.

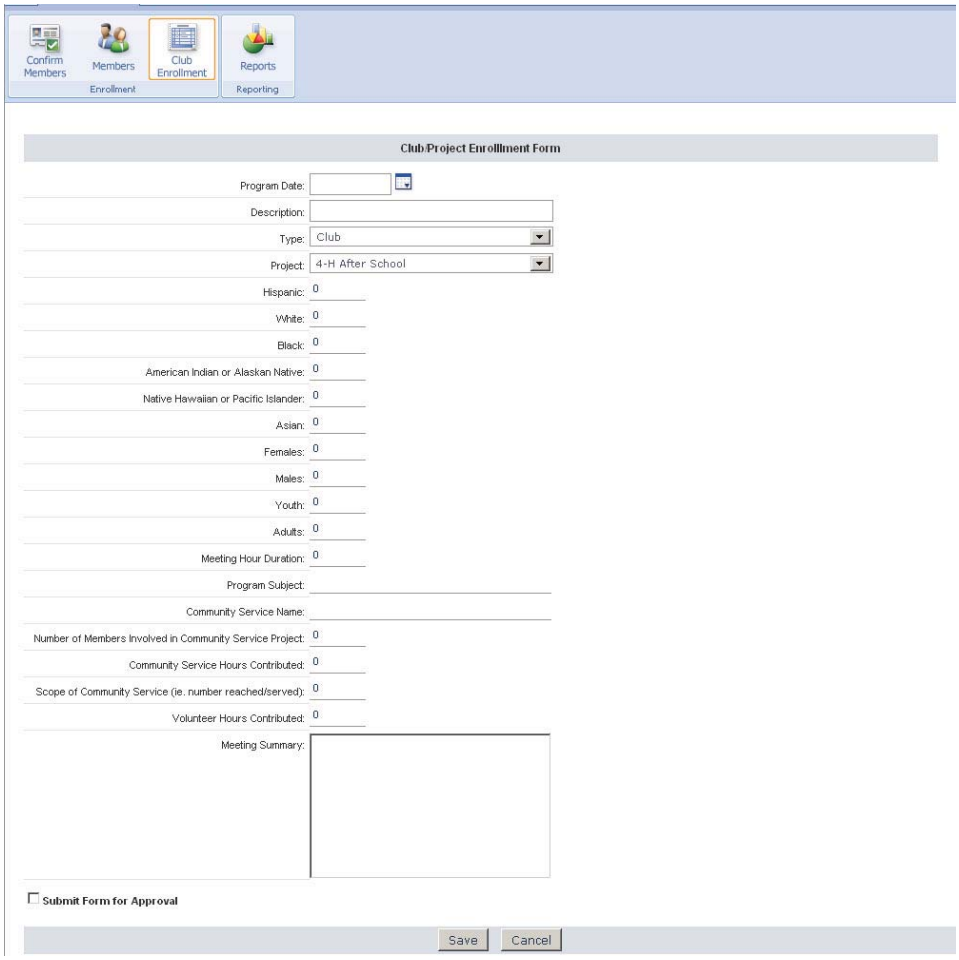
**How to Add a Club Enrollment Form**

1. After logging in to "4-H Connect," click the "Club Enrollment" icon on the "Dashboard."

2. Click "Add Club Enrollment" on the left side of the bar below the "Dashboard." This will display blank fields related to club or project title, demographic enrollment information, meeting time, community service projects, etc.

3. Select the box labeled "Submit Form for Approval" to forward an enrollment form to the county office for approval.

4. Click "Save" at the bottom of the screen when finished.



# Using the Reports Function

*The "Reports" function allows club managers to view and print any reports that the county office has shared with the managers or project leaders. These can include members lists, adult volunteer lists, and mailing labels.*

**How to View Reports**

1. After logging into 4-H Connect, click "Reports" from the "Dashboard."

2. A list of reports that the county has generated and shared with the club managers will be displayed. Click any report you wish to view or print.

**How to Print Reports**

One of the unique features of the reports on 4-H CONNECT is that you can automatically print mailing labels or export the report to other programs.

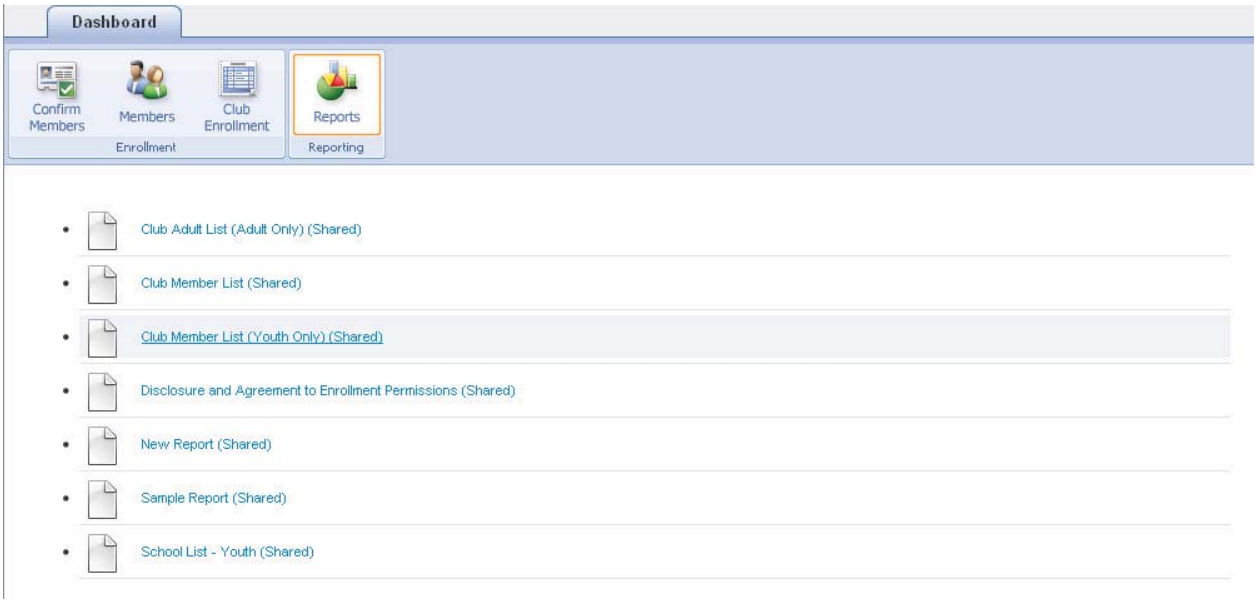
Once the report has been opened, the user can click one of four options to view the report:

- Grid View: basic computer screen view. Allows for quick searches and to see what the report will potentially look like once printed.

- Page View: works similar to the standard reports. This is used to print out the report in pdf format, or to export to Microsoft Excel.

- Family Labels: creates a mailing label for each family that was indicated in the report.

- Member Labels: creates a mailing label for each member (youth and/or adult) that was indicated in the report.



# Using the Reports Function

**How to Print Mailing Labels from a PDF Format**

Because of the variety of printers and computer operating systems, it is necessary for you to adjust the printing process for mailing labels created in 4-H CONNECT so they will correctly print. Below are instructions for printing labels.

1. Open the pdf labels in your pdf viewer.

2. Click on print, as you would to print any pdf document.

3. When the “print” menu screen appears, look for the section entitled “Page Handling.”

4. Under this section is an option called “Page Scaling.”

5. Change the option to “None.” This will maximize your margins and allow for correct printing of labels.

6. Once selected, click the “OK” button to print.