



4HOnline

4HOnline Project Leader User Guide

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OVERVIEW AND INITIAL ACCESS

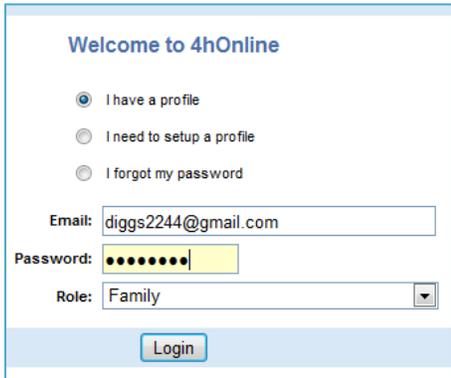
4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant "Club Manager" or "Project Leader" access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the email address used by your family to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

1. Go to <http://mn.4honline.com>
(notice that there is no "www" in that address).
2. Enter your email address and password.



The screenshot shows the 4HOnline login interface. At the top, it says "Welcome to 4hOnline". Below this are three radio button options: "I have a profile" (selected), "I need to setup a profile", and "I forgot my password". There are three input fields: "Email:" with the value "diggs2244@gmail.com", "Password:" with masked characters, and "Role:" with a dropdown menu set to "Family". A "Login" button is located at the bottom right of the form area.

If you are not yet enrolled in 4HOnline, instructions for enrolling as a new family are available at www.4-H.umn.edu/4honline or contact your local Extension staff by going to www.extension.umn.edu/offices/

Once granted Project Leader access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:

- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff.

After clicking on [Login to Project], you will see a list of members enrolled in this project.

- To print reports or mailing labels, click on the [Quick Reports]

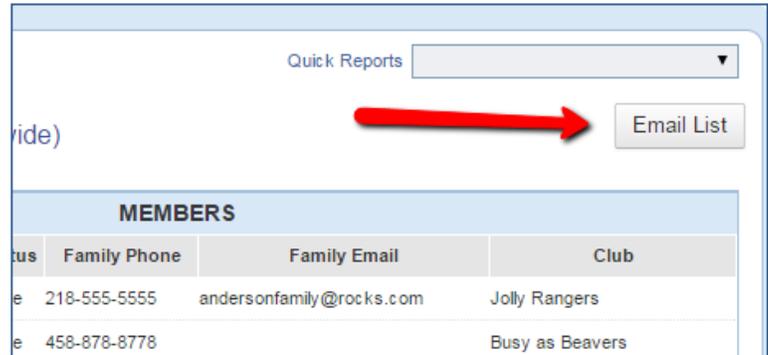
MEMBERS					
Member	Member #	Status	Family Phone	Family Email	Club
Anderson, Ryanne	297890	Active	320-679-6340	toddmehr@zarlog4h.com	Amboy Area Adventurers
Milky, Peter	483621	Active	111-111-1111	beetfarm@earlywonderfalltop.com	CSI Club
Wiesner, Maggie	309123	Active	555-555-5555	nieledy6@gmail.com	Jolly Rangers

Note that you may only be seeing members from your club (enrolled in the project you're a leader for) or you may see members from the entire county. If you have questions or would like to request this be changed, contact your county extension staff.

EMAILING MEMBERS

4HOnline does not allow project leaders to send emails directly from within 4HOnline. Instead, it will provide a “live” updated list of email addresses, with duplicates removed.

- Click [Email List] to get a copy-paste-able list of email addresses that can be used in the **BCC (Blind Carbon Copy) field** of your personal email client.



The screenshot shows a web interface with a 'Quick Reports' dropdown menu and an 'Email List' button. A red arrow points to the 'Email List' button. Below the button is a table titled 'MEMBERS' with columns for 'Status', 'Family Phone', 'Family Email', and 'Club'.

Status	Family Phone	Family Email	Club
e	218-555-5555	andersonfamily@rocks.com	Jolly Rangers
e	458-878-8778		Busy as Beavers