

**MEMBER REPORTS**

Families can run an enrollment history report for each member/volunteer in their family that is enrolled in 4hOnline. The report will show the list of projects that they had on their personal project list since the 2008-09 program year (this doesn’t mean that these are the projects that they participated in during those years unless they had kept their project list current by deleting rolled-over projects and added all of their new projects for the new program year).

Go to: <https://california.4honline.com> (You can have the 4hOnline login screen always automatically appear on a tab of your web browser when you turn on your computer by clicking on your web browser’s “Tools” option, “Internet Options”, “General” tab, then in the “Home page” section type or paste the copied https://california.4honline.com address, then click “Ok”).

1. Click on “I have a profile”.
2. Enter your e-mail address (*remember to update your 4hOnline Family Account as soon as this changes*).
3. Enter your password (*remember to keep it in a safe/secure location for future use*).
4. If you have forgotten your password (**make sure that the following addresses are on your “Ok to receive e-mail from” list;** 4hOnline [mailto:no-reply@4hOnline.com], tifisher@ucanr.edu, gwvanoni@ucanr.edu and rmhaydensmith@ucanr.edu) – click the “I forgot my password” circle. A one-time use password will be sent to your e-mail address, you will then have to update your password as soon as you login. If you are still having trouble, contact your club leader or club enrollment specialist for assistance.
5. Role: Family.
6. Click on “Login”. The screen will change.
7. Click on “Continue to Family”.

**From the MEMBER LIST page**

1. Scroll to find the section labeled: Member Reports. It is just below the blue grid listing the family members.
2. Click the Member drop-down arrow.
3. Click the name of the family member you want to run a report on.
4. Click the Report drop-down arrow.
5. Click on Member – Enrollment History.

Your report will appear (it may take several seconds) in a new window where you can save it to your computer or print it out.