

**MEMBERS**

To see the Clubs’ MEMBER list:

1. Log into 4hOnline.
2. Log into your Club Login. The system will take you to the “Dashboard” “Confirm Members” screen.
3. Click on the “Members” icon.

Currently the “Members” list consists of ALL of the Members / Volunteers that the Club Leader / Enrollment Specialist confirmed from the Confirm Members screen **and** that the County 4-H Office “Approved”. These members / volunteers now have a “status” of “Active”.

The past couple of years, the members / volunteers that the Club Leaders / Enrollment Specialists have “Confirmed” have not shown up here until after the County 4-H Office has approved them in the system. It is a glitch that has been reported by counties to the State 4-H Office contact person – if you find that this is still happening, please report it to the County 4-H Office. You will still be able to locate the members / volunteers via the “Search” option until the County 4-H Office has been able to approve them in the system.

The term “Members”, in the 4hOnline system encompasses both Youths and Adults with “Active” status; these are actual members of your club. The “Type” column designates the person as Youth or Adult.

When you click on the “Edit” button for a member or volunteer on this screen, you will be directed to the person’s Member Information overview just as you were when you confirmed the member / volunteer. The only difference you will see on the Member Information overview screen is that you will have only one button to utilize; “Close”. You will not be able to make any changes to anyone’s information.

**To Logout**:

When you have completed everything you logged in to do and are ready to logout;

1. Click the bold “Logout” found in the upper right corner of your screen.