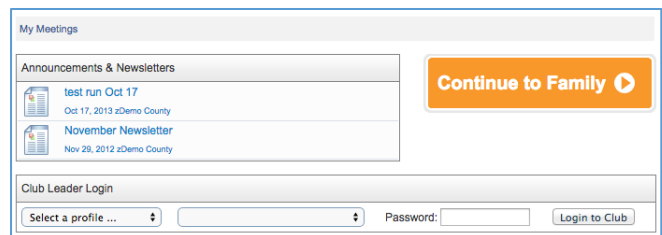# Logging in as a Club Leader

Before You Start

Before you can login 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. Contact the County Extension Office to obtain club log-in permissions and your club password and login information.

| Steps	Screenshots *(Screen appearance may vary per state)*
1) Go to your state's 4HOnline login page, and login as usual, using your family email and password. 2) On the next screen, select your (club leader's) name from the Select a profile… drop-down. 3) Select the club name from the second drop-down. 4) Enter the club password that you received from the county office, and click Login to Club.	*(Screenshot of My Meetings, Announcements & Newsletters, Continue to Family, Club Leader Login)*
5) When you first login, you may see a screen with "There are no records", depending on the permissions that the state has given to club leaders. Click either the Members icon or the Search icon to see a list of the members of your club.	*(Screenshot of Dashboard with Search, Confirm Members, Members, Reports icons, "There are no records")*
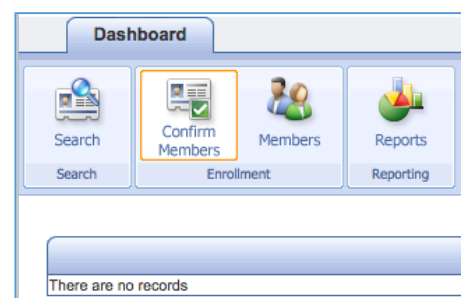
6) You can view and print reports by clicking on the Reports icon, then selecting either "Standard" or "Shared". Depending on state permissions, if you are able to create reports, those would be in Custom.
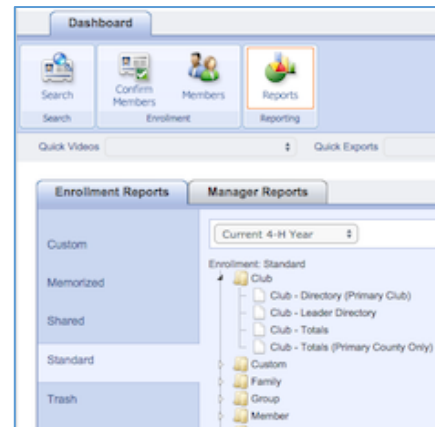
❧*Tips*❧

Club leaders are not able to edit their own family data (any differently than other club members') while logged in to the club. To manage and edit your own family information, click the gold "Continue to Family" button on the second login screen.

For help with logging in as a club leader, or with other club leader options, please contact your county extension office.