Club Leader Access to 4-H Online
Login to 4-H Online Enrollment System

• Login to 4HOnline at https://mt.4honline.com. Click on the “I have a profile” button.
• Type in your family email and password. The role field should be “Family.”
• Click the Login button.
Logged in, now what?

• Next you can go to your family profile by clicking on “Continue to Family” at the middle right part of the screen.
• Or you can view one of the “Announcements & Newsletters” at the middle left part of the screen.
• Or you can go to the “Club Leader Login” at the lower part of the screen.
Login to Club

• Next under “Club Leader Login” click the arrow beside the box and select your name.
• Your club name will automatically fill in the next box.
• Enter your club password in the “Password” box exactly as it was emailed to you. The password is case sensitive.
• Click “Login to Club”.

[Image of Club Leader Login form]
Logged into Club, what’s next?

- The first screen that shows on your Dashboard after logging in is the “Confirm Members” that have enrolled online.
- If members are approved no members will show in this screen.
Dashboard Search

• When you click on the “Search” button on the Dashboard it will allow you to search for a specific member or leader.
Dashboard Members

- When you click on “Members” button on the Dashboard this takes you to the list of the members that are currently enrolled in your club.
- You can click on the “Edit” button to the right of the member to view their individual information and projects.
- Click the “Members” button to get back to the list.
Dashboard Reports

• When you click on the “Reports” button on the Dashboard you can get reports on your members and their projects.
Report Types

• Custom: Reports you build yourself for your club needs.
• Memorized: Reports you can duplicate to make new reports easier.
• Shared: Reports already generated by someone else and available for your club use.
• Standard: Reports generated by the state and can be used for your club.
Create a Custom Report

- First click the “Custom” tab on the left of the screen.
- Next click on the “Create Report” button on the right side of the screen.
Create a Custom Report Cont.

• Next, you name your report by typing it into the “Title” box that pops up.
• You can also put a description of the report in the box below.
• Click “Create” after you filled in the boxes.
Create a Custom Report Cont.

- In the “Profile” tab, find the information you want to add to your report and click the arrow to move it to the right side.
- You can click the other tabs for more information to add to your report.
- Once you have all the information you want on this part added to your report, scroll down, check your filters, and click “Save”.
Create a Custom Report Cont.

- Click the “Standard Filters” tab to refine your report.
- This is where you choose specific groups, events, or projects for your report.
- Always click “Save” at the bottom when you are done with your filters.
Create a Custom Report Cont.

• Click the “Data & Format Options” tab to even further refine your report.
• This tab will group, count, and sort your information.
• You can also sort your data using the custom filter sections to refine your report.
• Don’t forget to click the “Save” button at the bottom.
Create a Custom Report Cont.

• Click “View Report” to see what you created.
• If it isn’t quite what you expected you can click on the previous tabs to edit your report.
• To download your report, click on the “save” icon, and the box at the right you can choose to download in PDF format or Excel.
Create a Memorized Report

• The only type of reports that can be memorized are the Memorized, Shared, or Standard reports.

• First you must select a report to duplicate (or memorize) in the other sections.

• Click “Memorize Report”

• The report will appear in the “Memorized” section.
Create a Memorized Report Cont.

- Click “Memorized” on the left of the screen.
- Select the report you duplicated (or memorized).
- Click “Edit Report” to customize the report the way you want it.
- To edit follow the same steps as in creating a report.
Shared Reports

• Click on “Shared” to the left of the screen to view your shared reports.
• These reports are shared by others and can not be edited but can be memorized.
• Select a report and click “Run Report” so view the report.
Standard Reports

• Standard reports only give you the option to run or memorize the same as Shared reports.
• Click “Standard” at the left of your screen.
• The most common standard report used is the “Club-Directory (Primary Club)”, so select that report.
• Click “Run Report”
Standard Reports Cont.

• Your Standard report will appear.
• Click the “save” icon to download your report.
• The dropdown to the right of the icon will allow you to choose the type of format you want your report to download.