

4-H Online – Club Leader Guide

1. Go to www.oh.4honline.com
2. Log in using your family email and password used to enroll each year.
3. Under club leader login select your name and enter **lawrence4H** as the password, then click login to club.

Welcome to the OHIO 4-H Program!

My Meetings

Announcements & Newsletters

Continue to Family ▶

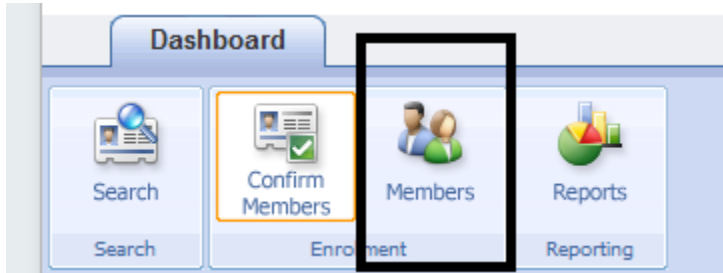
Club Leader Login

Select a profile ... Password: Login to Club

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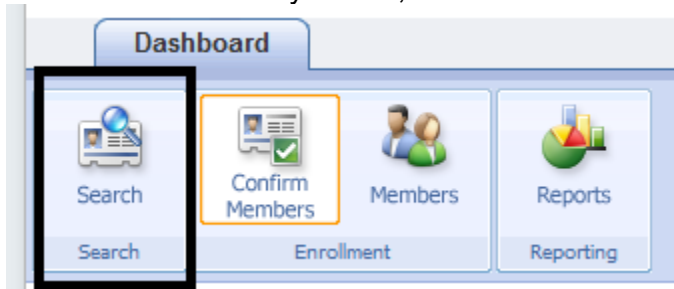
To View Current Club Roster (Only ACTIVE members)

Once logged into the club clicking the “members” icon will return a list of all the ACTIVE members currently enrolled in your club. You can use this as your club roster.



To View Everyone associated with your club

To see a list of members and leaders associated with your club, including those who are not currently active, click on the “search” icon.



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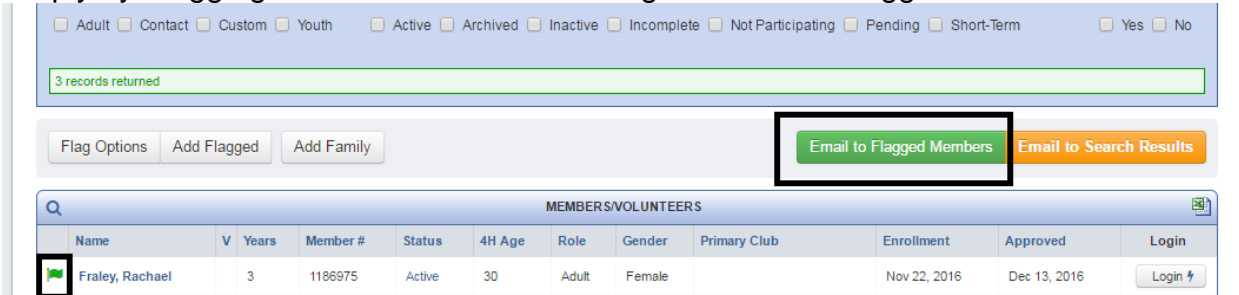


lawrence.osu.edu

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To Send Email/Text Messages



From the search screen, you can send quick emails or text messages to your members simply by “flagging” each member and clicking on “Email to flagged members”.



Filter options: Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term Yes No

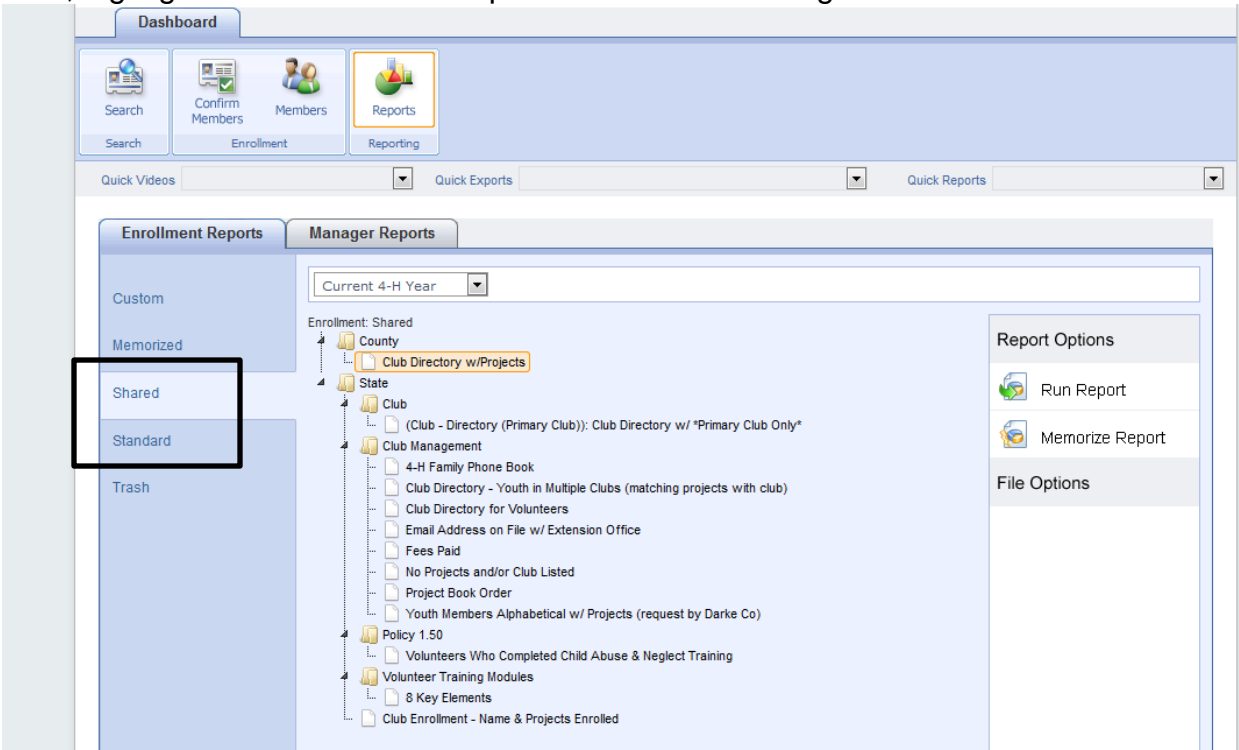
3 records returned

Buttons: Flag Options, Add Flagged, Add Family, **Email to Flagged Members**, Email to Search Results

MEMBERS/VOLUNTEERS											
Name	V	Years	Member #	Status	4H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
 Fraley, Rachael		3	1186975	Active	30	Adult	Female		Nov 22, 2016	Dec 13, 2016	Login 

Running Club Reports

You can view and print reports by clicking on the reports icon. Look for the report you want to run under the “Shared” or “Standard” tab. Once you find the report you wish to view, highlight it and click “Run Report” on the list to the right.



Dashboard: Search, Confirm Members, Members, Reports

Quick Videos, Quick Exports, Quick Reports

Enrollment Reports | Manager Reports

Custom, Memorized, **Shared**, Standard, Trash

Current 4-H Year: [Dropdown]

Enrollment: Shared

- County
 - Club Directory w/Projects
- State
 - Club
 - (Club - Directory (Primary Club)): Club Directory w/ *Primary Club Only*
 - Club Management
 - 4-H Family Phone Book
 - Club Directory - Youth in Multiple Clubs (matching projects with club)
 - Club Directory for Volunteers
 - Email Address on File w/ Extension Office
 - Fees Paid
 - No Projects and/or Club Listed
 - Project Book Order
 - Youth Members Alphabetical w/ Projects (request by Darke Co)
 - Policy 1.50
 - Volunteers Who Completed Child Abuse & Neglect Training
 - Volunteer Training Modules
 - 8 Key Elements
 - Club Enrollment - Name & Projects Enrolled

Report Options: Run Report, Memorize Report

File Options

*You can also right click on the report name and choose run, family labels, member labels, export to excel, or PDF.

Questions? Or for help logging in as a club advisor, please call the Lawrence County OSU Extension Office at (740) 533-4322.