

<https://v2.4honline.com>

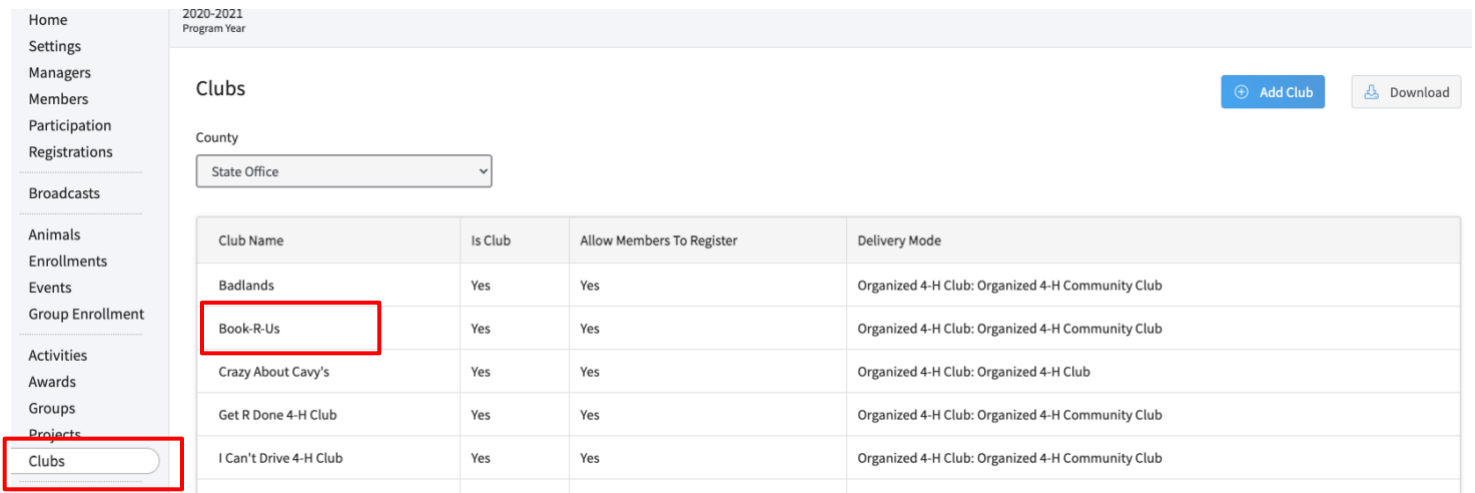
CLUB MANAGER ADMINISTRATIVE PRIVILEGES

Granting Club Manger Access and Passwords

The 'Clubs' tab allows 4-H agents to turn on options for their club's administrative volunteers / managers. The primary county manager (typically the 4-H Agent) is the only person who can adjust club settings at the local level. 4-H Agents can designate and give administrative privileges to adult volunteers who serve as their club's primary leader. *This designation should only be given to the club's "primary" leader(s) due to data security policies and procedures. To grant administrative privileges to volunteers, follow the steps below.

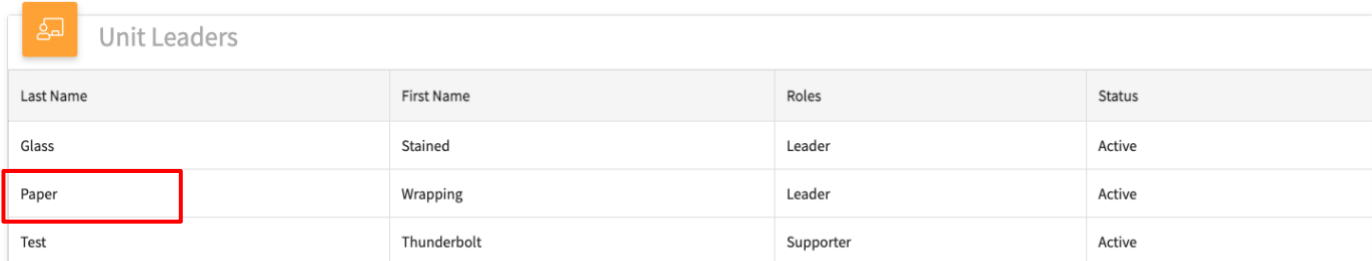
Adding / Changing Club Manager Administrative Privileges

1. Click on the "Club" tab in the central navigation panel.
2. Click the "Club" name from the list.



Club Name	Is Club	Allow Members To Register	Delivery Mode
Badlands	Yes	Yes	Organized 4-H Club; Organized 4-H Community Club
Book-R-Us	Yes	Yes	Organized 4-H Club; Organized 4-H Community Club
Crazy About Cavy's	Yes	Yes	Organized 4-H Club; Organized 4-H Club
Get R Done 4-H Club	Yes	Yes	Organized 4-H Club; Organized 4-H Community Club
I Can't Drive 4-H Club	Yes	Yes	Organized 4-H Club; Organized 4-H Community Club

3. Click the name of the person under the "Unit Leaders" section that will serve as the club's administrative leader. More than one individual can serve in this role. *Note: Only approved volunteers who self - designated this club will appear on the list. If the club leader did not select the appropriate club when enrolling / re-enrolling you can a) ask them to correct it on their profile or b) go into their profile and add the club.



Last Name	First Name	Roles	Status
Glass	Stained	Leader	Active
Paper	Wrapping	Leader	Active
Test	Thunderbolt	Supporter	Active

4. Select "Read" for Member Personal Data and select "Read" for Enrollment Approval. Note: Selecting "Read for Enrollment Approval" does NOT grant the volunteer permissions to approve profiles BUT it will make it easier to identify which of the volunteers on the clubs list is the primary administrative leader (their role will be marked "Leader, Leader").
5. Click "Save"

Edit Wrapping Paper's Permissions



Member Personal Data

Read

Enrollment Approval

Read

Save

Cancel

Example: The Books-R-Us Club has two (2) Leaders BUT Wrapping Paper has been identified as the administrative leader and after you complete the steps above her "Role" on the Units Leaders listing now reads – Leader, Leader 😊Again, this makes it easier to quickly identify the primary club leader.

Last Name	First Name	Roles	Status
Glass	Stained	Leader	Active
Paper	Wrapping	Leader, Leader	Active
Test	Thunderbolt	Supporter	Active

Club Manager Login Password

The Leader Login Code can be located off of the "Clubs" tab on the main navigation panel.

1. Click on the "Clubs" tab.
2. Select the club from the list and "Click" on the club's name.

home
Settings
Managers
Members
Participation
Registrations
Broadcasts
Animals
Enrollments
Events
Group Enrollment
Activities
Awards
Groups
Projects
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Screenings

Program Year

Clubs

County
State Office

Add Club Download

Club Name	Is Club	Allow Members To Register	Delivery Mode
Badlands	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club
Book-R-Us	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club
Crazy About Cavy's	Yes	Yes	Organized 4-H Club: Organized 4-H Club
Get R Done 4-H Club	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club
I Can't Drive 4-H Club	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club
Members At Large	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club

2020-2021
Program Year

Unit Broadcast Download Roster

Unit Details

Unit Name	Book-R-U's
Unit Delivery Mode	Organized 4-H Club: Organized 4-H Community Club
Is Club	Yes
Charge Fee	Yes
Leader Login Code	719D8F
State Wide	No

3. The Leader Login Code is **hard coded** into the system and cannot be changed. This is the code that the volunteer will need to access their roster. ***Special Note: Again, this code is intended for ONLY the club's administrative / primary leader(s). It should NOT be shared with other club volunteers or supports. This requirement is part of the university data security policies and compliance procedures.**