

# Project Leader user-guide

August 2012

## OVERVIEW AND INITIAL ACCESS

4-H Online offers three levels of access to adults. First, all adult family members have access to their family’s enrollment data. Secondly, for those adults with club leader responsibilities, it is possible to grant “Club Leader” access, which provides access to club level data. The third option is to access the system as a project leader.

In this Helpsheet we will be covering how to access the system as a Project Leader.

To access 4-H Online as a Project Leader, you must:

- Be enrolled as a family in 4-H Online.
- Know the family email address used to enroll in 4-H Online.
- Know (or request from 4-H Online) your family login password.
- Be granted Project Leader access
- Be provided with the project password by Extension staff.



To log on to 4-H Online:

1. Go to <https://idaho.4honline.com> (notice that there is no “www” in that address).
2. Enter your email address and password.

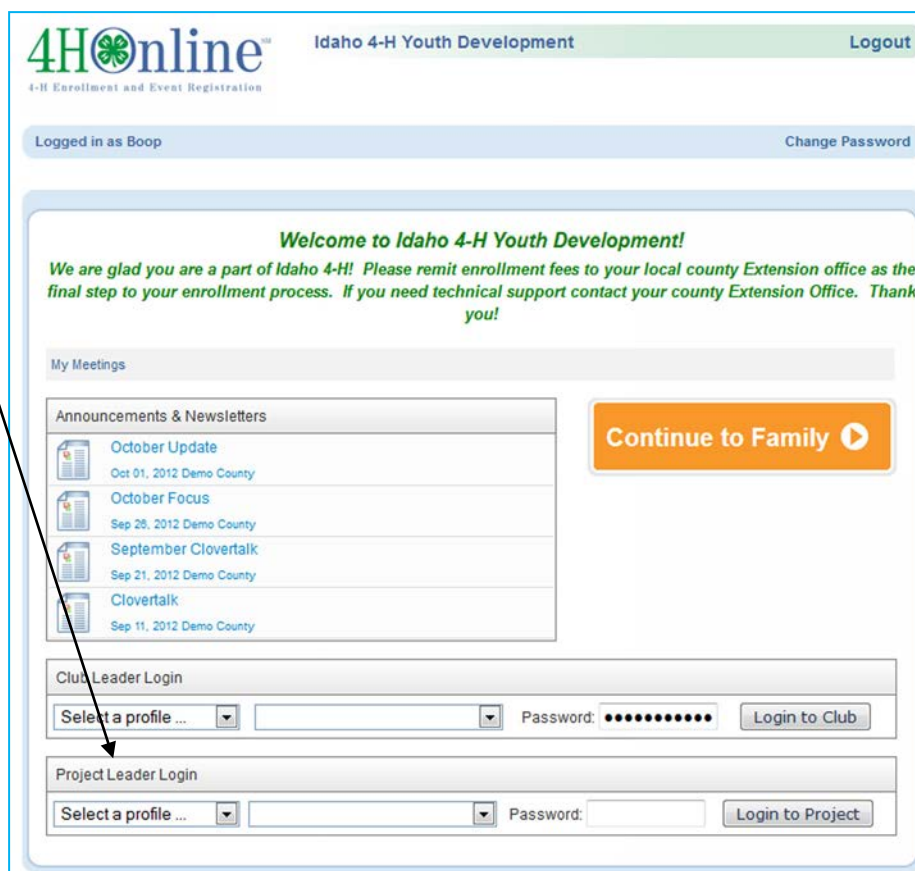
Note: Each project that you are provided login privileges for will have a different password.

**If you are not yet enrolled in 4-H Online (or a new 4-H family), please contact your local Extension staff by going to <http://www.extension.uidaho.edu/find.asp>**

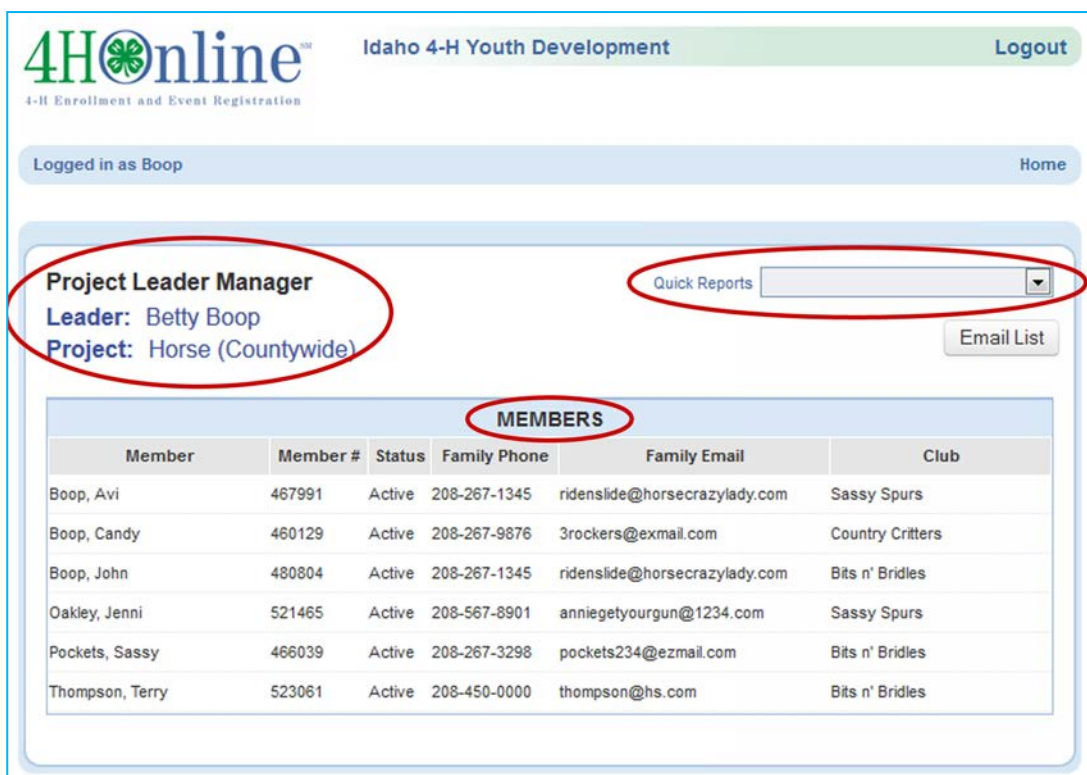
Once granted Project Leader access, you will see the [Project Leader] Login toolbar after you login to 4-H Online:

Note: Each project that you are provided login priveledges for will have a different password.

- Clicking on [Continue to Family] will bring you to your regular data access screens.
- Under [Project Leader Login],
  1. Choose your name under [Select a profile]
  2. Select your club then your club
  3. Enter password (provided by the Extension office/staff)
  4. Click “Login to Project”



After clicking on [Login to Project], you will see the members in the Project.

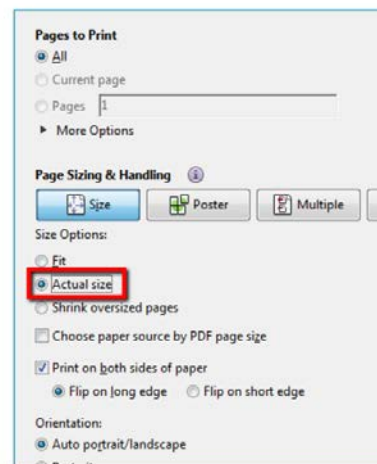
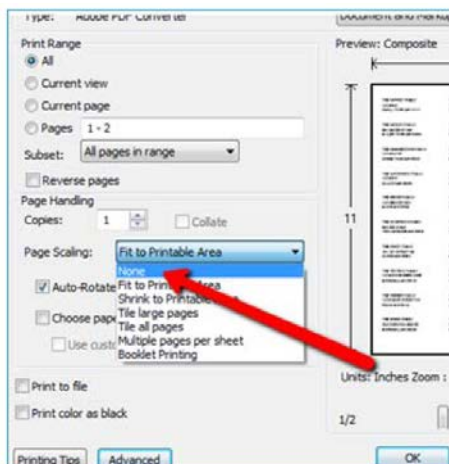


This screen displays a list of members in the project. In this case, Horse.

If you click on the dropdown that says “Quick Reports” You will have the option of selecting two options. Member Labels or Member List. These files are in .pdf format.

### Printing Labels from PDF/Page Scaling

Once the labels pdf file has finished downloading you have the option to print the labels from this document. Depending on which browser you use and what version of Adobe you are using your options may appear different. The goal is to print the label document “as is” - true to its original size. Here are two examples of what you may





encounter:

If you are not seeing these options, it's likely that your browser is bypassing the Adobe print dialogue and processes (usually it's Chrome that does this). In those cases, your best bet will be to save the file. Open the saved file and then look for the above options when you go to print.

On some printers the label data gets VERY close to the label border but seems to work. If you encounter problems please contact your county Extension Office.

**Depending on your browser choice and computer configuration, you may need to allow popups or change your browsers security settings to view the reports.**

**Emailing members from within 4-H Online is not yet possible, but is being developed. In the meantime, the best option is to run the Contact Information report. Then either manually copy the email addresses or export the Contact Information report to Excel and Windows "copy" the email addresses for use in your email client.**