1. Enter E-Mail and Password
Enter your e-mail and password from when you first created an account. If you have forgotten your password, click the bubble “I forgot my password,” enter your e-mail, and click “Send My Password”. You will then be sent a temporary password to reset it. If you have forgotten which e-mail you use to log in or are having trouble, contact the Extension Office at 715-346-1462.

2. Click Login
Left-click “Login” to access the family home screen.
1. **Select Club**  
Left-click the drop-down menus to select your name and club. Then left-click the field labeled “Password” and enter the club password. For your club password, contact the UW-Extension office at 715-346-1462 or ryan.nelson@ces.uwex.edu. If you cannot see this option, you do not have club manager privileges.

2. **Login to Club**  
Left-click “Login to Club” to access club manager functions.
1. **Edit**

Each member on this screen is awaiting your confirmation. Left-click “Edit” next to a member to view their enrollment information and to confirm or reject their membership in your club.
1. Scroll
Review the profile information for errors. Left-click and hold the scroll button (or use a mouse wheel) to scroll down to the bottom of the screen to see more information.
1. Confirm

Review the enrollment information and project list for errors. Make sure that if they are enrolled in the Cloverbud project that they are **not enrolled in any additional projects**. If they are enrolled in the Exploring project, make sure that they are enrolled in **no more than two (2) additional projects**.

When you are satisfied with the information, left-click confirm. The county will then review the member's profile for final acceptance.