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. Reports

Let-click “Reports” to access your reports, including the Literature Order.
1. Shared

Left-click “Shared” to view the pre-made reports that the county has shared with you.
1. **4-H Year**

   *If* you are running this report after August 31 of the current 4-H year, you will need to left-click this drop-down menu and select “Previous 4-H Year.”

   For example, if it is October 2016 and you want a list of first-year members for the 2015-2016 year, you will need to complete this step. However, if it is May 2016, you would keep this as “Current 4-H Year.”

2. **Select Report**

   Left-click the report whose description matches today’s date. If today’s date is between September 1st and November 15th, highlight the first report *after* completing Step 1.

   If today’s date is between November 16th and August 31st, highlight the second report, *skipping* Step 1.

3. **Run Report**

   Left-click “Run Report” after selecting a report.
1. Download Options
Left-click the drop-down menu to view download options. You can download the order list as a PDF or as a Microsoft Excel spreadsheet. Left-click your preferred option.

2. Download Report
Once you have selected your download option, left-click the save icon to start the download. Your browser may have other steps for completing the download.