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. Select Report
Left-click the “Literature Orders Details” report to select it (you can also right-click to open a drop-down menu with more options).

2. Run Report
Once your report is selected, left-click “Run Report” to view a list of club members and what literature each one requested through 4-H Online.
1. Download Options
Left-click the drop-down menu to view download options. You can download the request 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.

3. Close
When your desired downloads are complete, left-click [close] to return to the main reports screen.
1. Select Report
Left-click the “Literature Orders (Total of Literature Requested)” report to select it (you can also right-click to open a drop-down menu with more options).

2. Run Report
Once your report is selected, left-click “Run Report” to view a complete order list based on your club members’ requests.
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.