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

Left-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. Record Book Pages

Left-click one of these reports under the “Record Book Pages” folder to find the information you are looking for.

Each report generates a list of club members, alphabetical by last name with a list of the projects they are in requiring that record book page. A total is available for how many copies of the selected record book page each youth will need based on their project enrollment.

At the top of the first page is a “Grand Total” of all the record book pages your club needs. This is the number you can use on your Record Book Page Order Form if you would like to order them from the Extension Office.

2. 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.