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 like reports.
1. Reports

Left-click the Reports button at the top of the screen to access the Reports home page.
1. Create Report

“Reports” in 4-H Online are lists that include whatever information you want to know about a specific group of members, such as addresses, phone numbers, ages, grades, projects, years in 4-H, enrollment status, etc.

Left-click “Create Report” to get started.
1. Title

Type a title for your report that identifies what it will be used for. When you run a report, it is generated from the most recent data in the system and is not tied to the data that existed when you created it, so do not enter a date or year. A report I created in 2015 showing me a list of poultry project members can still be used, unchanged, to show me an updated list of poultry project members in 2020.

GOOD EXAMPLES:
“Swine Project Members”
“Leader Phone Numbers”

BAD EXAMPLES:
“My Report”
“2015 Club Roster”

A description is not necessary.
1. Data to Display
   These lines represent what you want to know about the members who will appear in the report (e.g. names, ages, addresses, photo releases). Left-click to select a piece of information you want to know. The tabs just above this field (Profile, Additional, Participation, etc.) will show you more options.

2. Arrow
   Left-click the arrow to move your desired data over to the blank field on the right. You may repeat this process for as many data as you like.

3. Save
   Left-click “Save” before moving on to the next screen.

4. Standard Filters
   When you have selected and saved all the data you want to know, left-click this button to decide which members you want included.
1. **Members You Want to See**  
These lines are “filters” and represent **who you want to appear** in your report (e.g. members enrolled in a certain project, members registered for a particular event). Left-click to select a filter. For example, if I only want to see members enrolled in the Aerospace project, I would select each of the Aerospace projects and move them over to the blank field on the right. I have now told the report to exclude any members in my club who aren’t enrolled in Aerospace.

Use the tabs just above this field (Counties, Clubs, etc.) for more options. Groups are not used at this time.

2. **Arrow**  
Left-click this after selecting a line to include it in your report. If you are not using any of the filters available in these field (i.e. projects and events), you may skip steps 1 and 2.

3. **Checkbox Filters**  
Left-click any of these checkboxes to narrow the list of members who will appear in your report. For example, if you only want youth members to appear, left-click the “Youth” checkbox under “Role.”

Checking none of the boxes in a section is the same as checking all of the boxes in the section. For example, you do not have to check “Male” and “Female” to see both male and female members. **The one exception to this rule is with the “Status” section.** If you do not check any boxes, the report will assume you only want to see “Active” members (those who have enrolled for the current year and have been approved at the county level).

4. **Scroll**  
Left-click and hold (or use your mouse wheel) to scroll down to the bottom of the screen to see more checkbox options and the “Save” button.
1. **Checkbox Filters**
   You may left-click these additional checkboxes to narrow the list of members who will appear on your report. If you want your report to show only members who enrolled during a specific period, left-click the white fields under “Enrollment Date” and enter the dates in mm/dd/yyyy format, or left-click the calendar icon next to the fields and select your dates off of a calendar.

2. **Save**: Left-click “Save” before scrolling up to move on to the next screen, or you will lose your work!

3. **Scroll**
   Once you have saved your work, left-click and hold (or use your mouse wheel) to scroll up to the top of the screen and move on to the next section of the report.

### Status
- Active
- Archived
- Inactive
- Incomplete
- Not Participating
- Pending
- Short-Term

### 4-H Age
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19

### Enrollment Date
- From: [Input Field]
- To: [Input Field]

### Gender
- Male
- Female

### Ethnicity
- Hispanic
- Not Hispanic

### Race
- White
- Black
- American Indian Or Alaskan Native
- Native Hawaiian Or Pacific Islander
- Asian
- Balance Of Other Combinations

### Military Service
- I have a parent serving in the military
- Myself, and/or my spouse, is currently serving in the military
- No one in my family is serving in the military

### Residence
- Farm
- Town under 10,000 and rural non-farm
- Town/City 10,000 - 50,000 and its suburbs
- Suburb of city more than 50,000
- Central city more than 50,000

### School Grade
- Kindergarten
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- Post High School Education
- Not In School
- Special
1. **View Report**: When you have selected and saved all the filters for your report, left-click this button to view your report.

(Note that this presentation has skipped the Data & Format Options screen. This screen includes options for adding more specific filters or changing how the data are displayed in your report, but most reports you use will probably not need features like this. See the “Screen-by-Screen” guide for Reports to learn more).
3. Quick Print
If you simply want to print your report, left-click this printer icon. If you have a printer connected and installed on your computer, your default printer options will launch.

1. Download
To download your report, left-click the arrow on this drop-down menu and then left-click “Pdf” (for a PDF) or “Xls” for a Microsoft Excel spreadsheet.

2. Download
When you have selected a report option in the drop-down menu, left-click the save icon to complete the download. Your browser may present you with additional steps to open or save the file to your computer.