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. Search
Left-click "Search" to bring up the "Search" screen.
1. Type Search
For a quick search by name, age, phone number, etc., left-click the search field and type what you know about the member you are looking for. If you do not know precisely how a name is spelled, you can do a "wildcard" search by typing as much of the name as you know and inserting an asterisk (*).

For example, typing Jo* might show you: George Johnson John Lennon Joanna Smith

2. Filter Search
Left-click any checkbox filters you want to apply in addition to your type search or without doing a type search at all.

For example, typing "Johnson" and left-clicking the "Adult" checkbox will produce a list of all members associated with the name "Johnson" and who enrolled as adults.

For a detailed explanation of flags and filters, see the Screen-by-Screen guide for "The Search Screen."

3. Search: When all of your search options are selected, left-click "Search" to update the list.

4. Email List: To pull up a list of e-mail addresses for the members listed in your search, left-click "Email List."
1. **Copy E-Mail List:** You may want to send e-mails to all members on your search list from your personal e-mail account. To copy all of the e-mail addresses:

- Press and hold the CTRL (or ⌘ key on Macs) on your keyboard and then press the “A” key (this will highlight all of the addresses)
- Press and hold the CTRL key on your keyboard and then press the “C” key (this will copy the addresses you highlighted)
- Log in to your e-mail account and left-click on the field where you enter e-mail addresses.
- Press and hold the CTRL key on your keyboard and then press the “V” key to paste.