Club Leader Resources
As a club leader you will be able to view all of your club’s information. So once you log in your screen will look like the picture below. You just have to enter the club password (given to you by the Extension Office) to have access to your club.
How to view Club Data as a Leader

Additional resources to club leaders will come at a later date. For now here are a couple options:

- You can currently search for members. You can either enter key words or use the provided checkboxes to yield the results you want.

- There are also a variety of reports. The next page shows an example of one report you can run. Reports are already predetermined.
# View of “Club-Directory (Primary Club)”

Report: Club - Directory (Primary Club)
Filters: RoleType=Member; Status=Active; Include Demo Counties=No; Primary Club=Yes;

## LEGACY

### Adult Volunteers

**CLOVER, MOM**
12345 Clover Lane
Cliahe, KS 66061
987-654-3210

- **Enrolled:** 10/21/2014 10:57:13 AM
- **Years in 4-H:** 5
- **Gender:** Female
- **Ethnicity:** White
- **Birthdate:** 1/1/1960 12:00:00 AM
- **Age:** 54

**Email Address:** clover@nomail.com
**Member Status:** Active

<table>
<thead>
<tr>
<th>Leader Role</th>
<th>Project</th>
<th>Years in Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Leader - Club</td>
<td>FAMILY STUDIES</td>
<td>1</td>
</tr>
<tr>
<td>Project Leader - Countywide</td>
<td>PETS</td>
<td>1</td>
</tr>
</tbody>
</table>

### Youth Members

**CLOVER, DAUGHTER**
12345 Clover Lane
Cliahe, KS 66061
987-654-3210

- **Enrolled:** 10/21/2014 11:15:06 AM
- **Years in 4-H:** 1
- **Gender:** Female
- **Ethnicity:** White
- **Birthdate:** 2/2/2002 12:00:00 AM
- **4-H Age:** 12
- **Grade:** 06

**Email Address:** clover@nomail.com
**Member Status:** Active

<table>
<thead>
<tr>
<th>Leader Role</th>
<th>Project</th>
<th>Years in Project</th>
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<tbody>
<tr>
<td>Song Leader</td>
<td>ENTOMOLOGY</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>ENVIRONMENTAL SCIENCE</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>PHOTOGRAPHY</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>RABBITS</td>
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<tr>
<td>Project Leader</td>
<td>SPACETECH</td>
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<tr>
<td></td>
<td>TECHNOLOGY AND ENGINEERING</td>
<td>5</td>
</tr>
</tbody>
</table>

**CLOVER, SON**
12345 Clover Lane
Cliahe, KS 66061
987-654-3210

- **Enrolled:** 10/21/2014 11:25:48 AM
- **Years in 4-H:** 1
- **Gender:** Male
- **Ethnicity:** White
- **Birthdate:** 3/3/2008 12:00:00 AM
- **4-H Age:** 6
- **Grade:** 01

**Email Address:** clover@nomail.com
**Member Status:** Active

<table>
<thead>
<tr>
<th>Leader Role</th>
<th>Project</th>
<th>Years in Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Song Leader</td>
<td>CLOVERBUD PARTICIPANT</td>
<td>1</td>
</tr>
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**Club Leader Resources in 4Honline**