

Club Leader Resources

Club Leader View

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.

Kansas 4-H Youth Development [Logout](#)

Kansas 4HOnline

Logged in as [Clover](#) [Change Password](#)

My Meetings

Announcements & Newsletters

[Continue to Family](#)

Club Leader Login

Mom Clover Legacy Password: [Login to 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.



Members/Volunteers

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Enrollment Date: From [] To [] Clear Dates

Flagged: Yes No

Gender: Male Female

Role: Adult Contact Custom Youth

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

Volunteer: Yes No

4 records returned

Flag Options | Email List

MEMBERS/VOLUNTEERS											
	Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Approved
<input type="checkbox"/>	Clover, Daughter	V	1	886992	Active	12	Youth	Female	Legacy	Oct 21, 2014	Oct 21, 2014
<input type="checkbox"/>	Clover, Mom	V	5	886995	Active	54	Adult	Female	Legacy	Oct 21, 2014	Oct 21, 2014
<input type="checkbox"/>	Clover, Son		1	870021	Active	6	Youth	Male	Legacy	Oct 21, 2014	Oct 21, 2014
<input type="checkbox"/>	Heart, Paul		4	870105	Active	14	Youth	Male	Legacy	Oct 21, 2014	Oct 21, 2014

Enrollment Reports | **Manager Reports**

Custom | Memorized | Shared | Standard | Trash

Current 4-H Year

Enrollment: Standard

- Club
 - Club - Directory (Primary Club) ← Shown on next page
 - Club - Leader Directory
 - Club - Totals
 - Club - Totals (Primary County Only)
- Custom
 - Custom - Club / Project Meeting Attendance
- Family
 - Family - Labels (Avery 5160): By Name
 - Family - Labels (Avery 5160): By Zip
- Group
 - Group - Enrolled
 - Group - Totals
- Member

Report Options

- Run Report
- Memorize Report

View of "Club-Directory (Primary Club)"

Report Quick View

Page of
Pdf

Legacy
2014-2015

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

Tuesday, October 21, 2014
Page 2

Legacy

ADULT VOLUNTEERS

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

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

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

<u>Leader Role</u>	<u>Project</u>	<u>Years in Project</u>
Club Leader - Club		
Project Leader - Club	FAMILY STUDIES	1
Project Leader - Countywide	PETS	1

YOUTH MEMBERS

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

Email Address: clover@nomail.com
Member Status: Active
Guardians: Mom Clover /

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
Work Phone(s): /

<u>Leader Role</u>	<u>Project</u>	<u>Years in Project</u>
Song Leader		
Junior Project Leader	ENTOMOLOGY	1
	ENVIRONMENTAL SCIENCE	5
	PHOTOGRAPHY	5
	RABBITS	3
Project Leader	SPACETECH	4
	TECHNOLOGY AND ENGINEERING	5

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

Email Address: clover@nomail.com
Member Status: Active
Guardians: Mom Clover /

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
Work Phone(s): /

<u>Leader Role</u>	<u>Project</u>	<u>Years in Project</u>
	CLOVERBUD PARTICIPANT	1