



Project Leader User Guide

OVERVIEW AND INITIAL ACCESS

4HOnline offers two levels of access to adults. First, all adult family members have access to their family's enrollment data. Secondly, for those adults with designated leader roles, it is possible to grant "Club Manager" or "Project Leader" access, which provides greater access to member enrollment data.

To access 4HOnline as a Project Leader, you must:

- Be enrolled as a screened adult volunteer in 4HOnline.
- Know the family email address used to enroll in 4HOnline.
- Know (or request from 4HOnline) your family login password.
- Be granted Project Leader access by Extension staff.
- Be provided with the project password by Extension staff.

To log on to 4HOnline:

- Go to http://az.4honline.com (notice that there is no "www")
- 2. Enter your email address and password

We	Icome to 4hOnline
۲	I have a profile
0	I need to setup a profile
0	I forgot my password
Email:	diggs2244@gmail.com
Password:	•••••
Role:	Family
	Login

Once granted Project Leader access, you will see the [Project Leader Login] toolbar whenever you log in to 4HOnline:

Welcome to Arizona's 4HOnline Enrollment System. Please contact your County Cooperative
Extension Office if you have any problems or questions. To find contact information for your county
go to http://extension.arizona.edu/4h, scroll down to the state map and then click on your county.

	Con	tinue to Family D
Club Leader Login		
Select a profile	Password:	Login to Club
Project Leader Login		
Select a profile	Password:	Login to Project

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- Clicking on [Continue to Family] will bring you to your regular data access screens.
- To log in as a Project Leader, choose your name under [Select a profile], then select a project from the second dropdown.
- Enter the project [Password], which will be provided by your Extension staff

Project Leader M	anager	Quick Reports		
Project: Shooting	Sports Educa	tion - Air Rifle (Cour	ntywide)	Project Leader - Member Label Project Leader - Member List
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After clicking on [Login to Project], you will see a list of members enrolled in this project.

• To print reports or mailing labels, click on the [Quick Reports]