

Club/Unit Leader Login

Before You Start

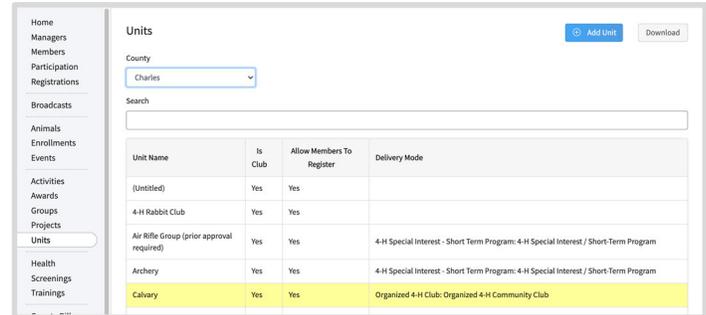
Before a Club Leader may login, the manager must give them permissions. The permission levels and functionality will be expanded in the future.

Steps

1. Log in to your Manager account.
2. Click on the Units tab.
3. Select the Club for which you would like to give a manager permissions to access.

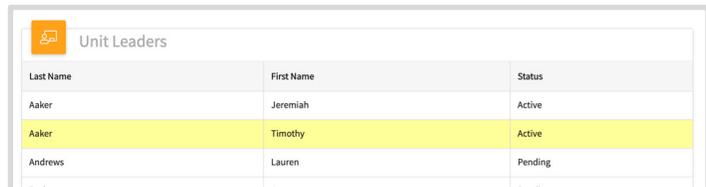
Screenshots

(Screen appearance may vary per state)



Unit Name	Is Club	Allow Members To Register	Delivery Mode
(Unlabeled)	Yes	Yes	
4-H Rabbit Club	Yes	Yes	
Air Rifle Group (prior approval required)	Yes	Yes	4-H Special Interest - Short Term Program: 4-H Special Interest / Short-Term Program
Archery	Yes	Yes	4-H Special Interest - Short Term Program: 4-H Special Interest / Short-Term Program
Calvary	Yes	Yes	Organized 4-H Club: Organized 4-H Community Club

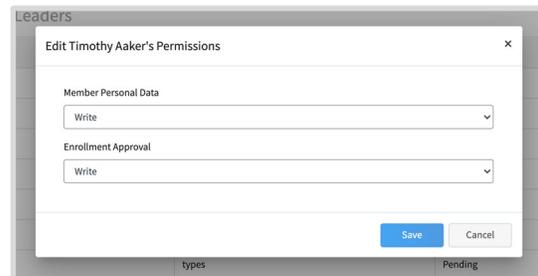
4. Scroll down to the Unit Leaders section and click on the Leader's name.



Last Name	First Name	Status
Aaker	Jeremiah	Active
Aaker	Timothy	Active
Andrews	Lauren	Pending

5. Select the level of permissions you would like to give them.

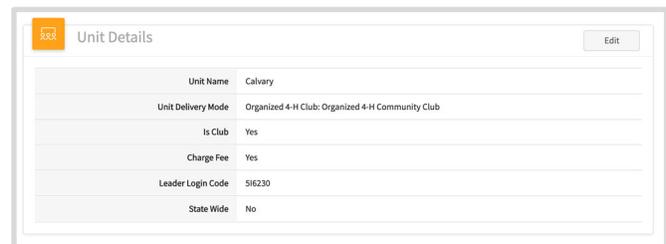
NOTE: At this time, leaders may download a roster. The ability to edit a member's record and confirm a member's enrollment will be coming soon.



6. Send the Leader Login (PIN) to the leader.

NOTE: An option will be added to regenerate the Leader Login in case of changes in Club leadership. For security purposes, this is an auto-generated password.

See the Club Leader Login Help Sheet for instructions for Club Leaders



Unit Name	Calvary
Unit Delivery Mode	Organized 4-H Club: Organized 4-H Community Club
Is Club	Yes
Charge Fee	Yes
Leader Login Code	516230
State Wide	No