

Background

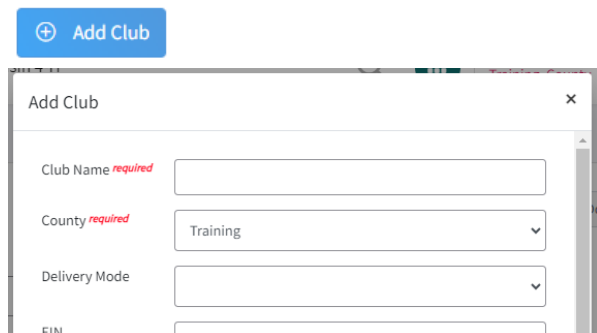
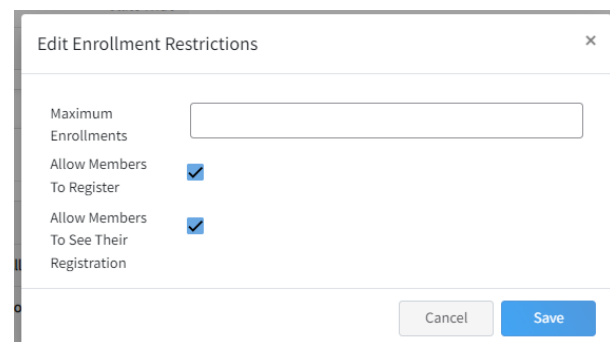
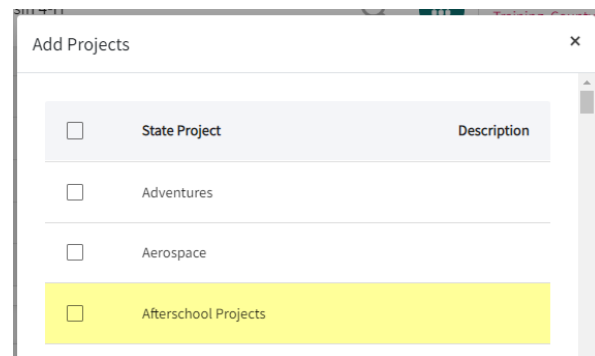
In the county manager's Clubs screen, you can Add a club or download a list of all your clubs and information about them. Clicking on a club from the list will open the club's management screen where you can send broadcast emails, download the roster and health forms, modify the club's details, and grant club volunteers permission to view the roster.

Create A New Club

1. Click on Clubs in the Navigation menu.
2. Click on the + Add Club button.
3. Enter the name of the club.
4. Select the Club's delivery mode from the drop-down menu.

Note: The rest of the information fields are optional.

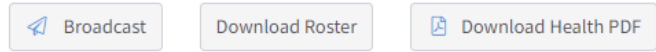
5. Click the Add button.
6. Click on the club you just created.
7. Click Edit on the Settings section.
8. Edit the settings for the club as needed and then click Save.
 - a. Maximum Enrollments – allows the manager to set the maximum number of new Youth members in the club. Leave blank for unlimited.
 - b. Allow members to register – allows members to select the club as part of the enrollment process. If unchecked, only Managers may add members to the club.
 - c. Allow members to see their registration – If this option is checked, members will be able to see the club when they look at their enrollment history. If not selected, managers will be able to see they are in the club, but the member will not.
9. Scroll to the State Projects section and click on the Add button.
10. Check the boxes for the projects you want available in that club.
11. Click on Save.

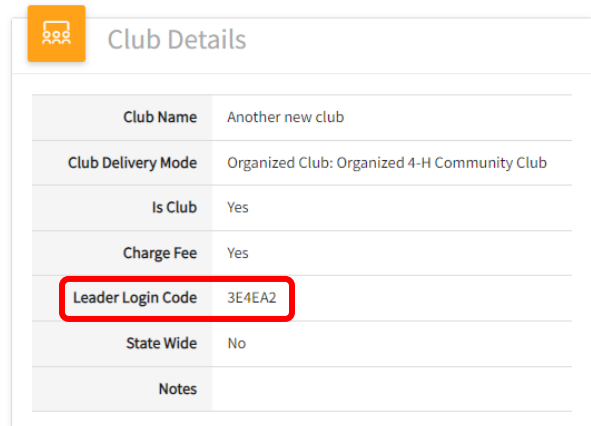
The club is now ready for enrollments.

Managing/Modifying an Existing Club

1. Click on Clubs from the Navigation menu.
2. Click on the club you wish to view.
3. In the upper right corner are three buttons – Broadcast, Download Roster, and Download Health PDF. Volunteers club managers have the Download Roster button also.



4. In Club Details is the Leader Login Code that the volunteer club manager will need to view the club roster.

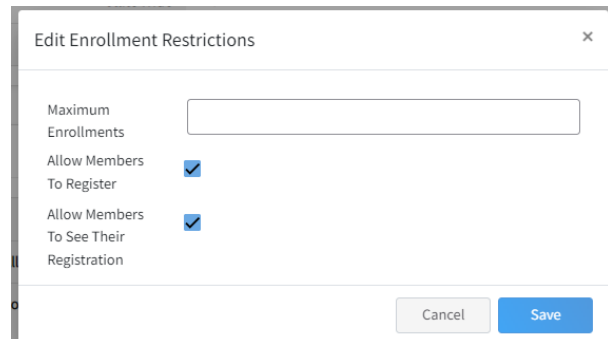


Club Details	
Club Name	Another new club
Club Delivery Mode	Organized Club: Organized 4-H Community Club
Is Club	Yes
Charge Fee	Yes
Leader Login Code	3E4EA2
State Wide	No
Notes	

- a. If you need to change anything in this section, contact the system administrator.

5. Edit the settings for the club as needed and then click Save.

- a. Maximum Enrollments – allows the manager to set the maximum number of new Youth members in the club. Leave blank for unlimited.
- b. Allow members to register – allows members to select the club as part of the enrollment process. If unchecked, only Managers may add members to the club.
- c. Allow members to see their registration – If this option is checked, members will be able to see the club when they look at their enrollment history. If not selected, managers will be able to see they are in the club, but the member will not.

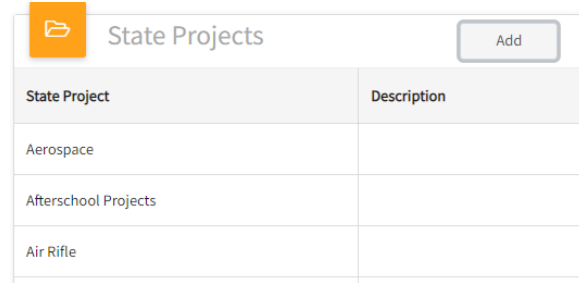


Edit Enrollment Restrictions	
Maximum Enrollments	<input type="text"/>
Allow Members To Register	<input checked="" type="checkbox"/>
Allow Members To See Their Registration	<input checked="" type="checkbox"/>
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

6. The Club Leaders section lists the adult volunteer leadership for the club. See [Granting a Club Leader Access](#) for how to modify these settings.

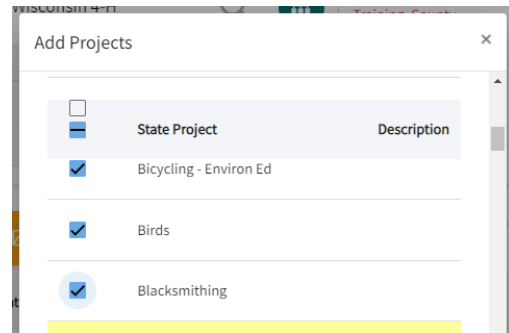
7. The next few sections (Contact, Contact Address, Meeting Details, and Meeting Address) are optional and can be skipped.

8. State Projects lists the projects that are available to the members in this club.



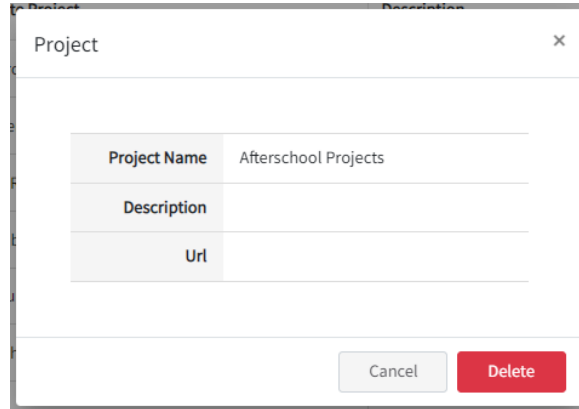
State Project	Description
Aerospace	
Afterschool Projects	
Air Rifle	

a. To add a project, click on the Add button. Check the boxes for the projects you want to add to that club and then click on Save.



	State Project	Description
<input type="checkbox"/>	State Project	
<input checked="" type="checkbox"/>	Bicycling - Environ Ed	
<input checked="" type="checkbox"/>	Birds	
<input checked="" type="checkbox"/>	Blacksmithing	

b. To remove a project, click on the project from the State Projects list. A box will appear with the project name. Click the Delete button and then Confirm the next window. The project will be deleted from this club.



Project Name	Afterschool Projects
Description	
Url	

Cancel Delete

This will add/remove the projects from this club only and must be repeated for any other clubs you wish to add/remove the project to/from.

9. There is a Delete button, but County Managers do not have permissions to delete clubs. Contact the system administrator if you wish to remove a club. Deleting the club only removes it from the current year and going forward. It still exists in historical records.



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