# 4-H Online 2.0 Club Management



#### Created May 2024

### 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.
  - Maximum Enrollments allows the manager to set the maximum number of new Youth members in the club. Leave blank for unlimited.
  - 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.

Edit Enrollment Restrictions				
Maximum Enrollments Allow Members To Register				
Allow Members To See Their Registration				
	Cancel	ve		

- 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 n 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.

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	State Project Description	
	Adventures	
	Aerospace	
	Afterschool Projects	
	d Projects	d Projects   Image: Constraint of the second secon



## Managing/Modifying an Existing Club

- 1. Click on Clubs from the Navigation menu.
- 2. Click on the club you wish to view.
- 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.
  - 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.
  - Maximum Enrollments allows the manager to set the maximum number of new Youth members in the club. Leave blank for unlimited.
  - 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.

Another new club
Organized Club: Organized 4-H Community Club
Yes
Yes
3E4EA2
No

Edit Enrollment Restrictions				
Maximum Enrollments Allow Members To Register		]		
Allow Members To See Their Registration	<b>×</b>			
	Cancel			

- 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 n the club, but the member will not.
- 6. The Club Leaders section lists the adult volunteer leadership for the club. See <u>Granting a Club</u> <u>Leader Access</u> 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.
  - 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.
  - 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 this club.

	State Proj	Add			
State Project			Description		
Aerospace					
Afterschool Projects					
Air Rifle					
Ad	×				
	State Project Description   Bicycling - Environ Ed Birds				
E					
ıt					
Proje	ct		Description	×	
c					
Project Name		Afterschool Proje	ects		
	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.

 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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