MICHIGAN STATE UNIVERSITY | Extension

4-H Online Volunteer Guide

Michigan 4-H depends on the caring adult volunteers who are willing to offer their time and talents to make a difference. If you have already completed the Volunteer Selection Process (VSP) and are serving as a screened adult 4-H volunteer - thank you!

ADDING NEW 4-H VOLUNTEERS

As a VSP certified 4-H volunteer, you may enroll yourself in the 4-H Online system by utilizing the 4-H Online Family Guide. Once you have submitted your profile in 4-H Online, you will need to wait until your account has been approved by your local Michigan State University (MSU) Extension staff and one of two permission levels has been granted.

VOLUNTEER PERMISSIONS

Counties can give volunteers two different kinds of permissions:

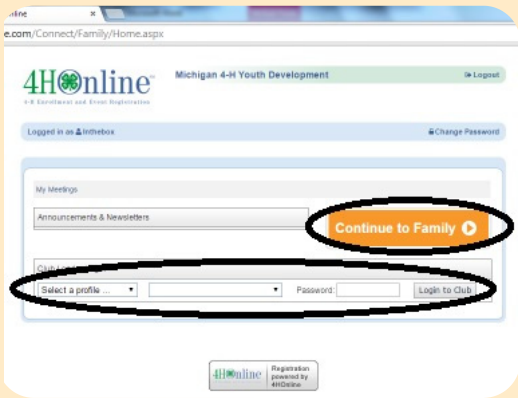
1. Login permission. With this permission, volunteers can:
    - View member list and enrollment information.
    - Get email lists.
    - Create and run reports.
    - Confirm pending members. *NOTE: Members confirmed by club leaders are not considered final until they've been confirmed by the county MSU Extension office.*
2. Login and manage permissions. With this permission, volunteers can:
    - Perform all of the above.
    - Edit member profiles/club/project data.

ACCESSING THE CLUB SITE

The county MSU Extension office will assign a password for each 4-H club. This password will be shared with club-associated 4-H volunteers (i.e. club leaders) with permissions. Once your 4-H Online account has been approved and your county MSU Extension staff person has granted you permissions, you will receive an email confirmation with the club password. As an approved volunteer with permissions, continue with the following steps.

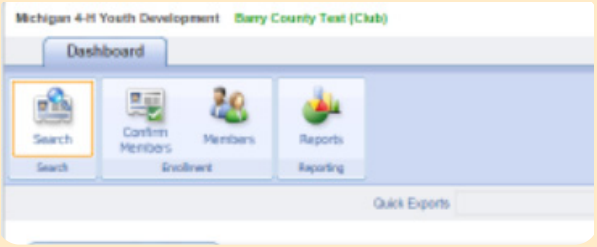
1. Access 4-H Online at https://mi.4honline.com. Login using your **Login** and **Password**.
2. On the next screen, select your **Profile** from the drop down menu.
3. Enter the **Club Password** and click "**Login to Club**."

You will now be logged into the club **Dashboard**.



EDITING A MEMBER'S PROFILE, CLUB OR PROJECT

As a club volunteer, you have the ability to edit a member's profile, club or project areas. This can only be done by using the "**Search**" function on the dashboard.



1. Click the **Login** button for the person you want to edit.

   *NOTE: You are now logged in as the person you have selected. When you are finished editing, click "**Club**" next to the member's name at the top to return to your login.*

2. Make necessary edits.
3. Scroll to the bottom and click "**Return to Member List**."

   NOTE: The changes you have made will be saved even though there is not a 'save' button.

CONFIRMING CLUB MEMBERS

As a club volunteer, you have the ability to confirm a member's enrollment in your club. *NOTE: Members confirmed by club leaders are not considered final until they've been confirmed by the county MSU Extension office.* Confirming club members can only be done by using the "**Confirm Members**" function on the dashboard.

1. Click the "**Edit**" button next to the member you want to confirm.
2. Review the information.
3. You may now "**Confirm**" or "**Reject**" the member.

   NOTE: Rejecting a member will delete the record from club manager view but not the MSU Extension county level. The member can still be confirmed at the county level but will not be assigned to your club.

DISPLAYING A LIST OF CLUB MEMBERS

As a club volunteer, you have the ability to display a list of all club members and volunteers in your club. This can only be done by using the "**Members**" function on the dashboard. You may export this list to Excel using the Excel icon on the right side of the blue bar, directly above the **"Members/volunteer list."**

*NOTE: There is an **'Edit'** button for members on this screen but at this time it is not functional.*

CREATING REPORTS

The '**Reports**" section of club dashboard has not been fully researched or set up at this time. There may be standardized reports created for volunteers to use in the future. However, until then, club leaders may be able to create custom reports as follows.

1. Click "**Create Report**."
2. Give your report a name and description then click "**Create**."
3. Select items to be contained in your report from the box on the left and 'arrow' them over to the box on the right.
4. Save your report.
5. You may filter, format, set view parameters, etc., by using the menu bar directly below the Dashboard icons.

Once you have created a custom report, you will be able to run the report, edit, export it to Excel, etc.

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