4hOnline Help Sheet – for Families
Project Leader Login

1/2013

University of California
Agriculture and Natural Resources

Making a Difference for California

The project leader login is the same concept as club passwords where the password serves as a secondary measure. The project leader must first log in to 4hOnline with their family email and password before logging in as the project leader.

1) **Logging in as a project leader**

   a. **Log in as the family, select the project leader – the project – enter the project password.**

2) **View project members and print reports**

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FAQ –

1. **What can the Project Leader see when they login to their project in 4hOnline?**
   The project leader will be able to see a list of the members enrolled in their project in that club.

2. **What reports can a project leader see when logged into 4hOnline?**
   The project leaders can run 2 reports, located under the Quick Reports drop down menu. A report for Member Labels for mailing and a report for the members enrolled.

3. **Will there be any other reports available for project leaders?**
   At this time, the feature is new and in the future, the functionality may expand to include other reports.

4. **Do Project leaders have any role in changing the enrollment status of a youth profile?**
   NO. The enrollment process does not involve the project leader. The county (if it is their designated procedure) may use club leaders, but not project leader roles for assisting with the enrollment process.