

# CLUB MANAGERS

## 4HOnline Frequently Asked Questions

*I'm a Club Manager for 4HOnline Enrollment....so now what??*

**Q: I'm a Club Manager for 4HOnline Enrollment....so now what??**

**A:** Club Managers have access to all enrollment information for the club. As club manager, you review and confirm enrollment for each leader/member in your club.

**Q: Will 4HOnline e-mail me when members submit enrollment or member information is changed?**

**A:** No, you have to log in and confirm members regularly. In addition, please remind members to let you know if they have entered any changes for your records. Best practices recommend using this system as a living document, rather than printing a list in the beginning of the year that you expect to use throughout the year.

**Q: Someone enrolled in my club and I have no idea who they are!**

**A:** Although rare, you may find that a new member has enrolled in your club without previous contact. Please use the contact information provided to touch base and ensure that they are welcomed and understand the club's process, meeting times & locations, etc.

**Q: Can I email my club families directly from 4HOnline?**

**A:** At this time, the feature does not allow for leaders or club managers to email from 4H Online, however, you are able to access the latest contact information for your club's members and their projects.

**Q: How many projects can a youth enter?**

**A:** Youth members can select up to 3 projects for no fee. Additional selections will cost \$4 per project. There is no project fee for Youth Leadership, Friends Helping Friends, or Project Youth Leaders. **The Club Manager monitors the number of projects for each youth and fees that apply. Extra project fees must be paid to the local club.**

**Q: Can adults sign up as volunteer leaders without going through Youth Protection training? It appears that they just need to enter their personal information without verifying certification. Am I missing something?**

**A:** They can enter their information into the system, but the county is in control of approving their enrollment after screening & Youth Protection is complete, just like before. Club managers can "confirm" their adult volunteer leaders at the club level first. The county will ultimately confirm & approve new adult volunteer leaders.

**Q: Oh no! I made a mistake and the system will not let me edit it! What should I do?**

**A:** Contact the Dodge County UW-Extension Office. The 4-H support staff has the capability to log-in and edit profiles if a mistake is made. If there's something we can't fix, we can call the state office for assistance.