



4HOnline Tip Sheet:

Assigning Volunteers Club Management Privileges

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- After volunteers are entered, you will need to go back into club record to select which volunteers will receive management privileges to club. To do this:
 - Click on the “Clubs” icon (house) under the enrollment tab.
 - Click the edit button for the club you want to work with.
 - Scroll to bottom of screen
 - You will see a list of the volunteers for that specific club.
 - For volunteers needing to view and edit club information, both boxes (Allow Login and Allow Member Management) need to be checked.
 - For volunteers who only need to view club information, only click “Allow Login”
 - Regardless of what is checked (Allow Login or Allow Member Login) club passwords need to be shared for access.
- To create club password:
 - Under password management enter “Unitname4h”, for example “Montgomery4h”, for new password and then confirm your password.
 - Click update password
 - You will see a message that the password has been successfully updated.
 - Click Save

Please Note: Club passwords should be the same for the all clubs at the unit level. Use “Unitname4H” for example “Montgomery4H” for all clubs. A club’s access is behind the correct family leader login so it doesn’t matter if all clubs have the same password. If Suzie is the leader of Club A, she can only login into Club A even if she knows the password to Club B.