Viewing Club Roster in 4-H Online

Only approved organizational advisors* will be able to see rosters.

- Log into your family profile.
- Click the "View" button beside your name.
- There's a menu on the left side; click on "Clubs".
- Then click on the blue "Manage" button.
- Enter the club password** when the Unit Login box pops up. Then click the "Login" button.
- You can then see your club's roster.
- The roster is downloadable; click on the "Download Roster" button. This will download and open in Excel.
- Enable editing so you can manipulate the spreadsheet. Note that there are 2 tabs (at the bottom). One lists the members, the other lists all their projects.

The roster includes only those who have an approved or incomplete enrollment for the current year. It does not show previously active club members.

*Please let us know if you would like another volunteer in your club to access roster.

**If you don't know your club password, please call us.