

## Access Your Member Enrollments for Organizational Advisors

Club Code: \_\_\_\_\_

To access you member records, advisors must

**Step 1:** Complete your annual enrollment and background check (if required).

- Until you have submitted your enrollment, you cannot be approved in the system and be provided access to your club records.

**Step 2:** Log into the 4-HOnline database under your family profile.

**Step 3:** Once into your profile, click the "Clubs" tab from the list on the right side of your screen.

**Step 4:** Next, click manage. You will be prompted to type in the code above.

You should now be able to see your list of members and volunteers who have submitted enrollment.

Those who have been approved will have "approved" by their name. Those awaiting approval will have that noted by their name.

\*You can download your list into an excel spreadsheet. The spreadsheet will have two tabs, one with member information and one with member projects.

If you need help with this process, please contact Deb Dewese at [dewese.6@osu.edu](mailto:dewese.6@osu.edu).



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