



4H4ME Leader's Guide

NOTE: Using Internet Explorer 6.0 or above will provide the best experience. To maximize your viewing screen space, press F11 after opening 4H4ME.

To log into 4H4ME:

- If you know your user ID and password enter them into the **Express Sign in** boxes in the upper right of the screen. For example, if your User ID was EXB0530, you would enter 'WI' in the **State** box, 'EXB' in the **County Code** box, '0530' in the **User ID** box, and your password in the **Password** box, then click the **Sign in** button.
- If you do not know your User ID or password, you will need to use the long method. In the **Currently Enrolled in 4-H** box, select **Wisconsin** from the drop down box, select **Leader**, and then click the **Sign In** button. On the next screen, select your county and then click on the **Next Step** button.
 - If you know your User ID, but not your password, enter your User ID in the box in the 2nd row and click on **Email My Password**. Your password will be emailed to the address on file.
 - If you do not know your User ID, enter your email address in the 3rd line and click on **Submit**. All User IDs and passwords associated with that email address will be emailed.

NOTE: Do not use your browser's BACK button. Always use **Prior Screen** or **Previous Screen**.

1. Viewing and changing personal enrollment data

Note: Changing personal enrollment data will be available only if your county has approved this feature.

- Login as a leader
- Select **View/Edit My Personal Info**
- Make change to any of the editable info (as indicated by the white field backgrounds)
- Select **Save Changes**

2. Viewing and changing project enrollment

Note: Changing project enrollment data will be available only if your county has approved this feature.

- Login as a member
- Select **View/Edit Club / Projects / Achievements**
- Select **I Want to Add/Remove my Projects**
- Select a project in the left/right box to add/remove a project, Select the **Add/Remove** button to see your newly revised list of projects.

3. Club reports

- Login as a leader
- Select **View/Print Club Information**
- Select the club
- Decide if you want a PDF you can print or an Excel spreadsheet
- Select **Club Listing** or **Club Report** or **Club Mailing Labels**
- Click on the **Download** button to get the report you requested.

4. Project reports

- Login as a leader
- Select **View/Print Project Information**
- Select project(s) you wish to get a report for.
- Decide if you want each project on a separate page or a combined report with all selected projects together.
- Select **Project Listing** or **Project Report**
- Click on the **Download** button to get the report you requested.

5. Emailing club/project members

- Login as a leader
- Select **Email Members/Leaders**
- Select club(s) and/or project(s)
 - You will see all project families listed that you are leader for. Remember that leaders and members are in different projects within the same project family.
 - Depending on settings, you may see members and/or leaders from more than one club. To send an email to just one club, you must select the club.
 - If you wish to email all members/leaders in a club, select the club without selecting a project.
- Select to **Include Members** and/or **Include Leaders**
- Click on **List Members/Leaders using selections** button
- Highlight the members/leaders you want to send an email to. You can also use the **All** button.
- Enter an Email Subject
- Enter an Email Message
- Click on **Email Members and/or Leaders** button
- You will receive a confirmation email when the email is sent.



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