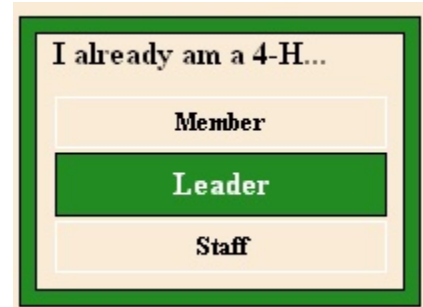


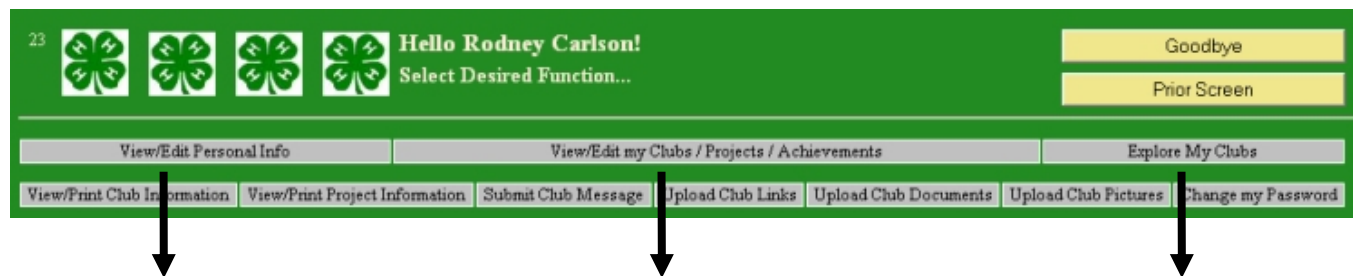
Login:

- Go to www.4h4me.com and click on “I already am a 4-H Leader”
- Click on “Minnesota”, then “I have selected my State and know my County”
- Click on “Cook”, then “Submit”
- Enter your 4h4me ID and password (or use the options on that page to have your login info sent to the e-mail address you entered on your 4-H enrollment form)
- **As an alternative**, your “Express Login” consists of “mn”, followed by your full ID (three letters and four numbers) and then your password



Leader Function Selection:

- A successful login will be indicated by your name appearing on the following screen. From there, a number of Leader related Functions can be accomplished.



Personal Information



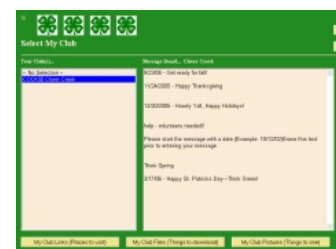
This screen allows you to update your address and other basic enrollment data – simply type in the appropriate box and click on the “Save Changes” button at the bottom of the screen. Note that all or some of the fields cannot be changed – please contact your Extension Office to update your personal information if not allowed on this screen.

Clubs and Projects



This screen allows you to see which Club, Projects and Achievements (activities) you are enrolled in. If allowed by policy and time of year, you may change your project and/or achievement enrollment. Use the buttons at the bottom of the screen to make those changes.

Club Resources



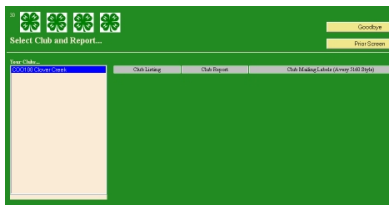
After clicking on your club name, this screen allows you to view club messages, files, photos and web links posted by yourself or other club leaders. Use the buttons at the bottom of the screen to access those items.

Club Management - Leader Function Selection:

- A number of club management related tasks can be accomplished using the second row of menu items on the Leader Function Selection screen.



Club Reports and Labels



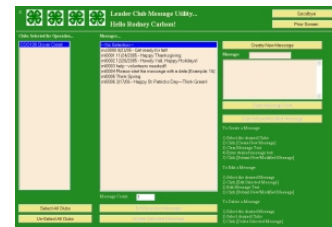
Click on your club name, and then use the menu items to create reports or labels (in .pdf format) that you can view or print.

Project Information



Click on the desired project(s) and then the desired reports.

Club Messages



Click on your club name, then follow the on-screen instructions to create and manage club messages.



Uploading Club Resources Links, Documents and Pictures

Links, Documents and Pictures can be uploaded for members and other leaders in your club. The only people who will be able to access these resources are 4-H staff and the Members and Leaders enrolled in the selected club.

To view the uploaded resources, click on the button [Return to Leader Function Selection], then click on [Explore My Clubs] (see above for more info).

FOR MORE INFORMATION ABOUT USING THESE FEATURES, GO TO: www.mn4h.org/4h4me



- In all cases, the first step is to click on the desired club.
- The next step is to request the next available "record key", by clicking on the appropriate button.
- From that point, follow the specific on-screen instructions to locate/identify/upload the desired resources.

- Click the Prior Screen Button at any time to re-select a different function

