

# 4-H Online - Club Leader Tips

## How to view your Club Roster

- 1) Login to [4honline.com](http://4honline.com)
- 2) From your Member List, select your Club Leader Profile
- 3) Select “Clubs” from the Navigation List (highlighted below)
- 4) Click on the Blue “Manage” button

The screenshot shows the Colorado 4-H Youth Development website interface. On the left is a navigation menu with options: Member List, Profile, Events, Colorado 4-H Youth Development (highlighted), Enrollment, About You, Activities, Awards, Clubs (highlighted), Consents, and Groups. The main content area displays 'Colorado 4-H Youth Development' with a dropdown for the year '2025-2026'. Below this is a 'Clubs' section with an 'Edit' button. A table lists club information:

Primary	Club Name	County	Volunteer Type	Management
Primary	Bighorn Sheep	Douglas	Co-Organizational Leader	<a href="#">Manage</a>

- 5) Enter the 6 digit Passcode for your club. If you do not have this handy, you can call the Extension Office at 720-733-6940 to retrieve this.

Unit Login ✕

Club Leader Login Code

- 6) You will see a list of your Club members, including member, cloverbuds and adult volunteers.
- 7) Click the “Download Roster” button to see the full details. This will download an Excel file to your device.



Colorado 4-H Youth Development

Member List

Profile

Events

Colorado 4-H Youth Development

Enrollment

About You

Activities

Awards

Clubs

Consents

Groups

Health

Bighorn Sheep

Download Roster

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status
Bangerter	Boyd	57	boyd_bangerter@cargil...	Volunteer	Douglas	Bighorn Sheep	2025-2026	Approved
Bangerter	Emma	15	boyd_bangerter@cargil...	Club Member	Douglas	Bighorn Sheep	2025-2026	Approved
Bangerter	Jacob	13	boyd_bangerter@cargil...	Club Member	Douglas	Bighorn Sheep	2025-2026	Approved
Bangerter	Randi	53	randifujimoto@yahoo.c...	Volunteer	Douglas	Bighorn Sheep	2025-2026	Approved

- 8) Open the Excel File to view the details. Please NOTE: there are 2 sheets
- a) The 1<sup>st</sup> Sheet has the Member details
  - b) The 2<sup>nd</sup> Sheet has all the Project information
  - c) Feel free to sort these to your liking

If you have any issues accessing your Club's Roster or if you have any questions, please don't hesitate to contact us at 720-733-6940.

