



# 4-H Alberta Online Registration System

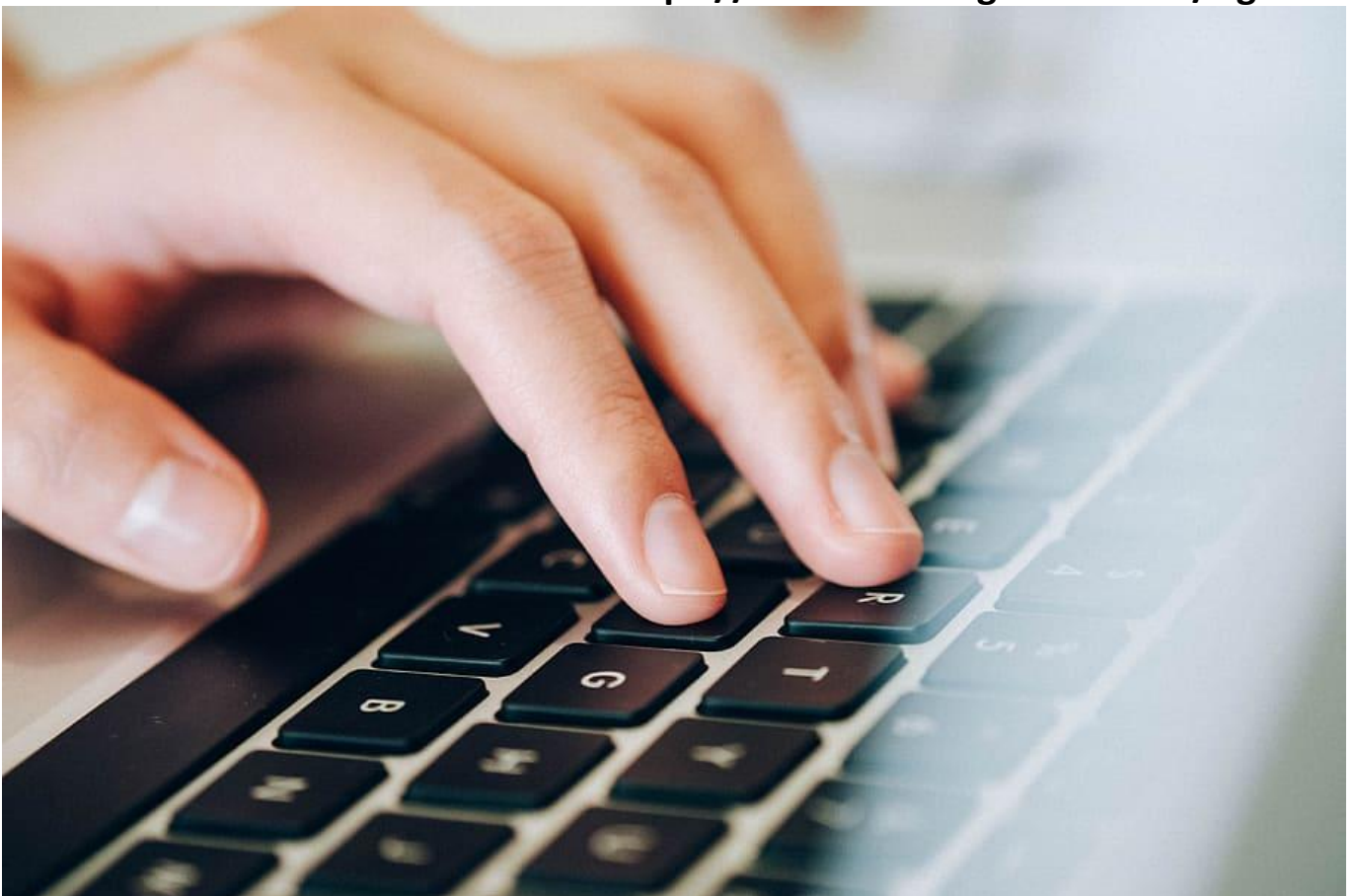
## Club Admin

General Leader / Club Registrar

**USER GUIDE-RESOURCE MANUAL**

**Version 1.1**

<https://www.4habregistration.ca/signin>





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## Online Registration System - ORS

The 4-H Alberta Online Registration System (ORS) is an administrative tool. The purpose of this database:

- Tracking Tool
- Improve Efficiencies
- Reporting Tool
- Eliminate Unnecessary Tasks

CLUBS	MEMBERS	LEADERS	4-H STAFF
Club Administration Tracking of: Members Leaders Projects Community Service Achievement Event Assigned to the General Leader and Club Registrar	4-H Profile: Personal Information Medical Information Digital Forms Tracking of: Membership Years Clubs Projects Positions Programs Awards of Excellence	4-H Profile: Personal Information Medical Information Digital Forms Tracking of: Volunteer Years Clubs Projects Programs Training Screening	Develop Programing Sponsorship & Marketing Scholarship Tracking & Statistical Reviews

**4-H Alberta Online Registration System Link:** <https://www.4habregistration.ca/signin>

4-H Alberta Website: <https://www.4hab.com/>

4-H Alberta Area Coordinator Contact Information:

Region	Your Area Coordinator	Email
Peace	Marisa Mellon	marisa.mellon@4hab.com
Northeast	Crystal Dechaine	crystal.dechaine@4hab.com
Northwest	Pam Gitzel	pam.gitzel@4hab.com
East Central / West Central	Brenda Murdock	brenda.murdock@4hab.com
Calgary	Jane Ellen Forbes	calgary@4hab.com
South	Connie-Lyne Harder	connie-lyne.harder@4hab.com

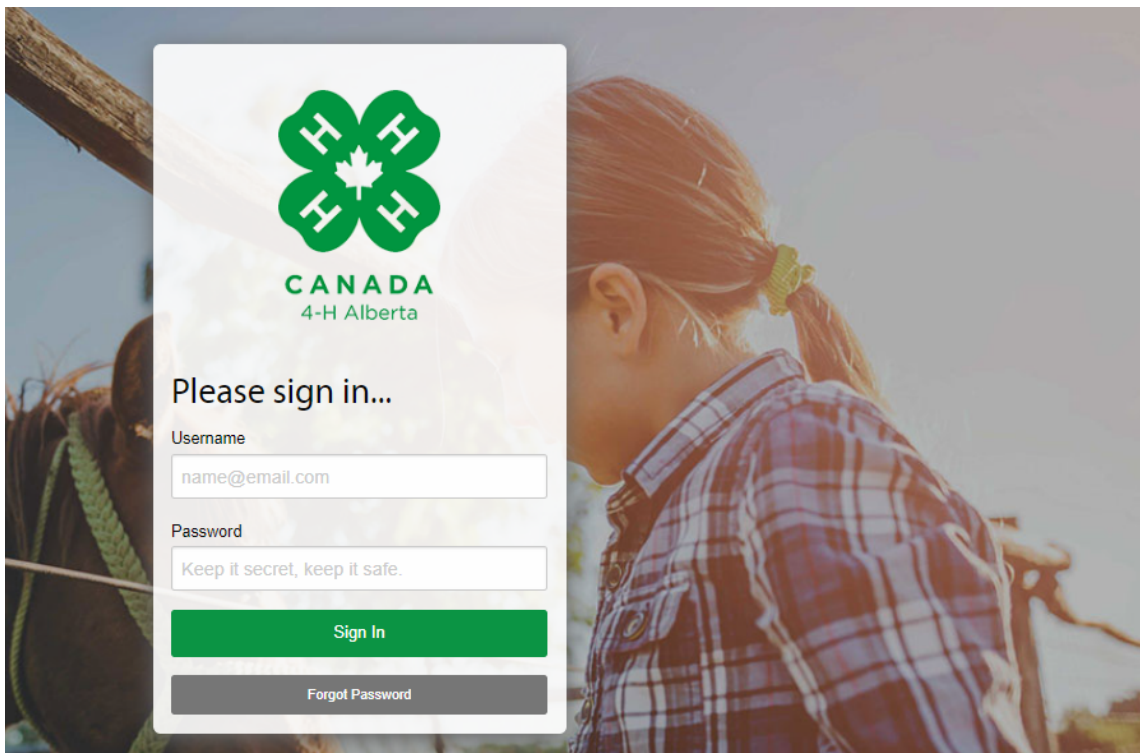
4-H Alberta Registrar, Bernadette Sereda: [registrar@4hab.com](mailto:registrar@4hab.com)



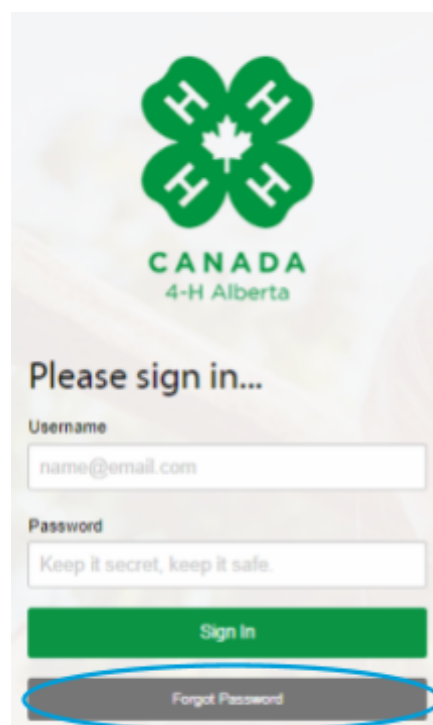
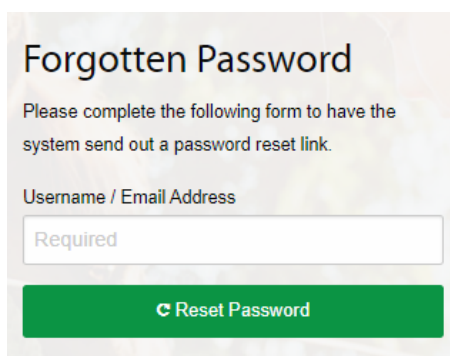
# STEP-BY-STEP USER GUIDE: CLUB ADMIN

## LOGGING IN

1. Go to <https://www.4habregistration.ca/signin>



2. Enter your USERNAME (received in the 'welcome to 4-H' email)
3. Enter your PASSWORD
  - a. If this is your first time logging in and you are not prompted to create a password - OR -
  - b. If you are a returning Member and forgot your password:
    - i. Click on FORGOT PASSWORD
    - ii. Enter the email address that your received your 'welcome to 4-H' email





iii. Click on RESET PASSWORD

1. Select your account
2. Click on SEND PASSWORD RESET
3. Follow the instructions as indicated in email 'Password Rest Request':

*First Name Last Name, you requested your 4-H Alberta registration password to be reset. This process was created for your protection and only you, the recipient of this email, can proceed to the next step.*

*If you did not trigger the reset password feature, you can ignore this email.*

*To reset your password:*

1. *Go to the following URL (URL link provided)*
2. *Specify a new password for your account on the Password Reset Form.*

The screenshot shows a web form titled "Please select". Below the title, it says "Instructions to reset your password will be emailed to the account receipt below. Please select from the following options." There is a text input field containing "@gmail.com" and "p. ....el6.". Below the input field is a green button with the text "Send Password Reset".



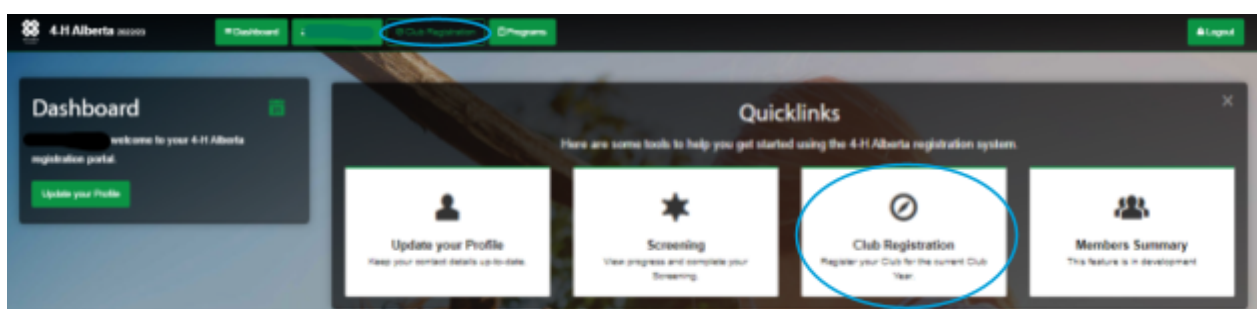
## CLUB REGISTRATION - HOW TO CLUB START-UP

\*If you are **re-registering a club**, the club information will automatically move forward from the most recent registration. Please review and update the information and be sure to **SAVE** before moving on to the next tab.

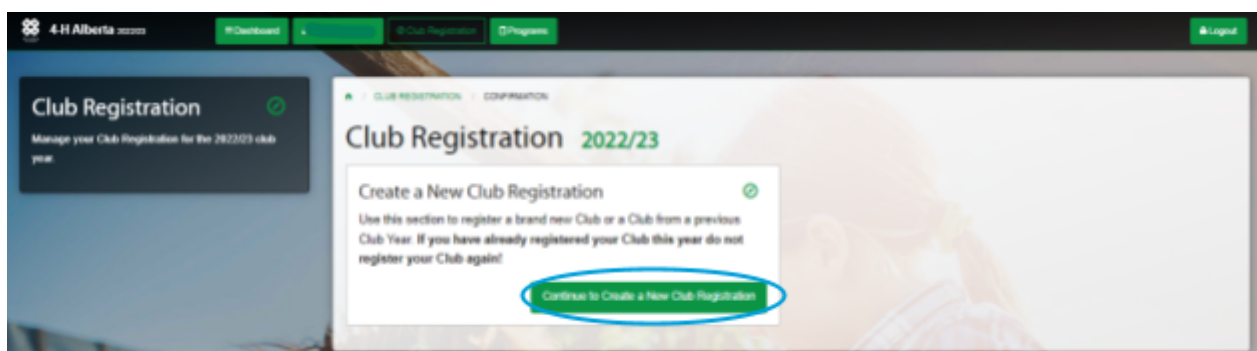
\***New Club Registrations:** The *Club* and *Projects* Tabs will populate and as you add to the Club and Save the next tab will populate. Add information, and be sure to **SAVE** to advance to the next tab.

**The online registration system is optimised for Google Chrome.**

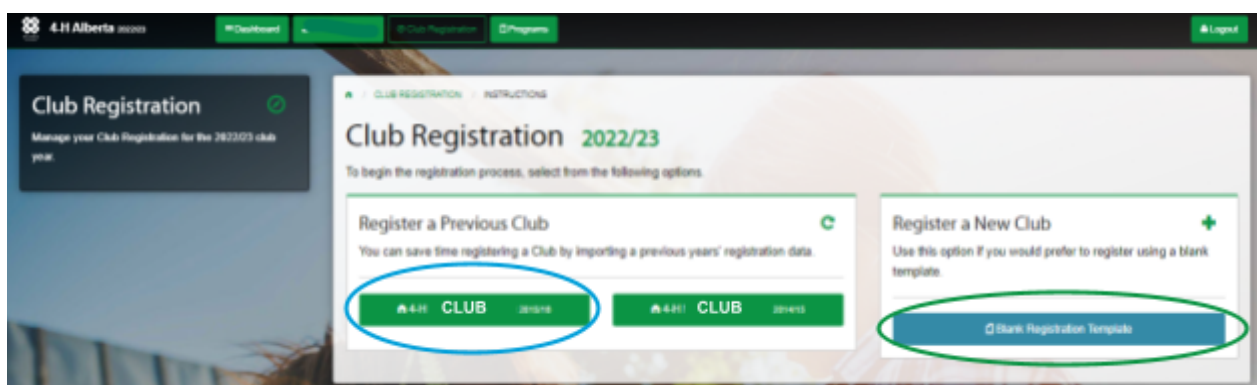
1. From the DASHBOARD click on CLUB REGISTRATION



2. You will see the following screen. **NOTE - If you have already registered your Club this year DO NOT register your Club again! Refer to other sections within this user guide.** Click on CONTINUE TO CREATE A NEW CLUB REGISTRATION



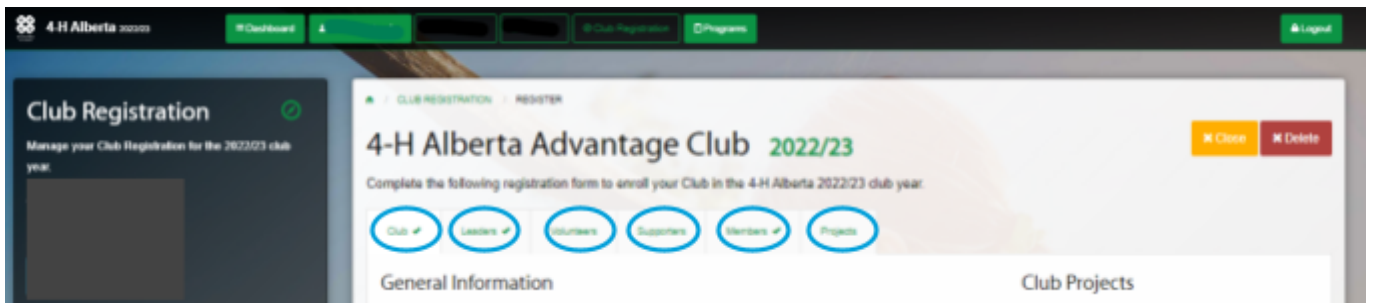
3. Select if you are:
  - a. Registering a New Club click **BLANK REGISTRATION TEMPLATE**
  - b. Registering a Club from a Previous Year
    - i. Find the Club you want to Register and click on the **CLUB NAME & MOST RECENT CLUB YEAR**



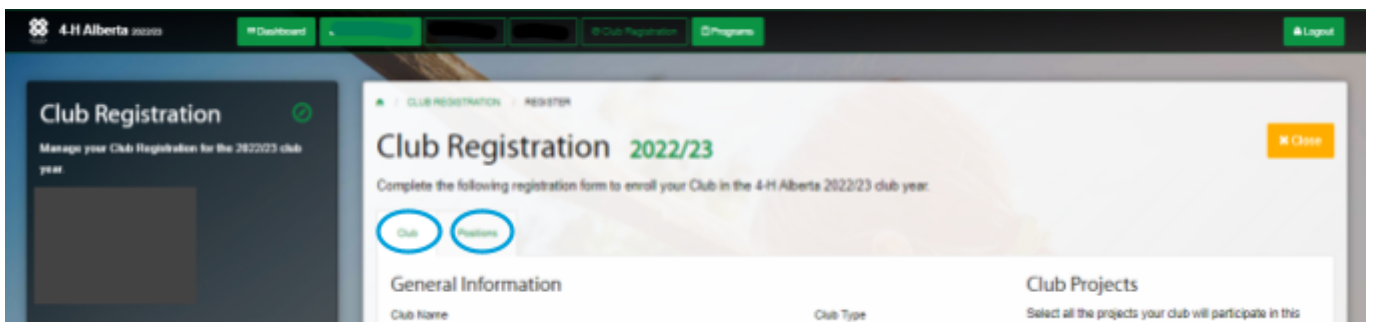


## CLUB REGISTRATION - HOW TO WORK THROUGH THE TABS

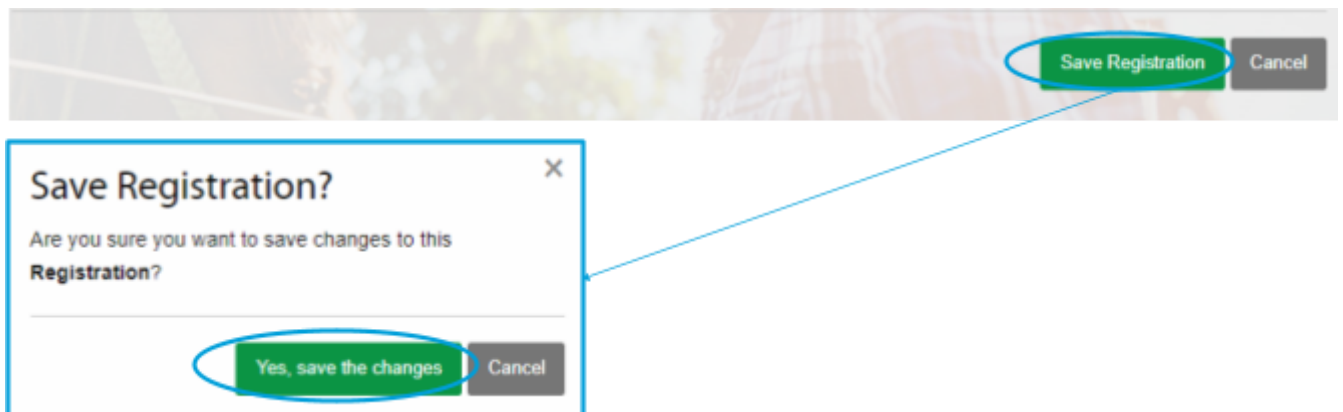
\*To move between TABS when re-registering a Club simply click on the TAB you wish to work on/in. ORS will AUTO POPULATE the TABS based on prior year information.



\*When registering a NEW Club the system will walk you through the TABS.



\*When working through the TABS - REMEMBER to SCROLL to the BOTTOM of screen and CLICK SAVE REGISTRATION - YES, SAVE THE CHANGES





## CLUB DETAILS TAB

- **General Information**

- Club Name
  - Name of Club (if new, you may need a couple of options as we try to ensure that club names are distinct)
  - Previous Names of Club (if applicable)
- Club Type (Select from dropdown list)
  - If your club offers more than one project select MULTI CLUB
  - If your club offers only one project select PROJECT NAME
- District (Select from dropdown list)
- Courier leave as PLEASE SELECT (this is no longer in use and does not need to be selected).

- **Club Location**

- Mailing address for club to receive information from 4-H Alberta
- Meeting Location (The street address or legal land description of the location for club meetings to be used to create a 'club map' for families interested in joining 4-H. If you meet in a private home, please use a nearby hall or intersection for the location.)

- **Contact Information** (this is the person who will receive information to share with the club, and that new member/leader inquiries will be directed to)

- Contact Name
- Phone number(s)
- Email Address (must be a valid, regularly checked email address; this could be the club email address)
- Club website or social media page(s)

- **Club Projects**

- Identify all of the projects your club will be participating in this year (Select from dropdown list).

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Club Name: 4-H Alberta Advantage Club

Club Type: Multi Club

District: Province Wide

Courier: Please select

Meeting Location: RR 1 Site 7 Box 1

City: WESTEROSE

Postal Code: T0C 2V0

Province: Alberta

Country: Canada

Meeting Location: Alberta 4-H Centre

Name: Isarna Boleader

Phone: (000) 000-0000

Phone Area: (000) 000-0000

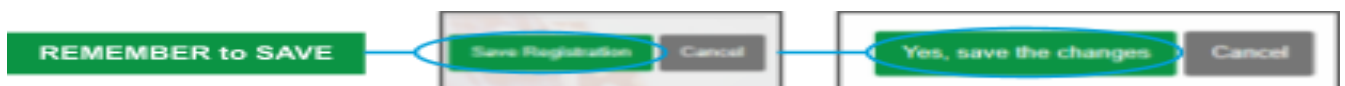
Fax:

Email: isarnaboleader@4hubs.com

Website:

Club Projects: Club Projects 25 of 107

Save Registration Cancel







## LEADERS TAB

**\*Leaders (having adult registration forms filled out completely makes this section much easier). Ensure all leaders have been elected by the club.**

- **Returning Leader (Returning leaders will have to log in to the ORS and update their own information.)**
  - Verify your returning leaders. Click on BLUE CHECK MARK to REMOVE LEADER from the pre-populated Leader List

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Club ✓ **Leaders ✓** Volunteers Supporters Members ✓ Projects

**Leader**

There are 27 returning Leaders and 0 new Leaders associated with this Club Registration.

<input type="checkbox"/>	Name	Surname	City	Status
<input type="checkbox"/>	Leader	XYZ	Youngtown	Returning
<input checked="" type="checkbox"/>	Ivanna	Beleader	Westerose	Returning
<input checked="" type="checkbox"/>	Leader	ABC	Genevis	Returning

Search Leaders

Search the database for a returning Leader, before creating a new Leader profile.

Name, Surname, City

Leader **NEW**

Un-check for non-returning Leader

- **New Leader**
  - Confirm that they do not already have a profile with SEARCH LEADERS
    - If an existing profile is found CLICK on PROFILE to add to Leader List
    - If no profile is found, CLINK on CREATE NEW LEADER PROFILE and you will manually add all their contact information

Search Leaders

Search the database for a returning Leader, before creating a new Leader profile.

Beleader

Ivanna Beleader Westerose  
2020/21 4-H Test Club

Leader **NEW**

Create New Leader Profile

**ALWAYS SEARCH for a LEADER before CREATING NEW**  
Enter the name of the Leader you would like to search.

If the Leader exists in the 4-H database, their information will appear in a scrollable list of possible matches. SELECT the LEADER by CLICKING on NAME.

If the Leader does NOT exist in the 4-H database, you will CLICK on CREATE NEW LEADER PROFILE.

Leader **NEW**

Please complete all required fields.

Personal Information

Name  Surname  Gender

Date of Birth

Month  Day  Year

Mailing Information

REMEMBER to SAVE

Save Registration Cancel

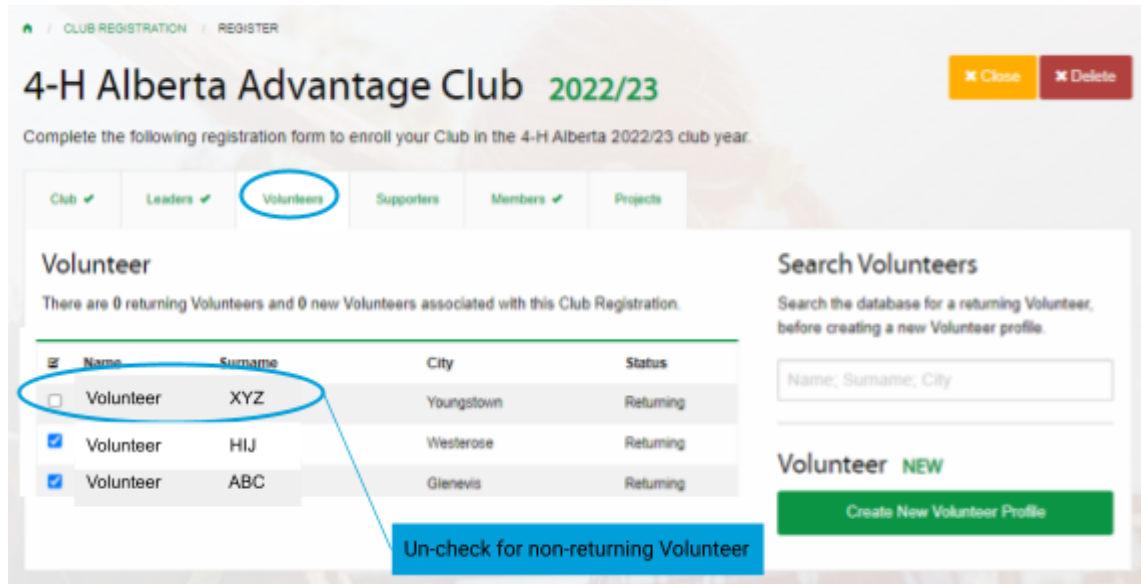
Yes, save the changes Cancel



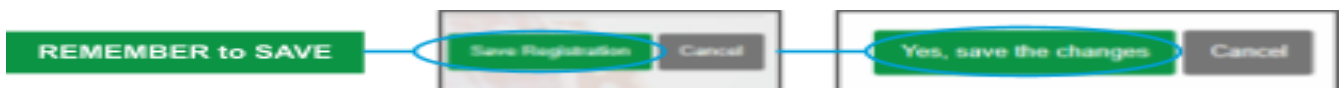
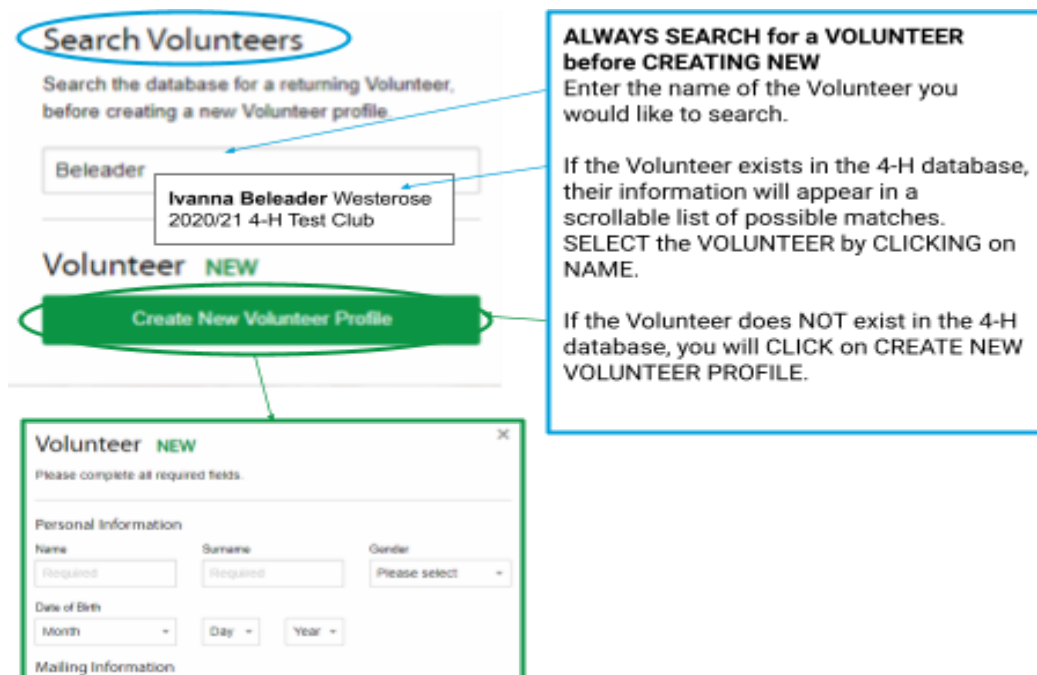
## VOLUNTEERS TAB

**\*Volunteers (having adult registration forms filled out completely makes this section much easier).**

- **Returning Volunteers (Returning volunteers will have to log in to the ORS and update their own information.)**
  - Verify your returning volunteers. Click on BLUE CHECK MARK to REMOVE VOLUNTEER from the pre-populated Volunteer List



- **New Volunteers**
  - Confirm that they do not already have a profile with SEARCH VOLUNTEERS
    - If an existing profile is found CLICK on PROFILE to add to Volunteer List
    - If no profile is found, CLINK on CREATE NEW VOLUNTEER PROFILE and you will manually add all their contact information





## SUPPORTERS TAB

**\*Supporters (having adult registration forms filled out completely makes this section much easier).**

- **Returning Supporters (Returning supporters will have to log in to the ORS and update their own information.)**
  - Verify your returning supporters. Click on BLUE CHECK MARK to REMOVE SUPPORTERS from the pre-populated Supporter List

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Club ✓ Leaders ✓ Volunteers **Supporters** Members ✓ Projects

**Supporter**

There are 0 returning Supporters and 0 new Supporters associated with this Club Registration.

<input type="checkbox"/>	Name	Surname	City	Status
<input type="checkbox"/>	Supporter	XYZ	Youngstown	Returning
<input checked="" type="checkbox"/>	Supporter	HIJ	Westerose	Returning
<input checked="" type="checkbox"/>	Supporter	ABC	Glenevis	Returning

**Search Supporters**

Search the database for a returning Supporter, before creating a new Supporter profile.

Name; Surname; City

**Supporter NEW**

Create New Supporter Profile

Un-check for non-returning Supporter

## ● New Supporters

- Confirm that they do not already have a profile with SEARCH SUPPORTERS
  - If an existing profile is found CLICK on PROFILE to add to Supporter List
  - If no profile is found, CLINK on CREATE NEW SUPPORTER PROFILE and you will manually add all their contact information

**Search Supporters**

Search the database for a returning Supporter, before creating a new Supporter profile.

Beleader

Ivanna Beleader Westerose  
2020/21 4-H Test Club

**Supporter NEW**

Create New Supporter Profile

**ALWAYS SEARCH for a SUPPORTER before CREATING NEW**  
Enter the name of the Supporter you would like to search.

If the Supporter exists in the 4-H database, their information will appear in a scrollable list of possible matches. SELECT the SUPPORTER by CLICKING on NAME.

If the Supporter does NOT exist in the 4-H database, you will CLICK on CREATE NEW SUPPORTER PROFILE.

REMEMBER to SAVE

Save Registration

Yes, save the changes



## MEMBERS TAB

**\*Members, including Cleaver Kids (having youth registration forms filled out completely makes this section much easier).**

- **Returning Members (Returning members will have to log in to the ORS and update their own information.)**
  - Verify your returning members. Click on BLUE CHECK MARK to REMOVE MEMBERS from the pre-populated Member List

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Club ✓ Leaders ✓ Volunteers Supporters **Members ✓** Projects

**Member**  
There are 10 returning Members and 0 new Members associated with this Club Registration.

<input checked="" type="checkbox"/>	Name	Surname	City	Status
<input type="checkbox"/>	Will	Beaforacher	Westerose	Returning
<input checked="" type="checkbox"/>	Veriyung	Cleaver	Westerose	Returning

**Search Members**  
Search the database for a returning Member, before creating a new Member profile.

Name, Surname, City

**Un-check for non-returning Member**

- **New Members**
  - Confirm that they do not already have a profile with SEARCH MEMBERS
    - If an existing profile is found CLICK on PROFILE to add to Member List
    - If no profile is found, CLINK on CREATE NEW MEMBER PROFILE and you will manually add all their contact information

**Search Members**  
Search the database for a returning Member, before creating a new Member profile.

Joinforach

Kenai Joinforach Westerose  
2020/21 4-H Test Club

**Member NEW**  
Create New Member Profile

**ALWAYS SEARCH for a MEMBER before CREATING NEW**  
Enter the name of the Member you would like to search.

If the Member exists in the 4-H database, their information will appear in a scrollable list of possible matches. SELECT the MEMBER by CLICKING on NAME.

If the Member does NOT exist in the 4-H database, you will CLICK on CREATE NEW MEMBER PROFILE.

**Member NEW**  
Please complete all required fields.

Personal Information  
Name (Required) Surname (Required) Gender (Please select)  
Date of Birth (Month, Day, Year)

Mailing Information

**REMEMBER to SAVE** Save Registration Cancel

Yes, save the changes Cancel



## PROJECT TAB

\*Based on the CLUB PROJECT LIST you identified on the CLUB TAB.

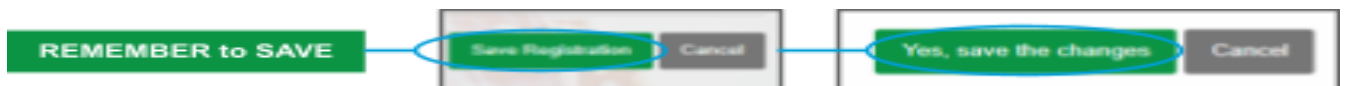
\*Each Leader and Member MUST be enrolled in at least one project, may be enrolled in multiple

\*Clever Kids require a Clever Leader; Clever Kids can ONLY be listed in the Clever Kids Project

- Work through the LEADERS LIST and MEMBERS LIST - SELECT the PROJECTS that apply by CLICKING on TOGGLE switch between **NO** - not in project & **YES** - enrol in project

The screenshot shows the registration form for the 4-H Alberta Advantage Club 2022/23. The 'Projects' tab is selected and circled in blue. Below the navigation tabs, there are sections for Leaders and Members. Each section contains a list of individuals with their names and roles. For each individual, there are three columns of project options: Archery, Beef - Market Beef Live, and Clever Kids. Each option has a 'Yes' or 'No' toggle switch and a 'Project Spec' text box. The 'Yes' toggles are highlighted in green. The 'Close' and 'Delete' buttons are visible in the top right corner.

Category	Name	Role	Archery	Beef - Market Beef Live	Clever Kids
Leaders	Ivanna Beleader	Leader	Yes	Yes	No
	Bernadette Sereda	Leader	No	No	Yes
Members	Will Beaforacher	Member	Yes	Yes	No
	Verlyung Cleaver	Member	No	No	Yes
	Kenal Joinforach	Member	Yes	Yes	No





## POSITIONS TAB

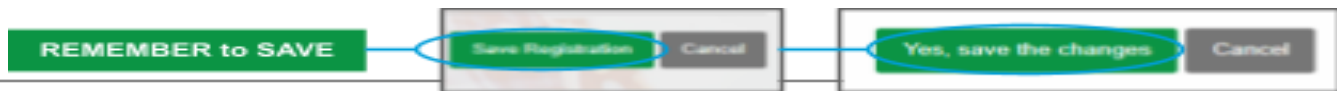
**\*Please ensure that the following elected positions are assigned: if elections haven't taken place you will be able to complete this after club approval.**

POSITIONS AVAILABLE	
LEADERS	MEMBERS
General Leader* Club Registrar* Assistant Leader Project Leader* Cleaver Kids Leader** Social/Fundraising/Public Relations Committee Advisor Event Coordinator District Council Representative Key Leader (District Council position) Regional Council Representative (District position)	President* Vice President* Secretary* Treasurer* Reporter Parliamentarian Historian District Council Representative Key Member (District Council position) Regional Council Representative (District Council position) Ambassador (Provincial position)
*required elected positions **required if offering the Cleaver Kids project	

- Work through the LEADERS LIST, MEMBERS LIST, and VOLUNTEERS LIST - SELECT the POSITIONS that apply from dropdown list.

The screenshot shows the '4-H Alberta Advantage Club 2022/23' registration page. The 'Positions' tab is selected and circled in blue. Below the tabs, there is a section for 'Leaders' with a dropdown menu for 'Leader Positions 1 of 14'. The dropdown menu is open, showing 'General Leader' selected and circled in blue. Other tabs include Club, Leaders, Volunteers, Supporters, Members, Projects, Disclaimers, and Sponsorship. Buttons for 'Close' and 'Delete' are visible in the top right.

Example: This Leader was voted into the General Leader position.





## DISCLAIMERS TAB

**\*Leaders/Members/Volunteers - please ensure that all CASL statements are set to YES, unless specifically asked otherwise. This will ensure that all registrants receive an email with their username and password that will also direct them to update this statement on their own.**

- Work through the LEADERS LIST, MEMBERS LIST, VOLUNTEERS LIST, and SUPPORTERS LIST
  - Set all CASL responses to **YES** by CLICKING on TOGGLE switch between **NO** - do not consent & **YES** - consent (unless otherwise requested)
  - Verify that there is a DATE OF BIRTH

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Club ✓ Leaders ✓ Volunteers ✓ Supporters ✓ Members ✓ Projects ✓ Positions ✓ **Disclaimers ✓** Sponsorship

### Disclaimers

Canada's Anti-Spam Legislation (CASL)

- 4-H Alberta collects your email address to be used to send you regional and provincial newsletters via email, event notifications, promotional information, and other information about 4-H.
- Do you give permission to 4-H Alberta to email you club notifications, membership and leadership information, and information promoting 4-H programs and events?

Ivanna Belader / Leader

CASL  No

Date of Birth: April 1 1980

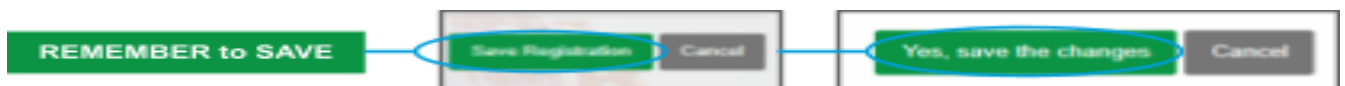
Bernadette Sereda / Leader

CASL  Yes

Date of Birth: January 1

**TOGGLE to set CASL permission.**

**Verify that Date of Birth is complete.**





## SPONSORSHIP TAB

**\*REMEMBER to keep this information current and enter any changes promptly. ALL FUNDS designated for your club are sent to your club as indicated on this TAB: if elections haven't taken place you will be able to complete this after club approval.**

- Complete the form by ENTERING the following information:
  - CLUB DESIGNATE email of authorized individual designated to receive, accept, and deposit to CLUB BANK ACCOUNT
  - LEADER INFORMATION - LEADER elected to be General Leader
  - TREASURER INFORMATION - MEMBER elected to be Club Treasurer
  - ACHIEVEMENT DAY DATE - can be added once official date is determined
  - BANKING INFORMATION for direct deposit - [Banking Information PDF](#)
- Click on TOGGLE to answer the following questions = **NO** & **YES** :
  - 4-H Legacy Fund
  - Did You Club...
    - Send Thank You's
    - Recognize Sponsors
    - Prepare & Approve a Yearly Program Plan and Budget

The screenshot shows the registration form for a 4-H Alberta Advantage Club for the 2022/23 year. The 'Sponsorship' tab is selected and highlighted with a blue circle. Below the tab, there are two main sections: '4-H Legacy Fund?' and 'Club Sponsorship CLUB DESIGNATE'. The '4-H Legacy Fund?' section has a 'No' button. The 'Club Sponsorship' section has an 'Email Address' input field. Below these is the 'Banking Information' section, which includes input fields for 'Branch Transit Number (5 digits)', 'Financial Institution #', and 'Account Number'. At the bottom, there are two buttons: 'Save Registration' and 'Yes, save the changes', both highlighted with blue circles. A green banner on the left says 'REMEMBER to SAVE'.





## SUMMARY TAB

**\*REVIEW Club Registration for ACCURACY. Once you COMPLETE REGISTRATION, you will no longer be able to make ANY changes until your Club Registration is REVIEWED/APPROVED/DECLINED.**

- Review the SUMMARY for accuracy.
  - If you noticed an error/omission you can RETURN to the TAB that requires changes by SELECTING the corresponding TAB
  - If you MAKE ANY CHANGES you must REMEMBER to SAVE REGISTRATION CHANGES

4-H Alberta Advantage Club 2022/23

Complete the following registration form to enroll your Club in the 4-H Alberta 2022/23 club year.

Summary CLUB REGISTRATION

Please review your Club Registration before proceeding. Once your registration has been submitted you will no longer be able to make change until it has been Approved/Declined.

Item	Name	Status	Price
Club	4-H Alberta Advantage Club 2022/23		FREE
Leader	Ivanna Beleader General Leader Anthony, Beef - Market Beef Live	Returning	FREE
Leader	Bernadette Bereda Cleaver Kids	Returning	FREE

Error found - Missing Cleaver Kid Leader Position  
Corrective Action - SELECT POSITIONS TAB & fro drop down list SELECT Cleaver Kid Leader

REMEMBER to SAVE

Save Registration Cancel

Yes, save the changes Cancel

- You will be asked for payment. There are three options:
  - Pay securely online with a credit card
  - Phone the 4-H Alberta office with a credit card number
  - Mail a club cheque to 4-H Alberta RR 1 Site 7 Box 1 Westeros AB T0C 2V0

Payment Options

Pay Online **MONERIS**

Pay online using your credit card through our integration with Moneris.

Name  
Required

Card Number  
Required

Card Type Visa CSC Required

Month 01 Year 22

Pay Now \$30.00

Pay by Phone

Call the 4-H Alberta at 780-682-2153 and provide your Visa or Mastercard information.

Complete Registration

Pay by Cheque

If you would like to pay for your registration via cheque, please make your cheque payable to 4-H Alberta. Please note your clubs name of the cheque.

Send cheques to:  
4-H Alberta  
RR 1 Site 7 Box 1  
WESTEROSE, AB, T0C 2V0

Complete Registration

SELECT your PAYMENT OPTION

Once you SELECT your PAYMENT OPTION your CLUB REGISTRATION is NOW SUBMITTED and PENDING REVIEW.



- Your REGISTRATION RECEIPT and STATUS will be displayed

CLUB REGISTRATION / RECEIPT

## 4-H Alberta Advantage Club **REGISTRATION RECEIPT**

Club Summary

This Club Registration (6527) was submitted on **September 29, 2022 8:14 PM**.

Item	Name	Status	Price
Club	4-H Alberta Advantage Club 2022/23		FREE
Leader	Ivanna Belesader General Leader Archery; Beef - Market Beef Live	Returning	FREE
Leader	Bernadette Sereda Cleaver Kid Leader	Returning	FREE

Registration **STATUS**  
Pending Approval

Payment **METHOD**  
Cheque

Payment **STATUS**  
Incomplete



## CLUB REGISTRATION - STAGES OF REGISTRATION

There are 3 STAGES your CLUB REGISTRATION will undergo.

### INCOMPLETE REGISTRATION

- This is the FIRST STAGE of registration. You are actively WORKING your way through the REGISTRATION TABS. During this STAGE of registration you can come in and out of your registration.

You can CLOSE at and GAIN ACCESS to your REGISTRATION by CLICKING on the ORANGE BUTTONS.

- REMEMBER to SAVE your work before CLOSING your INCOMPLETE REGISTRATION (WORKING COPY)

- This is the ONLY STAGE that you can DELETE a registration.



## PENDING REGISTRATION

- This is the SECOND STAGE of registration. Your Club Registration is now SUBMITTED and PENDING REVIEW by your Area Coordinator. Club STATUS color is now BLUE. Based on the REVIEW, your REGISTRATION will be APPROVED or DECLINED.

The screenshot displays the 4-H Alberta 2022/23 Club Registration interface. The top navigation bar includes 'Dashboard', 'Ivanna Beleader', 'Club Registration' (circled in blue), and 'Programs'. The main content area is divided into two sections. On the left, under 'Club Registration', there is a 'Pending Registrations' section with two blue buttons for '4-H Alberta Advantage Club' registrations, each with a timestamp. On the right, the 'REGISTER' form for '4-H Alberta Advantage Club 2022/23' is shown, with fields for Club Name, District, and Courier.

## APPROVED/DECLINED REGISTRATION

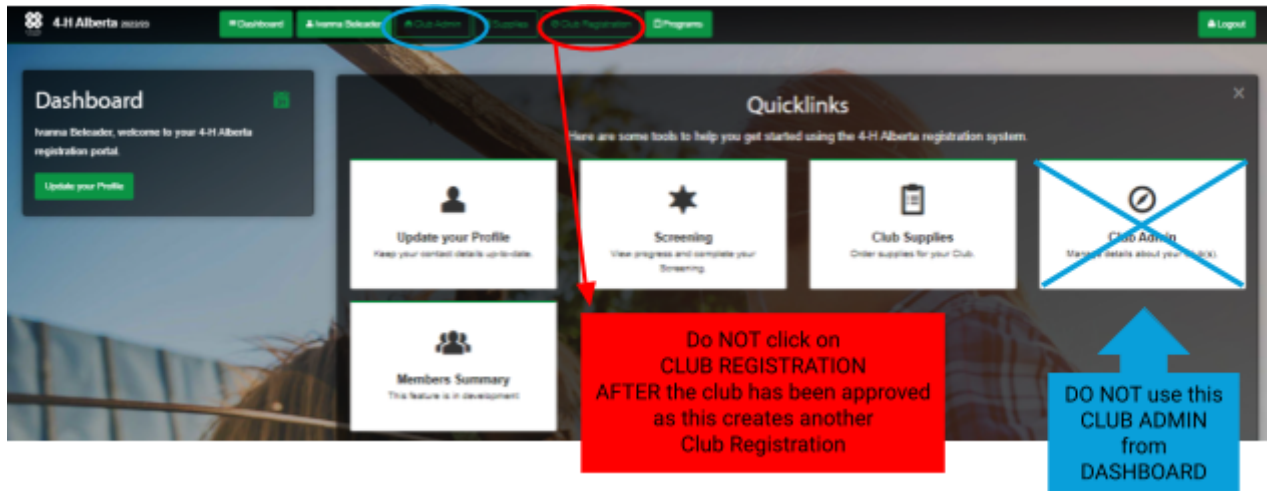
- This is the THIRD STAGE of registration.
  - A DECLINED REGISTRATION will send the registration back to the GENERAL LEADER or CLUB REGISTRAR to fix any errors, omissions, or deficiencies found in the review process.
    - REGISTRATION STATUS will change from BLUE - PENDING REGISTRATION to ORANGE - INCOMPLETE REGISTRATION
  - An APPROVED REGISTRATION will change the REGISTRATION STATUS from BLUE - PENDING REGISTRATION to GREEN - APPROVED/ACTIVE CLUB

The screenshot displays the 4-H Alberta 2022/23 Club Admin interface. The top navigation bar includes 'Dashboard', 'Ivanna Beleader', 'Club Admin' (circled in blue), 'Club Registration', and 'Programs'. The main content area is divided into two sections. On the left, under 'Club Admin', there is a 'Clubs' section with a green button for '4-H Alberta Advantage Club', circled in blue. On the right, the 'ACTIVE CLUBS' section for '4-H Alberta Advantage Club' is shown, with buttons for 'Club Summary', 'Club Report', and 'Club'.



## CLUB ADMINISTRATION - TOOLS

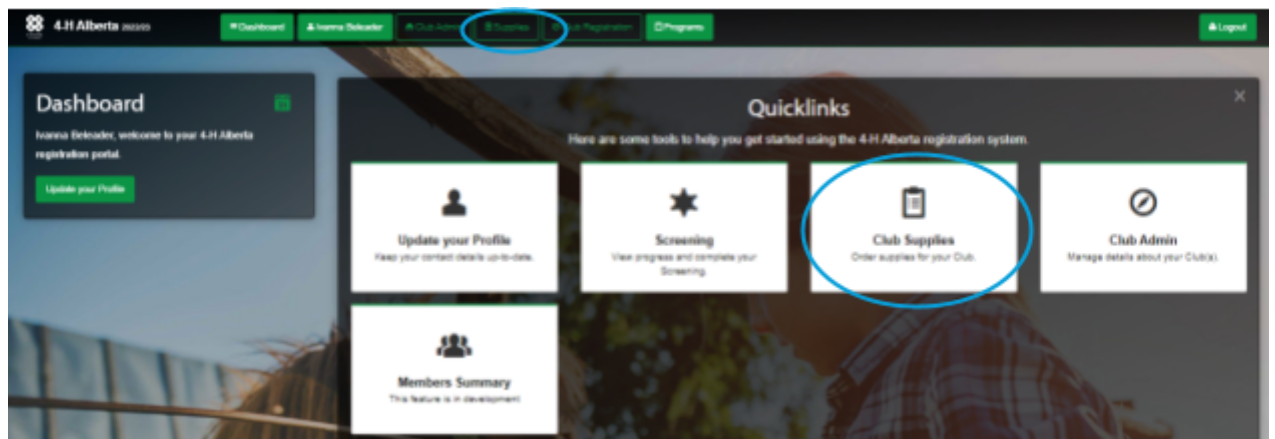
\*After your CLUB REGISTRATION is APPROVED access your club by SELECTING CLUB ADMIN.



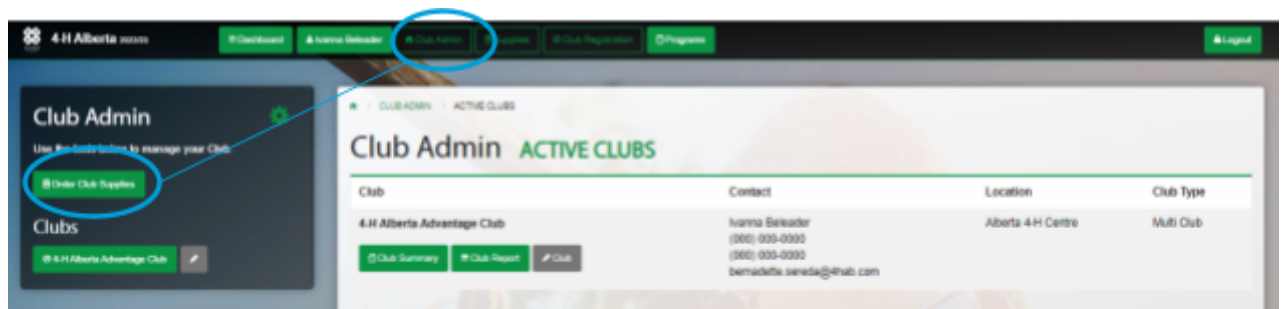
## CLUB SUPPLIES

\* To order supplies, you will receive a separate email regarding this process.

- Club Supplies will be ordered through a STAPLES e-PRINT site
- All questions about supplies, resources, or e-PRINT site are to be directed to [4hsupplies@4hab.com](mailto:4hsupplies@4hab.com)
- CLICK on CLUB SUPPLIES to be redirected to STAPLES e-PRINT site



OR





## ADMIN PENCIL

\*Once your Club is APPROVED, click on one of the ADMIN PENCILS to open up your Club to:

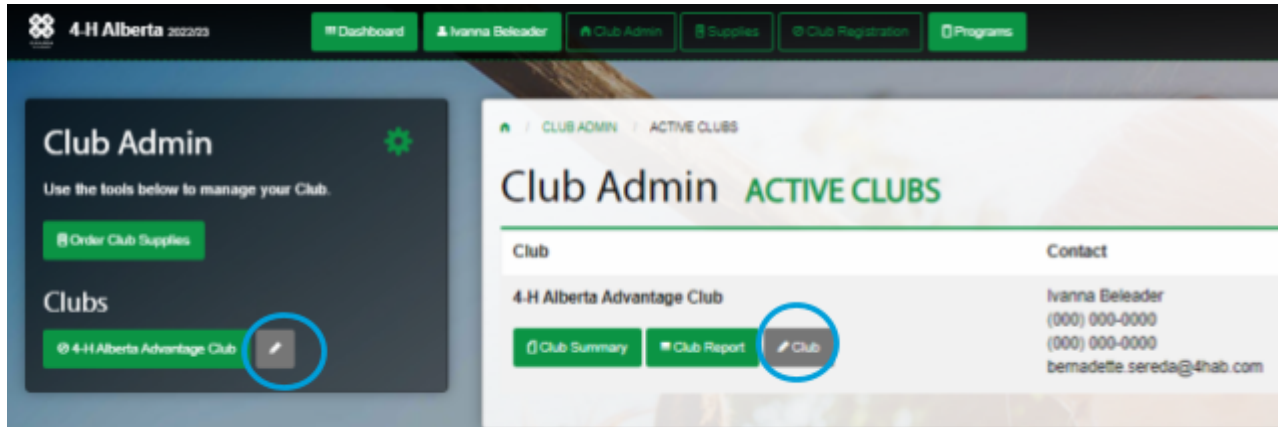
View club data

Edit club contact information

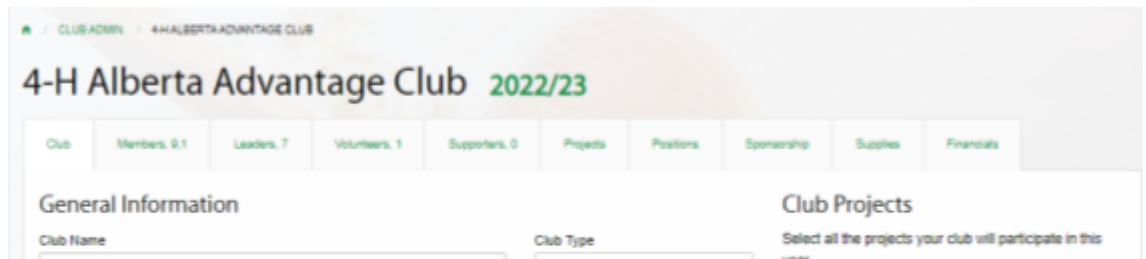
Add or edit projects and positions

Add registrants

1. CLICK on ADMIN PENCIL



2. Club TABS will be displayed
  - a. CLICK on the TAB you want to review





## ADMIN PENCIL - TAB FEATURES

\*Club TABS provide you with valuable information

### MEMBER TAB

CLUB ADMIN / 4-H ALBERTA ADVANTAGE CLUB

# 4-H Alberta Advantage Club 2022/23

Club Members, 9,1 Leaders, 7 Volunteers, 1 Supporters, 0 Projects Positions

Sponsorship Supplies Financials

## Members

There are 10 Members associated with this Club.

<input checked="" type="checkbox"/>	Name	Positions	Projects						
<input checked="" type="checkbox"/>	Will Beaforacher	President	Archery, Beef - Market Beef Carcass, Exploring 4-H, Field Crops, Foods, Leadership, Outdoor Living						
<input checked="" type="checkbox"/>	Kenai Joinforach	Reporter	Archery, Beef - Market Beef Carcass, Crafts, Creative Options, Horsemanship (L 1-3), Woodworking						

If you move your mouse pointer over the or you will see FORM NAME &/or DATE SIGNED.

Checkmarks indicate COMPLETED FORM and X indicate INCOMPLETE FORM

- FORMS in order are:
  - CODE OF CONDUCT
  - PROGRAM AGREEMENT
  - 4-H DEMOGRAPHIC INFORMATION
  - ASSUMPTION OF RISK & WAIVER - COVID 19
  - ASSUMPTION OF RISK & WAIVER - COVID 19 (there are 2 COVID 19 forms as 4-H was able to carry forward if one was previously signed)



## LEADER TAB

CLUB ADMIN / 4-H ALBERTA ADVANTAGE CLUB

# 4-H Alberta Advantage Club 2022/23

Club Members, 9,1 **Leaders, 7** Volunteers, 1 Supporters, 0 Projects Positions

Sponsorship Supplies Financials

## Leaders

There are 7 Leaders associated with this Club.

<input type="checkbox"/>	Name	Positions	Projects	Screened	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ivanna Beleader	General Leader, Key Leader, Other	Leadership, Outdoor Living	2021/22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bernadette Sereda		Beef - Market Beef Carcass, Horsemanship (L 1-3), Leadership	Unknown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If you move your mouse pointer over the  ✓ or X you will see FORM NAME &/or DATE SIGNED.

See LEADER SCREENING

Checkmarks indicate COMPLETED FORM and X indicate INCOMPLETE FORM

- FORMS in order are:
  - CODE OF CONDUCT
  - 4-H DEMOGRAPHIC INFORMATION
  - ASSUMPTION OF RISK & WAIVER - COVID 19
  - ASSUMPTION OF RISK & WAIVER - COVID 19 (there are 2 COVID 19 forms as 4-H was able to carry forward if one was previously signed)





## FINANCIALS TAB

CLUB ADMIN / 4-H ALBERTA ADVANTAGE CLUB

# 4-H Alberta Advantage Club 2022/23

Club	Members, 9,1	Leaders, 7	Volunteers, 1	Supporters, 0	Projects	Positions
Sponsorship	Supplies	<b>Financials</b>				

## Financials

Listed below are all the payment associated with this club.

[Submit a Payment](#)

Club	Leaders	Members	Amount
4-H Alberta Advantage Club	7	9 (Clever Kids: 1)	\$1110.00
Payment: <b>EXISTING_MEMBERSHIP_TRANSFER</b> - September 21, 2022 1:45 PM recorded by <b>Bernadette Sereda</b>			\$240.00
<b>ACCOUNT BALANCE</b>			<b>\$870.00</b>

Created Modified [Save Club](#) [Cancel](#)

- The FINANCIALS TAB is where you can:
  - SUBMIT A PAYMENT
    - Additional online club payments by credit card
  - Take a SCREENSHOT and PRINT as a RECEIPT
  - See what Club Balance is for Provincial Fees

### Online Payment ×

You may submit additional club payments through the form below.

**Payment Amount \$**

**Cardholder Name**

**Card Number**  **Card Type**

**CSC**  **Month**  **Year**

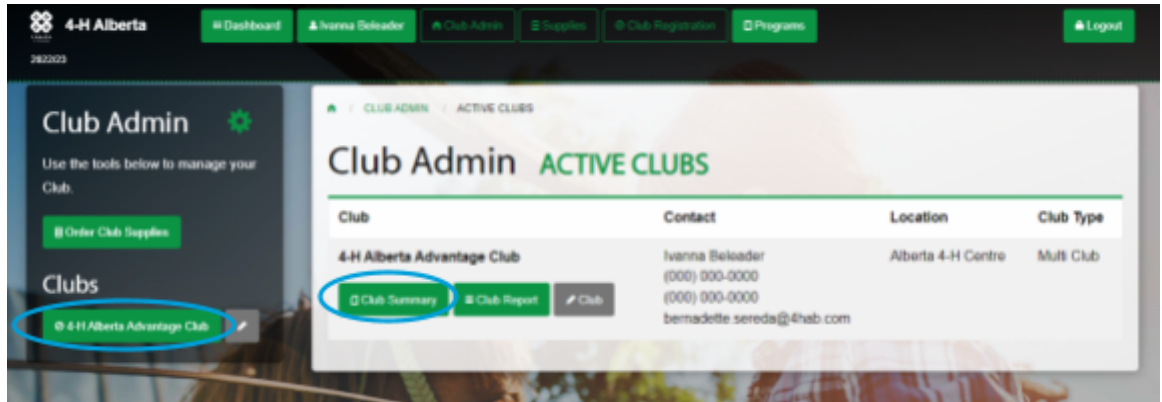
[Pay Now](#)



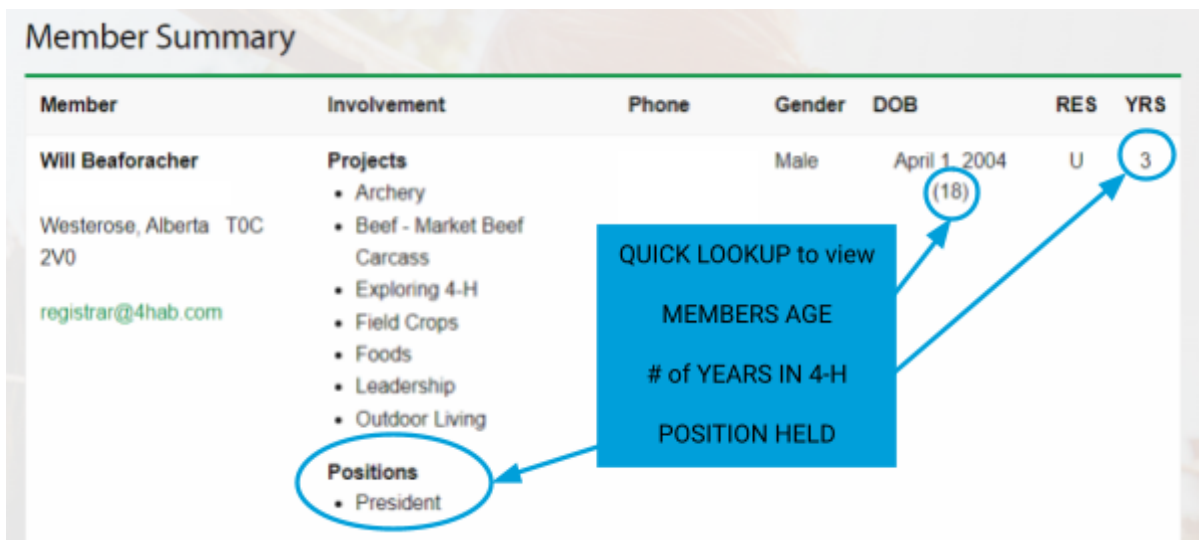
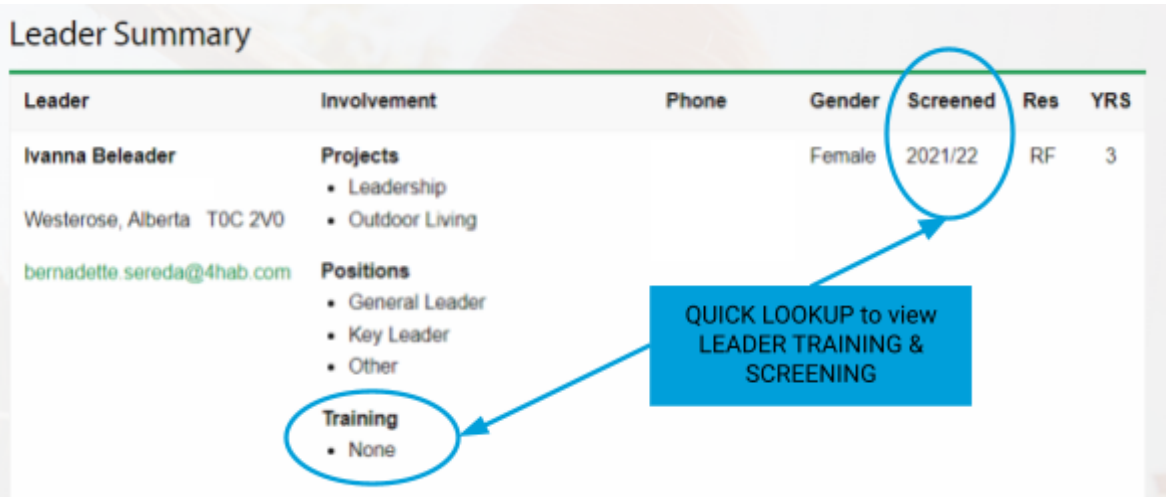
## CLUB SUMMARY

\*This is an ALL INCLUSIVE SUMMARY of your Club

- From CLUB ADMIN view there are 2 options for viewing the CLUB SUMMARY
  - CLICK on CLUB SUMMARY
  - OR
  - CLICK on CLUB NAME



- Some QUICK LOOKUP items found in CLUB SUMMARY

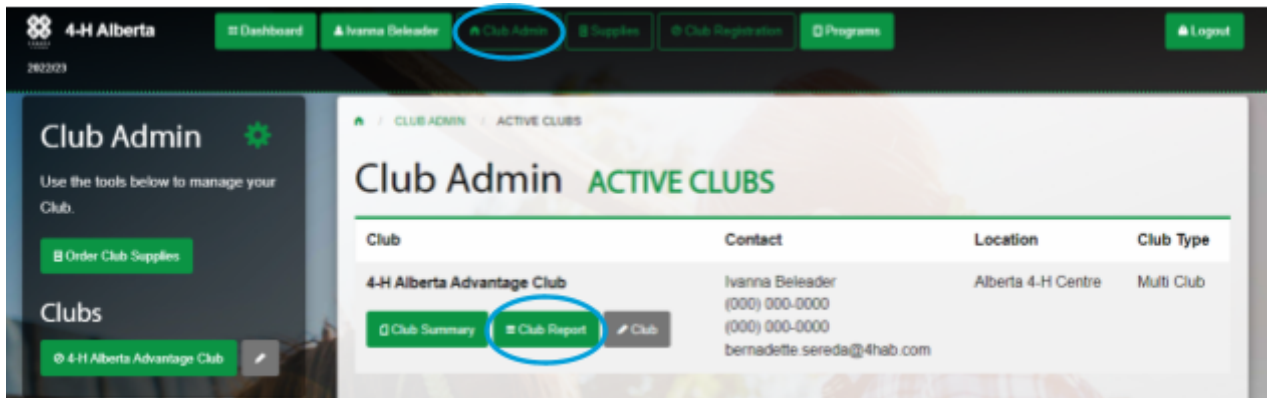




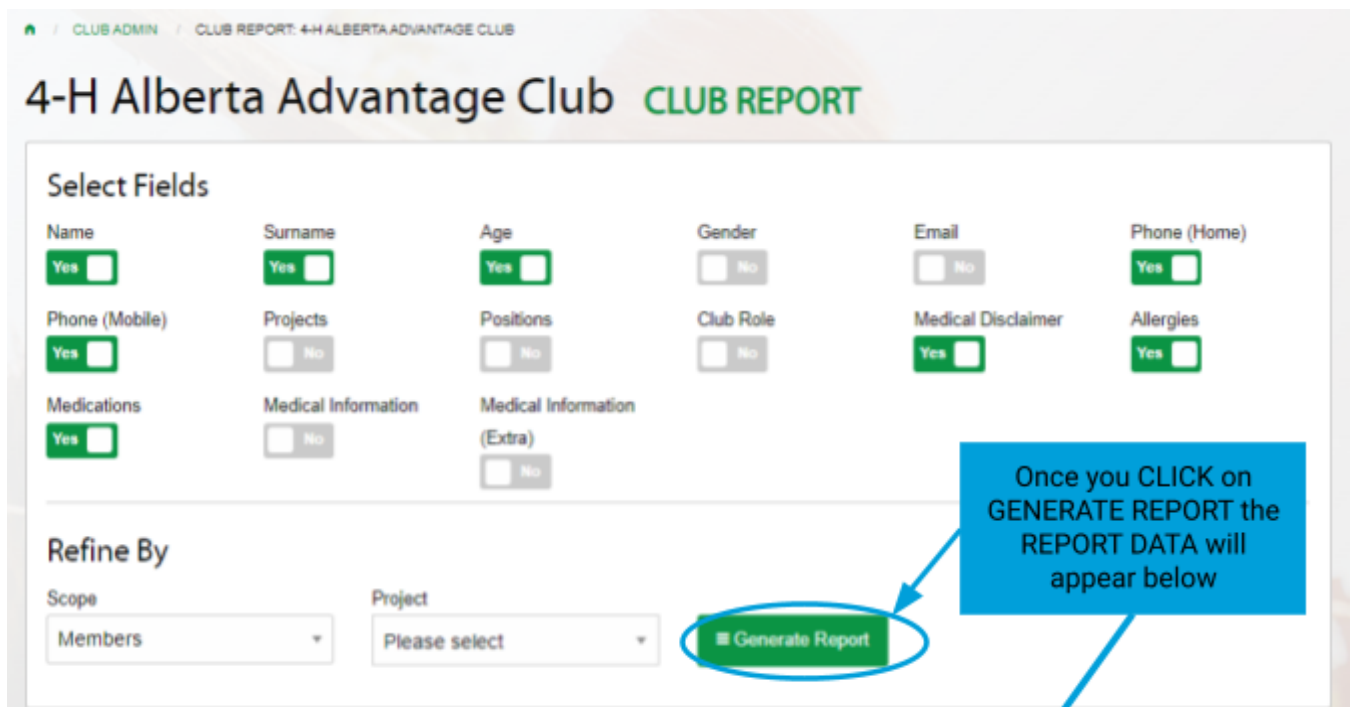
## CLUB REPORT - QUERY

### \*Customizable REPORTING TOOL

- From CLUB ADMIN view CLICK on CLUB REPORT



- Make REPORT CUSTOMIZATIONS by TOGGING FIELDS = YES include NO omit
- Click on GENERATE REPORT



Report Data 10 RESULTS

Download as CSV

Name	Surname	Age	Phone (Home)	Phone (Mobile)	Medical Disclaimer	Allergies	Medications
Bbbern	Ssssereda	11			Yes		
Kenai	Joinforach	12			Yes	bees	Epipen is in a fanny pack that
Will	Beaforacher	18			Yes		

OPTION to DOWNLOAD if needed

