



# How to Log In to a Project Leader Account

1. Login to a Family Account
2. From the family Home Page, select the Project Leader profile and project area.
3. Enter the project password received from the County 4-H Office.

Project Password: \_\_\_\_\_

4. Click Login to Project
5. The Members list contains all of the members enrolled in the project area in the project leader's Club or county (Countywide).

6. Click the "Quick Reports" drop-down list to access Member Mailing Labels and a printable Member List.

### TIPS:

- Quick Reports are set to pop-up in a .pdf reader. Be sure the browser options are set to allow pop-ups.
- To print member labels on Avery 5351 labels, set page scaling to none.

MEMBERS					
Member	Member #	Status	Family Phone	Family Email	Club
demo, Chace	545665	Active	605-555-5555	demo@demo.com	Demo Club
Smith, Aiesha	471863	Active	605-688-4167	celeste.smith@sdstate.edu	Lucky Kids
Smith, Celeste	484462	Active	605-688-4167	celesteelaine85@yahoo.com	Demo Club