

Colorado 4HOnline

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Viewing County Club Report Information

You've creating all the "Club Directory" reports for your county under " Enrollment" or what I have been referring to as '**Canned Reports**'.

Club Directory

Includes only persons in their Primary Club

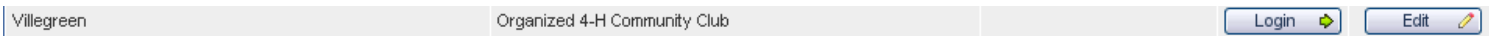
Club Directory - Villegreen

Includes only persons in their Primary Club

However there are times when we have members in more than 1 club and the 'data' on the report is more than what the Club Leader wants. So here's another way 'County Mangers' (which is you!) can print just the actual 'Club Directory', just follow these simple steps below.



- 1) Click on 'Clubs' from the dashboard.
- 2) This will provide a list of all the clubs in your county, we will use the example name listed above "Villegreen".



- 3) Click "Login" to enter into just that Club data.
- 4) You will notice that the Club dashboard is a lot smaller than your dashboard. You should see the following selections.



- 5) Click on "Reports"
- 6) Under 'Enrollment', Click 'Run' to the right of "Club Directory"

Club Directory

Includes only persons in their Primary Club

Run

- 7) You may now export the report for the Club leader in the output format of your choice (ie: Printing, Save as "pdf" or "rtf")
- 8) NOTICE: When logged in as a club 'Run' is the only option, no editing or custom report building can take place when you are logged in as the "Club"
- 9) To return to your county screen, click "Return to the County Account" in the upper right hand corner.

[Return to the County account](#) | [Logout](#)