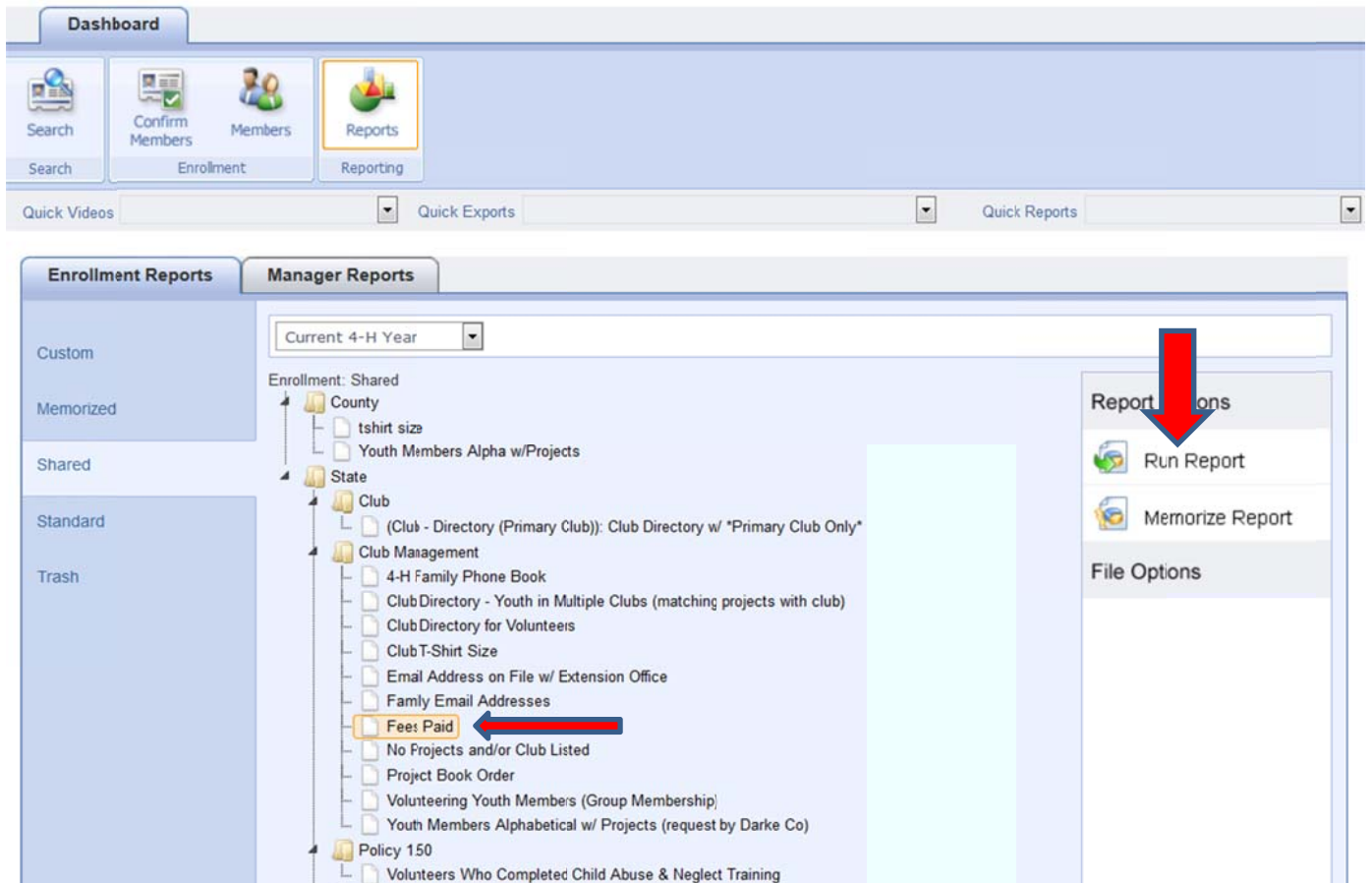


To run your club dues paid report, Log into your club through 4-H Online. You will select your name for the club leader login option, make sure the correct club is selected with the drop down box, and enter the password provided by the office. Select login to club and you are ready to go.



Please select the fees paid report as highlighted below and then select the Run Report option.



You should come up with a report similar to this one:

Report Quick View [close]

Page 1 of 3 Pdf

Amanda Work and Win
2016-2017

OHIO 4-H

Report: Fees Paid

Club: Title	Member: Full Name (First Last)	Member: 4-H Age	Family: Primary Phone	Additional: Fees Paid
Amanda Work and Win				Count: 52
Amanda Work and Win	Abigail Bolin	13	740-438-0811	Yes
Amanda Work and Win	Allie Poston	14	740-969-2790	Yes
Amanda Work and Win	Anna Johnson	11	740-415-4570	
Amanda Work and Win	Anthony Buckley	13	740-689-9259	Yes
Amanda Work and Win	Arthur Dossman III	12	740-412-1478	
Amanda Work and Win	Ashlynnne Wels	16	740-407-0947	Yes
Amanda Work and Win	Averie Hutchison	9	740-739-3666	
Amanda Work and Win	Bailey Sterling	9	740-407-4085	

Use the drop down menu in the upper right to select the report as an xls or xlsx file (both excel) and then use the save button (Diskette looking button to left of drop down box)

Report Quick View [close]

Page 1 of 3 Xlsx

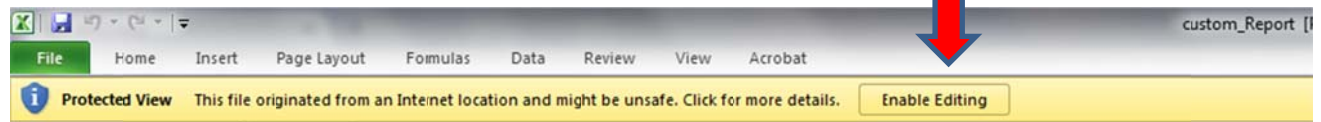
Amanda Work and Win
2016-2017

OHIO 4-H

Report: Fees Paid

Club: Title	Member: Full Name (First Last)	Member: 4-H Age	Family: Primary Phone	Additional: Fees Paid
Amanda Work and Win				Count: 52
Amanda Work and Win	Abigail Boin	13	740-438-0811	Yes
Amanda Work and Win	Allie Poston	14	740-969-2790	Yes
Amanda Work and Win	Anna Johnson	11	740-415-4570	
Amanda Work and Win	Anthony Euckley	13	740-689-9259	Yes
Amanda Work and Win	Arthur Dossman III	12	740-412-1478	
Amanda Work and Win	Ashlynnne Wells	16	740-407-0947	Yes
Amanda Work and Win	Averie Hutchison	9	740-739-3666	
Amanda Work and Win	Bailey Sterling	9	740-407-4085	
Amanda Work and Win	Barbara Lamp	67	740-969-4616	
Amanda Work and Win	Benjamin Vlead	8	740-415-6830	
Amanda Work and Win	Braeleigh Slosser	10	740-969-2878	
Amanda Work and Win	Brandt Blcsser	10	740-969-2878	
Amanda Work and Win	Brant Poson	12	740-969-2790	Yes
Amanda Work and Win	Brayden Vical	11	740-475-7705	Yes
Amanda Work and Win	Brooke Bdin	16	740-438-0811	Yes
Amanda Work and Win	Catherine Buckley	8	740-689-9259	
Amanda Work and Win	Chloe McClure	14	740-974-7732	Yes
Amanda Work and Win	Cole Bryaa	14	740-969-4267	Yes
Amanda Work and Win	Colton Westhoven	9	740-969-3763	
Amanda Work and Win	Drew Evars	13	740-808-2248	
Amanda Work and Win	Emily Buckley	11	740-689-9259	Yes
Amanda Work and Win	Emma Ken	10	614-565-2111	
Amanda Work and Win	Grace Davis	11	740-243-0423	Yes

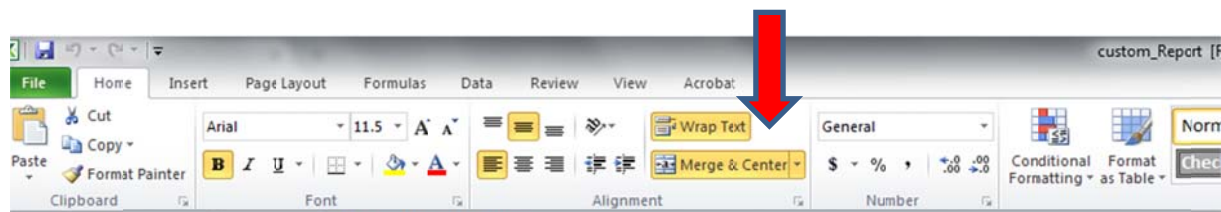
This will open the report in your excel file in a protected view. Click the Enable Editing button to make changes to the form.



The screenshot shows the top of an Excel spreadsheet. A yellow warning bar at the top reads "Protected View This file originated from an Internet location and might be unsafe. Click for more details." with an "Enable Editing" button on the right. A red arrow points to this button. Below the warning bar, the spreadsheet content is visible, including the title "Amanda Work and Win", the year "2016-2017", and a table of member data.

Club: Title	Member: Full Name (First Last)	Member: 4-H Age	Family: Primary Phone	Additional: Fees Paid
Amanda Work and Win				Count: 52
Amanda Work and Win	Abigail Bolin	13	740-438-0811	Yes
Amanda Work and Win	Allie Poston	14	740-969-2790	Yes
Amanda Work and Win	Anna Johnson	11	740-415-4570	
Amanda Work and Win	Anthony Buckley	13	740-689-9259	Yes
Amanda Work and Win	Arthur Dossman III	12	740-412-1478	
Amanda Work and Win	Ashlynn Wells	16	740-407-0947	Yes
Amanda Work and Win	Averie Hutchison	9	740-739-3666	
Amanda Work and Win	Bailey Sterling	9	740-407-4085	
Amanda Work and Win	Barbara Lamp	67	740-969-4616	
Amanda Work and Win	Benjamin Mead	8	740-415-6830	
Amanda Work and Win	Braeleigh Blosser	10	740-969-2878	
Amanda Work and Win	Brandt Blosser	10	740-969-2878	
Amanda Work and Win	Erant Poston	12	740-969-2790	Yes
Amanda Work and Win	Brayden Wical	11	740-475-7705	Yes
Amanda Work and Win	Brooke Bolin	16	740-438-0811	Yes

Unselect the wrap text and merge and center buttons highlighted in yellow below. This will allow you to update the form, add new members that may not be entered yet by the office, add columns, or anything else needed.



The screenshot shows the Excel ribbon with the 'Home' tab selected. The 'Wrap Text' and 'Merge & Center' buttons are highlighted in yellow. A red arrow points to these buttons. Below the ribbon, the same spreadsheet content is visible, but with additional rows of member data.

Club: Title	Member: Full Name (First Last)	Member: 4-H Age	Family: Primary Phone	Additional: Fees Paid
Amanda Work and Win				Count: 52
Amanda Work and Win	Abigal Bolin	13	740-438-0811	Yes
Amanda Work and Win	Allie Poston	14	740-969-2790	Yes
Amanda Work and Win	Anna Johnson	11	740-415-4570	
Amanda Work and Win	Anthony Buckley	13	740-689-9259	Yes
Amanda Work and Win	Arthur Dossman III	12	740-412-1478	
Amanda Work and Win	Ashlynn Wells	16	740-407-0947	Yes
Amanda Work and Win	Averie Hutchison	9	740-739-3666	
Amanda Work and Win	Bailey Sterling	9	740-407-4085	
Amanda Work and Win	Barbara Lamp	67	740-969-4616	
Amanda Work and Win	Benjamin Mead	8	740-415-6830	
Amanda Work and Win	Braeleigh Blosser	10	740-969-2878	
Amanda Work and Win	Brandt Blosser	10	740-969-2878	
Amanda Work and Win	Brant Poston	12	740-969-2790	Yes
Amanda Work and Win	Brayden Wical	11	740-475-7705	Yes
Amanda Work and Win	Brooks Bolin	16	740-438-0811	Yes
Amanda Work and Win	Catherine Buckley	8	740-689-9259	
Amanda Work and Win	Chloe McClure	14	740-974-7732	Yes
Amanda Work and Win	Cole Eryan	14	740-969-4267	Yes

When done with that, you are free to edit as needed. Recommendations from the office are to remove your advisors (as they don't have dues); notate who are Cloverbud members (they don't pay dues either, but Cloverbud advisors will still need to turn in a report of their members); mark fees paid – can be electronic or written; if paid in another club, what club; and club officer if applicable. As you can see, I've removed the extra empty columns, added the outline of the cells to make it easier to read, and added additional columns as necessary. Once complete, please print a copy and put in your folder to turn into the office.

Club: Title	Member: Full Name (First Last)	Member: 4-H Age	Fees Paid	paid in another club? List name	Club officer
Amanda Work and Win	Abigail Bolin	13	Yes		
Amanda Work and Win	Allie Poston	14	Yes		President
Amanda Work and Win	Anna Johnson	11		Shooting Spcrt	
Amanda Work and Win	Anthony Buckley	13	Yes		
Amanda Work and Win	Arthur Dossman III	12			
Amanda Work and Win	Ashlyne Wells	16	Yes		Recreation Leader
Amanda Work and Win	Averie Hutchison	9		Nashville Nimble Nells	
Amanda Work and Win	Bailey Sterling	9			
Amanda Work and Win	Barbara Lamp	67	no - advisor		
Amanda Work and Win	Benjamin Mead	8	No - Cloverbud		
Amanda Work and Win	Braleigh Blosser	10			Treasurer
Amanda Work and Win	Brant Blosser	10		Rim Rock Riders	
Amanda Work and Win	Brant Poston	12	Yes		
Amanda Work and Win	Brayden Wical	11	Yes		
Amanda Work and Win	Brooke Bolin	16	Yes		
Amanda Work and Win	Catherine Buckley	8			
Amanda Work and Win	Chloe McClure	14	Yes		
Amanda Work and Win	Cole Bryan	14	Yes		
Amanda Work and Win	Colton Westhoven	9			
Amanda Work and Win	Drew Evans	13			
Amanda Work and Win	Emily Buckley	11	Yes		
Amanda Work and Win	Emma Kern	10			
Amanda Work and Win	Grace Davis	11	Yes		
Amanda Work and Win	Hannah Bryan	11	Yes		
Amanda Work and Win	Hannah Queen	17	Yes		
Amanda Work and Win	Jeffrey Bolin	15	Yes		

Thank you to Barb Lamp for allowing us to use her club as an example.

If you have problems, call Missy 740-652-7264 or shoot an email to koenig.398@osu.edu