

Club Leader – Pull a Club Roster Report

Before You Start

Before you can login as a club leader, you must have an active enrollment record for the current year, and you must be designated as a club leader on your Participation/Clubs screen. Contact the [Clackamas County Extension office](#) to obtain club log-in permissions and your club password and login information.

Steps

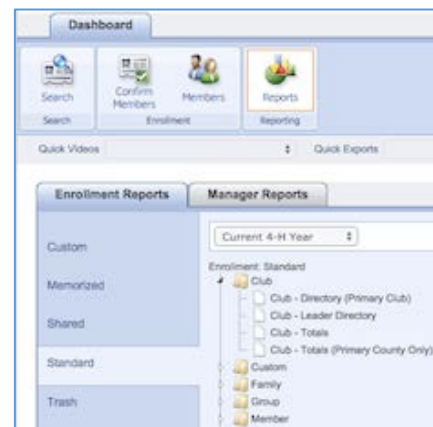
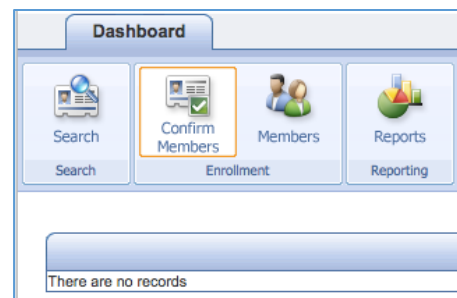
1) When you first login, the default view is Confirm Members. You may see a screen with “There are no records” – if so, you do not have any members that are waiting for you to Confirm them. If there are members listed here, you need to Confirm them. Get step-by-step directions on Confirming members [online](#) or contact the [Extension office](#) for help.

2) You can view and print reports by clicking on the Reports icon, then selecting either “Standard” or “Shared”. In this case, click on Shared.

3) Locate the report that you wish to print – **Club Members and Projects** – highlight it, and then click Run Report on the list on the right. It will appear as a PDF, which you can save and print. Alternately, you can right-click on the name of the report, and choose Run, Export to Excel, or Export to PDF – and then print the file.

Screenshots

(Screen appearance may vary)



✿Tips✿

Club leaders are not able to edit their own family data (any differently than other club members’) while logged in to the club. To manage and edit your own family information, click the gold “Continue to Family” button on the second login screen.

For help with logging in as a club leader, or with other club leader options, please contact the [Clackamas County Extension office](#).

