

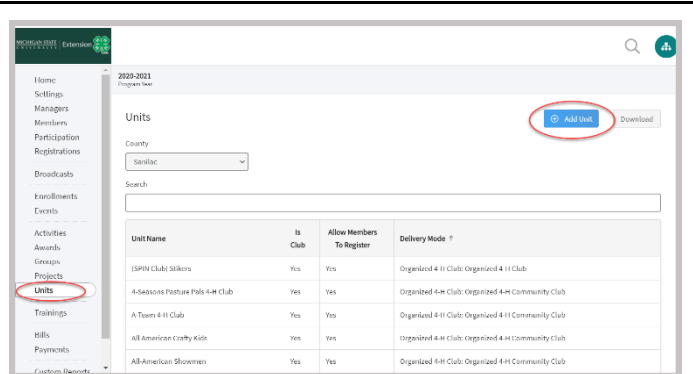


How to Create a 4-H SPIN Club in 4-H Online 2.0 & Enroll Youth Members

How to Create a New SPIN Club in 4-H Online 2.0

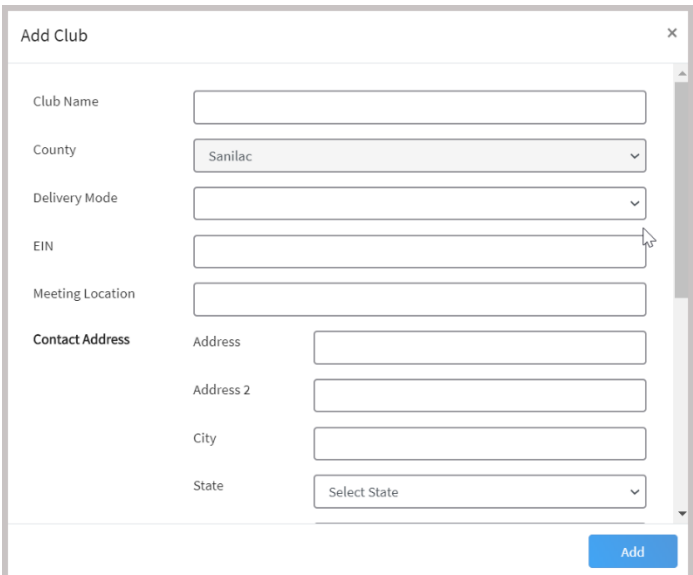
Go to <https://v2.4honline.com> and log into your county manager account using your 4-H Online login and password.

1. Click on **“Units”** in the navigation panel on the left side.
2. Click on the **“Add Unit”** tab



NOTE: A new screen will appear with the header **“Add Club.”** Continue to enter club information.

3. **Club Name:** It must be entered with the club name and include **“(SPIN Club)”** at the **BEGINNING**. For example, the club title should look like: SPIN Club Funtastic Foods or SPIN Club Super Skaters, or SPIN Club Rough Riders.
4. **County:** Verify your county is listed as the default county.
5. **Delivery Mode:** Must be **Organized 4-H Club: Organized 4-H Community Club**. By choosing this delivery mode, the participation numbers for 4-H SPIN Clubs will appear in the organized 4-H Community Clubs section of the ES-237 and feed into growth number reports when local county program participation is reviewed annually. **DO NOT CHOOSE 2) 4-H Special Interest/Short Term Program.** Doing so will result in participation numbers appearing in the group enrollment section of the ES-237 report.





NOTE: Continue to enter the details for the 4-H SPIN Club. A few helpful notes:

- 6. **EIN:** 4-H SPIN Clubs do not receive EIN's or Charters. Be sure to leave this section blank.
- 7. **Meeting Location-Contact Address-Meeting Address:** If an MSU Extension staff person is providing leadership to the 4-H SPIN Club, they should enter their office address and phone/cell number.
- 8. Click **"Add"** located at the bottom right corner of the dialogue box.

Adding Projects: Once you have added the SPIN Club, you will need to **add projects** to the club.

- 9. Click on **"Units"** again in the navigation panel.
- 10. Scroll through the list of clubs until you locate the new SPIN Club or **enter the name of the club in the "Search" box.**
- 11. Click on the newly added SPIN Club you need to add the projects to.
- 12. **Scroll to the bottom** of the screen to the **"Projects"** area and click on **"Add."**
- 13. Scroll through the list of projects, **click the checkmark for each project area to be added to the club** and then **click "save"** at the bottom of the dialogue box. Multiple projects can be selected and added.

Setting Club to Allow Members to Register: Once you have added the club and projects, you will need to **update the club settings to allow members to register in the club.**

- 14. **Scroll to the bottom** and click on the **Settings "Edit" tab, which is located under the "Projects" tab** where you added your projects.
- 15. You can set the maximum number of enrollments or leave blank.
- 16. Click on:
 - **"Allow Members to Register,"**
 - **"Allow Members to See Their Registration"**

NOTE: You can edit this setting at any time if you need to turn off registration for the SPIN Club.

- 17. Click **"save"** at the bottom of the dialogue box.

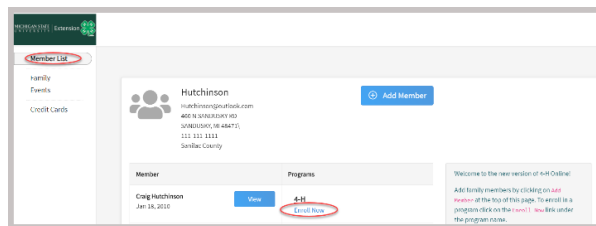


How Youth Enroll in a in 4-H SPIN Club

4-H Youth Members enroll in SPIN Clubs during the enrollment process when selecting “Units.”

An **existing family** will log into their **Family Profile** and click on the **“Enroll Now”** link in the member list to begin enrollment.

If a family does not have a Family Profile, they will need to create one by clicking the **“Don’t have an account?”** tab at <https://v2.4honline.com> and the **“Add Member”** tab to begin the enrollment process. *(Please refer to the Family Guide)*



Members will be asked to enroll in a club at the **“Select Units”** screen (see below).

To Select SPIN Club:

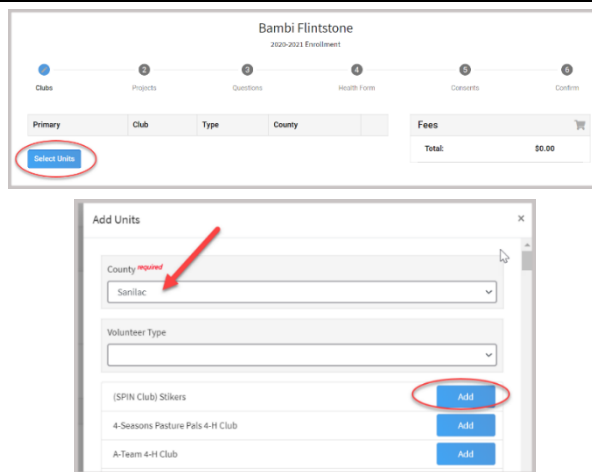
1. Click on **“Select Units”** or **“Select Club”**

NOTE: The County will default to the family enrollment county.

2. **Scroll** through the list of Units/Club
3. **Click on “Add”** when SPIN Club has been identified.

NOTE: Members will need to continue to the next page to **select which “Projects”** they wish to participate in for the SPIN Club they added.

Members then continue through the enrollment process.



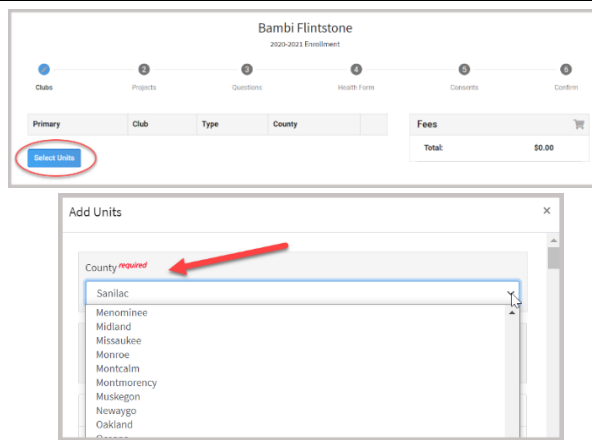
NOTE: A member can select a **SPIN Club** from a county other than the family enrollment county.

To Select a SPIN Club from other counties:

4. Click on **“Select Units”**
5. **Select a county** from the drop-down menu
6. **Scroll through list of clubs** from selected county.
7. Click on **“Add”** when SPIN Club has been identified.

NOTE: Members will need to continue to the next page to **select which “Projects”** they wish to participate in for the SPIN Club they added.

Members then continue through the enrollment process.

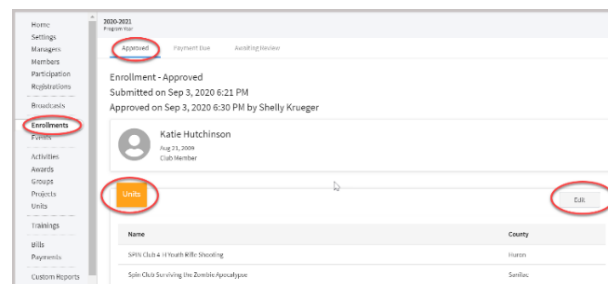


NOTE: A member cannot add additional clubs once their enrollment has been approved. However, **A County Manager from the member’s enrollment county can add a SPIN Club (or other clubs) to members APPROVED enrollments.**

1. Click on the **“Enrollments”** tab on the left.
2. Click on **“Approved.”**
3. **Scroll** through the list of approved enrollments and click on the member record you wish to add a club to.

Click on the **“Edit”** tab in the **“Units”** area.

Follow the same steps as outlined above and **SAVE**.



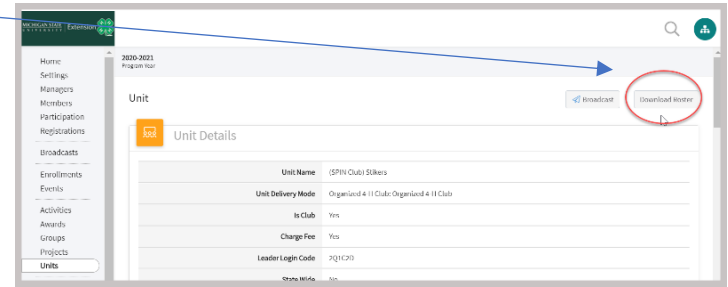
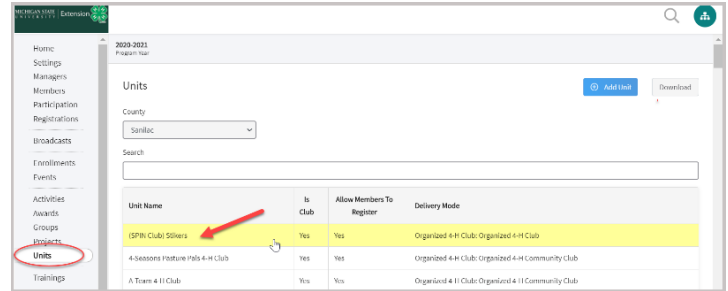


How to View Members in SPIN Clubs

There are two areas where County Managers can view the members enrolled in a SPIN Club (or any club). **Both methods will report all members of the club, not just primary club members.** The lists will include members from other counties who have enrolled in a SPIN Club from the Managers' county.

To download a SPIN Club roster:

1. Click on "Units" in the navigation pane.
2. Scroll through the Units list and click on the SPIN Club.
3. Click on the "Download Roster" tab in the upper right corner.
4. A list of members enrolled in the CLUB will export to an excel format.



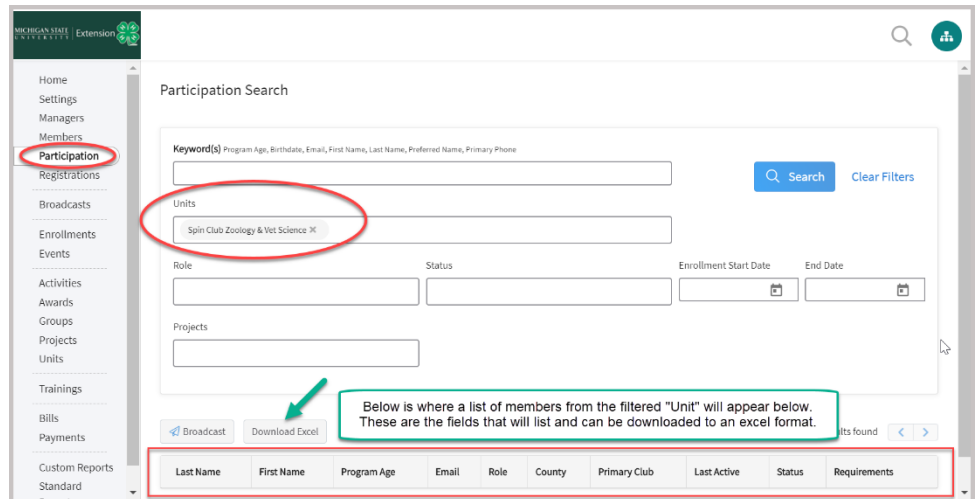
NOTE: The list will include all members enrolled in the CLUB from all counties (not just primary county).

NOTE: This option is not fully developed but will be available soon!

To view SPIN Club members on the Participation Screen:

1. Click on the "Participation" tab in the navigation pane.
2. Type the name of the SPIN Club in the "Unit's box."
3. Click on "Search"

NOTE: Members enrolled in the CLUB will list with identifying fields. The list can be downloaded to an excel formation by clicking on the "Download Excel" tab.



For questions on setting up a SPIN Club in 4-H Online 2.0, please contact 4-H Online Data Coordinator Shelly Krueger at kruege61@msu.edu.



Adding Members to a SPIN Club Mid-Year

MID-YEAR - Adding Members to a SPIN Club

- Staff can create a NEW Spin Club anytime throughout the program year in 4-H Online.
- **Remember**, once a members' enrollment has been approved by the county manager, a member cannot add a new club to their enrollment – only county managers can add new clubs and projects to a member's enrollment after it has been approved.

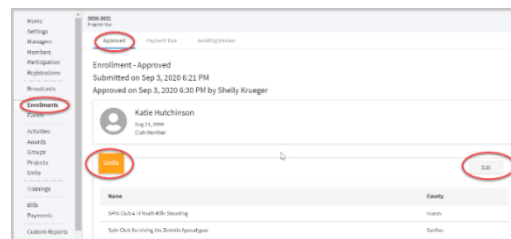
NOTE: If a member has not yet been approved, they will need to log in to their profile and add the NEW SPIN Club to their enrollment.

NOTE: A member cannot add additional clubs once their enrollment has been approved. However, A County Manager from the member's enrollment county can add a SPIN Club (or other clubs) to members APPROVED enrollments.

1. Click on the "Enrollments" tab on the left.
2. Click on "Approved."
3. **Scroll** through the list of approved enrollments and click on the member record you wish to add a club to.

Click on the "Edit" tab in the "Units" area.

Follow the same steps outlined above on page 3 of this guide and SAVE.



- If the SPIN Club is offered state-wide, staff will need to use Events registration to collect member information (required: member's name & enrollment county).
- Staff can forward the registration list for the State-wide SPIN Club to the 4-H Online Data Manager - Shelly Krueger at kruege61@msu.edu.
 - List needs to include:
 - ✓ County and Title of SPIN Club
 - ✓ Member's full name and their 4-H enrollment county
 - ✓ Is the participant a 4-H Member (*Remember: If they are not a member, they need to enroll in 4-H Online and add the club to their enrollment.*)
- Shelly will go into 4-H Online and add the registered members from all counties to the State-wide SPIN Club.
- **NOTE: This only applies to State-Wide SPIN Clubs that have attendees from multiple counties who are approved members.**
 - If a youth registered for the New SPIN Club and is not yet a member, they will need to create a 4-H Online profile in their county and enroll in the club at that time.
 - If members need assistance with enrollment, please direct them to their [County MSUE 4-H office](#).