



CLUB MANAGER: REPORTS

The “Reports” function allows club managers to view and print any reports that the county office has shared with the managers or project leaders. These can include members lists, adult volunteer lists, and mailing labels.

How to View Reports

1. Log into 4-H CONNECT.
2. Click “Reports” from the “Dashboard.”
3. A list of reports that the county has generated and shared with the club managers will be displayed. Click any report you wish to view or print. You can make your selections for that report over to the right side under “Report Options.”

How to Print Reports

One of the unique features of the reports on 4-H CONNECT is that you can automatically print mailing labels or export the report to other programs. Once the report has been opened, the user can click one of four options to view the report:

- **Grid View:** basic computer screen view. Allows for quick searches and to see what the report will potentially look like once printed.
- **Page View:** works similar to the standard reports. This is used to print out the report in pdf format, or to export to Microsoft Excel.
- **Family Labels:** creates a mailing label for each family that was indicated in the report.
- **Member Labels:** creates a mailing label for each member (youth and/or adult) that was indicated in the report.

How to Print Mailing Labels from a PDF Format

Because of the variety of printers and computer operating systems, it is necessary for you to adjust the printing process for mailing labels created in 4-H CONNECT so they will correctly print. Below are instructions for printing labels.

1. Open the pdf labels in your pdf viewer.
2. Click on print, as you would to print any pdf document.
3. When the “print” menu screen appears, look for the section entitled “Page Handling.”
4. Under this section is an option called “Page Scaling.”
5. Change the option to “None.” This will maximize your margins and allow for correct printing of labels.
6. Once selected, click the “OK” button to print.