**www.4hmanitoba.ca** (save this as a Favourite so you don't have to type it in each time you login)

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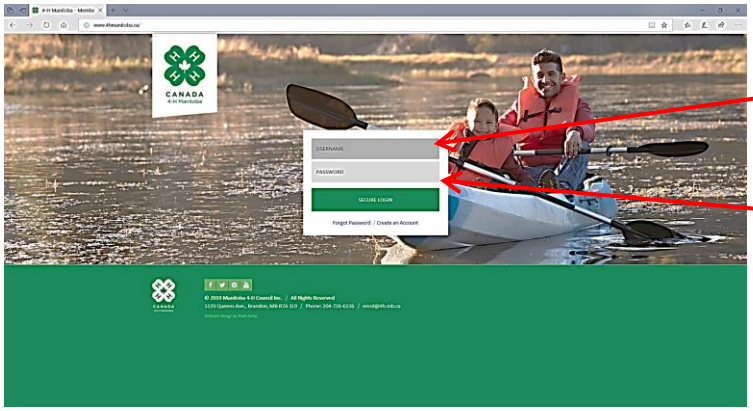
- **How to login**

Connect via the green "**Login**" button on our website OR

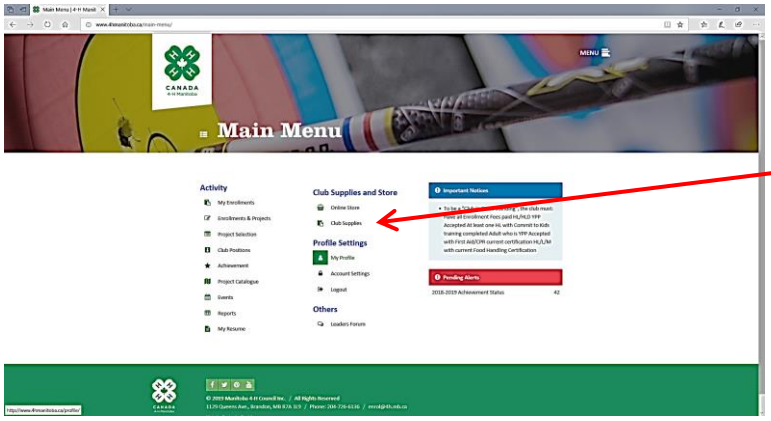
**www.4hmanitoba.ca** (save this as a Favourite so you don't have to type it in each time you login)



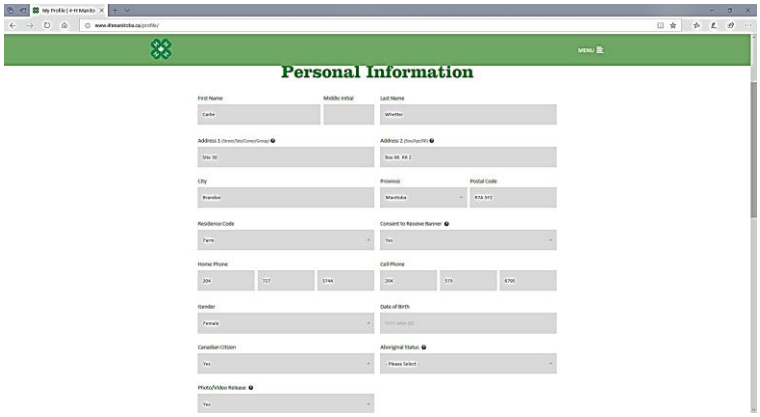

Type your username here and password in the fields as indicated. Click on **Secure Login.**

If you are a **new user**, a "New User Account Request Form" must be completed and emailed to enrols@4h.mb.ca. The form is available at www.4h.mb.ca under Resources ➔ Forms, or can be requested by email to enrols@4h.mb.ca.

- **How to change your username and personal profile**

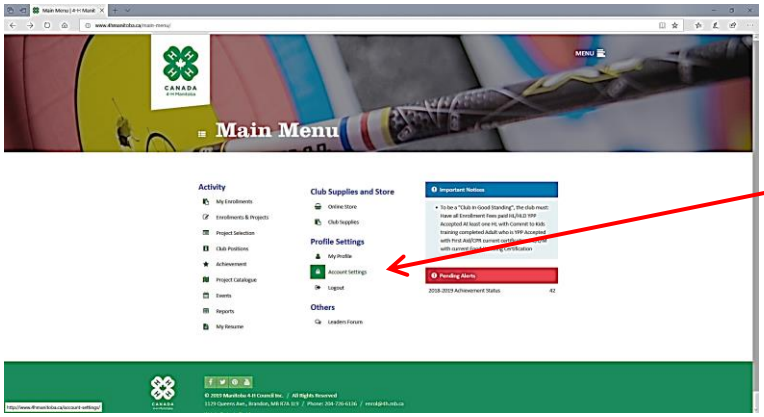



Click on **My Profile.**

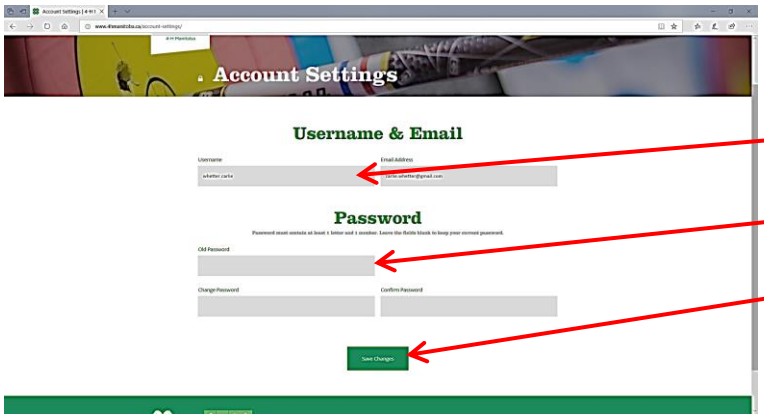



Enter / Review / Change your personal information.

- **How to change your password**



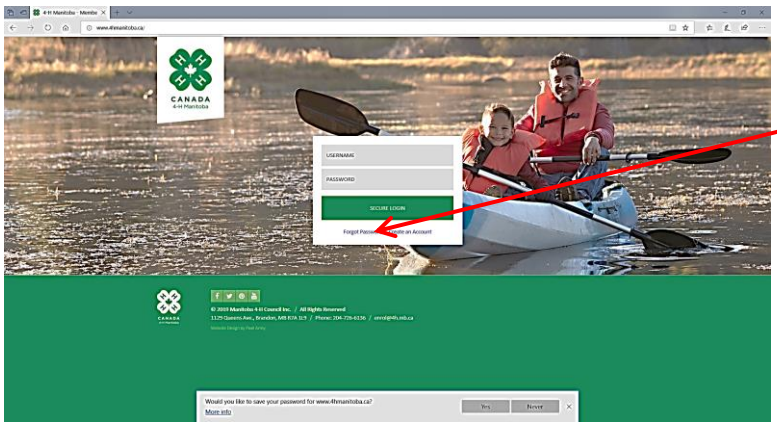

Click on **Account Settings.**




You may change your Username and/or
Password here.

Remember to **Save Changes.**

- **What if I forget my password?**

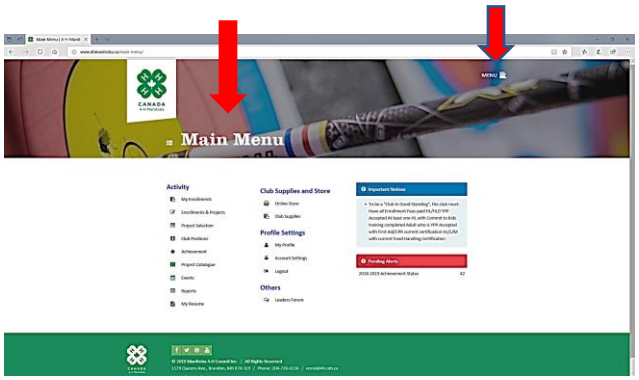


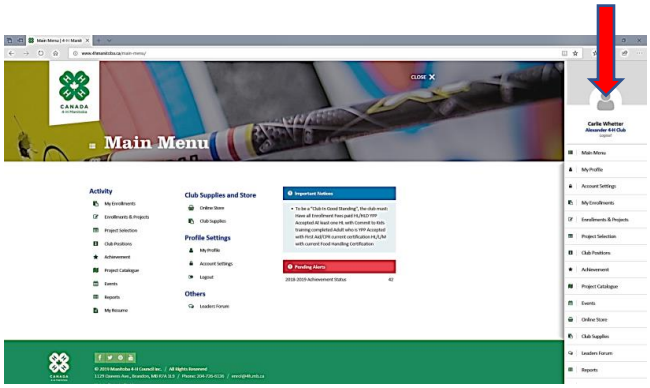

Enter your username and click on **Forgot Password**. A new password will be emailed to the email address in your profile.

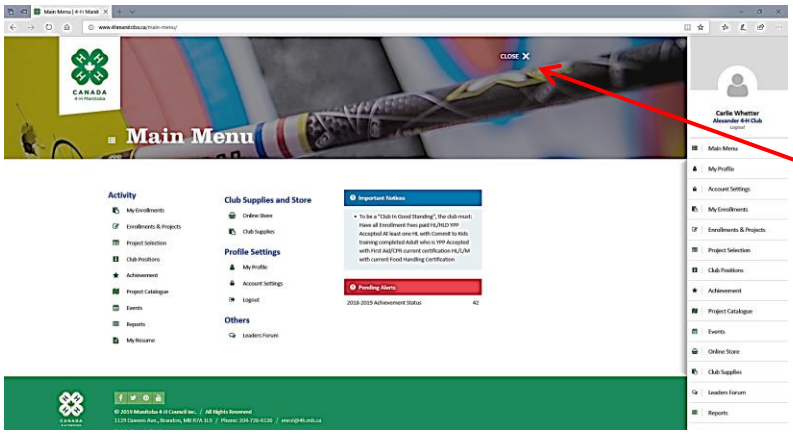
**If your email address has changed**, please notify enrols@4h.mb.ca of the new email address to record in the database.

- **Main Menus**

This is the main screen you will land on when first logging in which leads to all options. You can access the Main Menu from this screen <u>OR</u> you can click on **MENU** at the top of the page for a side menu.

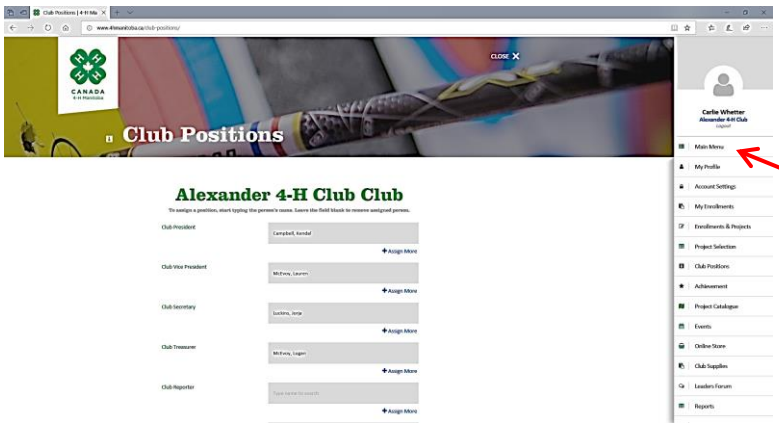


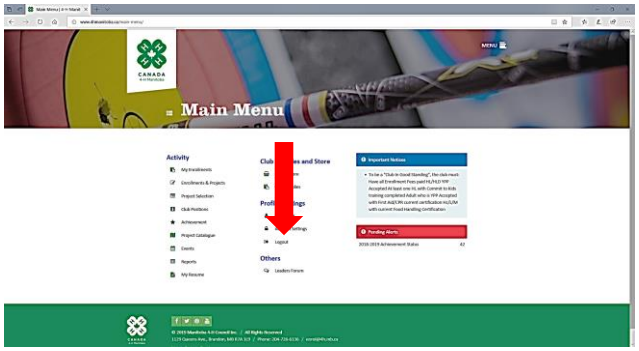

Click on **Close** if you wish to close the sidebar Main Menu screen.

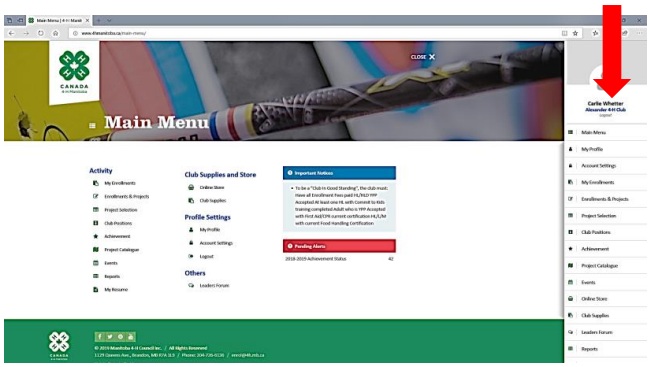
- **How to return to Main Menu**




Wherever you are in the database, open the side menu and select **Main Menu** to return to the Main Menu.

- **How to log out**

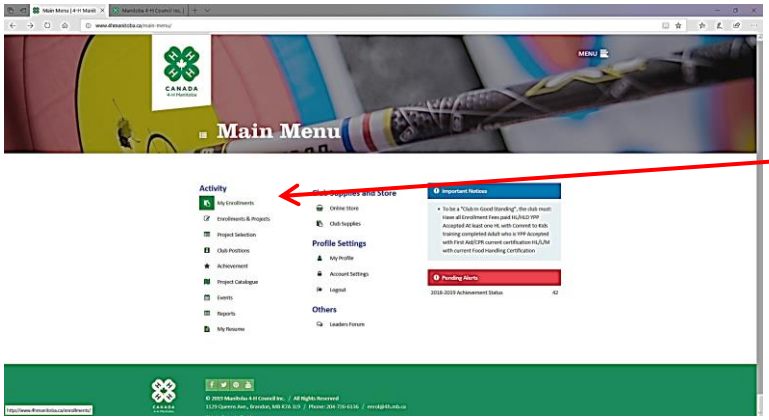


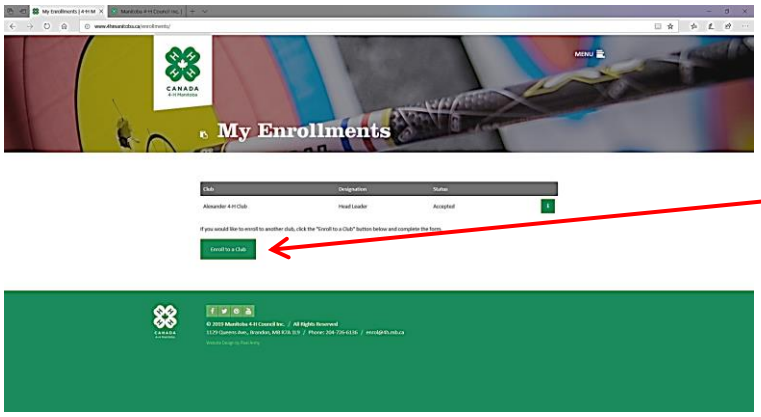

## Enrollments

- **How to enroll myself as HL**

  **(All new HL enrollments must be approved by M4HC.)**




Click on **My Enrollments.**




Click on **Enroll to a Club** for each club you wish to enroll in and follow directions.

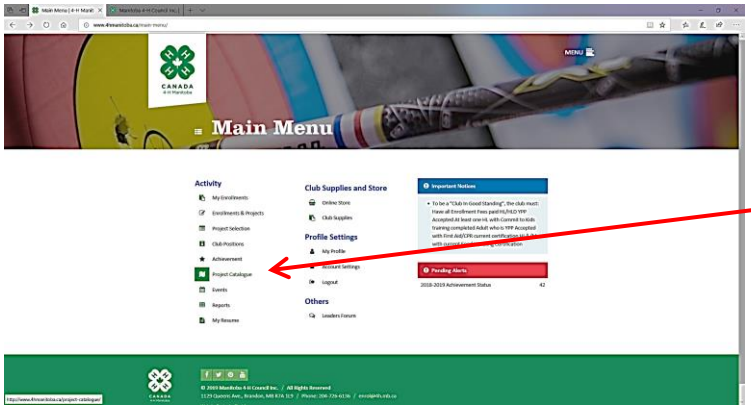
Project Selection can happen at this stage.

- **How club Leaders, Volunteers and Members enroll**

All Head Leaders, Head Leader Designates, Leaders, Volunteers and Members will enroll and select projects in the same way as described under Head Leader enrollment above.

**(All new HLDs and Leaders must be approved by M4HC. Please notify your Club Support Coordinator if you have new volunteers in these positions.)**

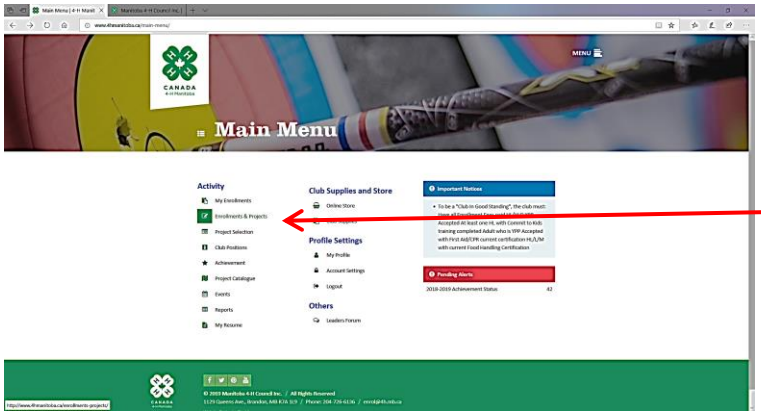
- **Project Catalogue and selection**




You can view the Project Catalogue at any time by clicking on **Project Catalogue.**

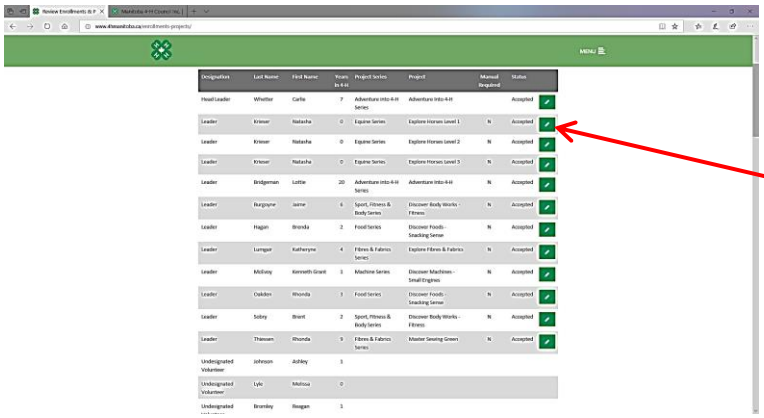
- **Approval of project selection**

**Head Leaders MUST approve projects before the club Achievement date. If projects are not approved, the Members cannot achieve their year.**




HL/HLD must approve all project selections.

Click on **Enrollments & Projects.**

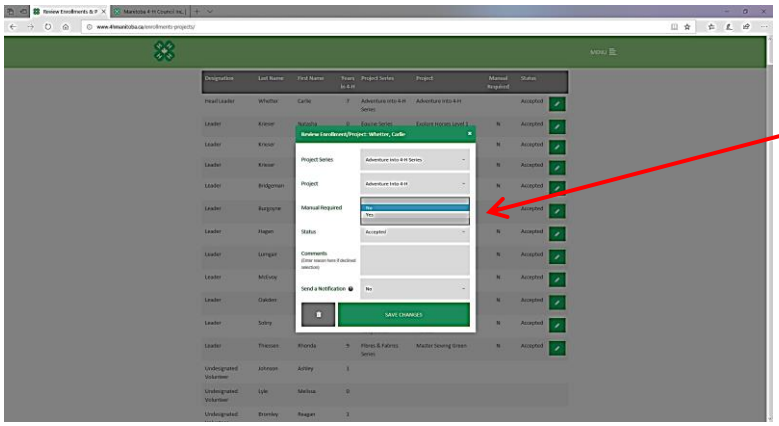


All HL/HLD/L/UV/Members will appear on this list.

Click on the "**pencil"** icon on the far right for each individual to select.

Undesignated Volunteers have no projects so require no approval.

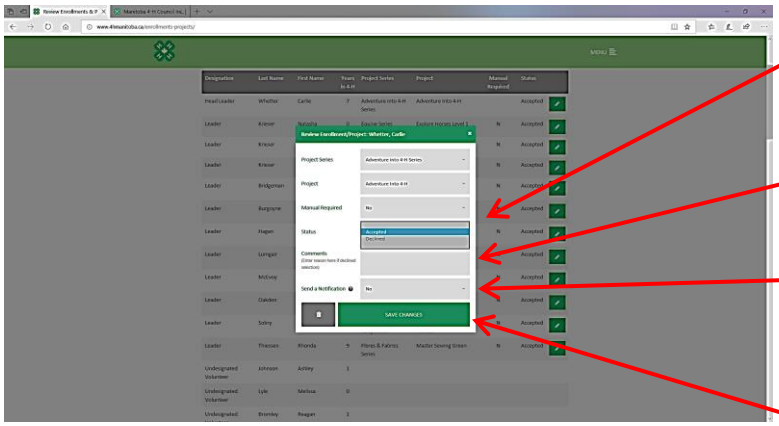
*(Approval of project selection continued)*



Review Project Series and Project selected.

Click and select
**Yes** to order a project manual or
**No** if a project manual is not required.

Projects and Project Manual selections can be changed later by clicking on the pencil ✎ to the right of the member name, making the change, and then clicking "**Save Changes**".

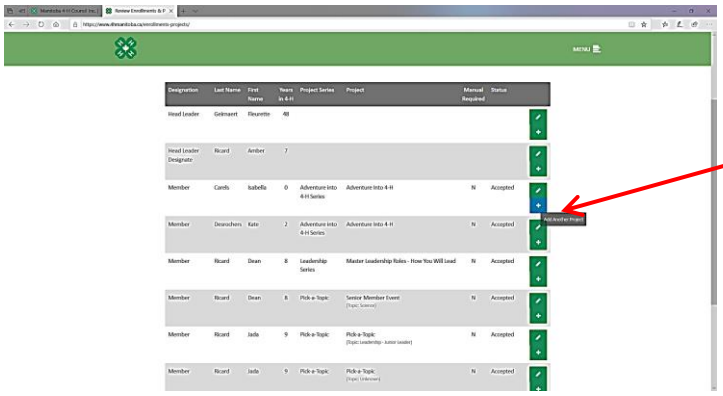


Click on the Status drop box and select **Accepted** or **Declined** to approve or reject a project selection.

If a project is rejected, a comment should be included.

You have the option to send the member a notification if their project has been rejected.

**Save Changes.**



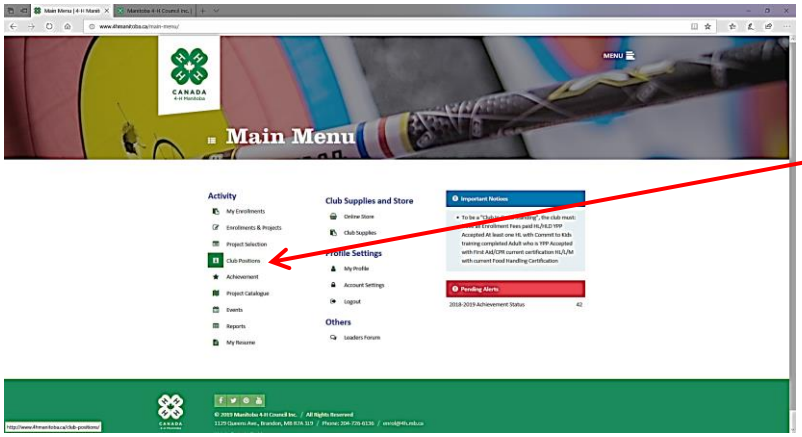
Click on **"+" to add a new project** to record additional project(s) that have not been recorded in the database.

**Save Changes.**

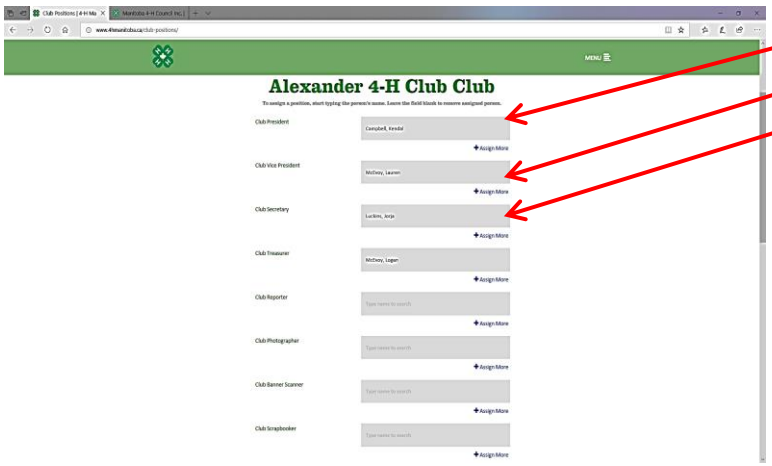
- **How to order project manuals**

# Please see Section 4 of the Head Leader binder.

- **How to enter your club executive**



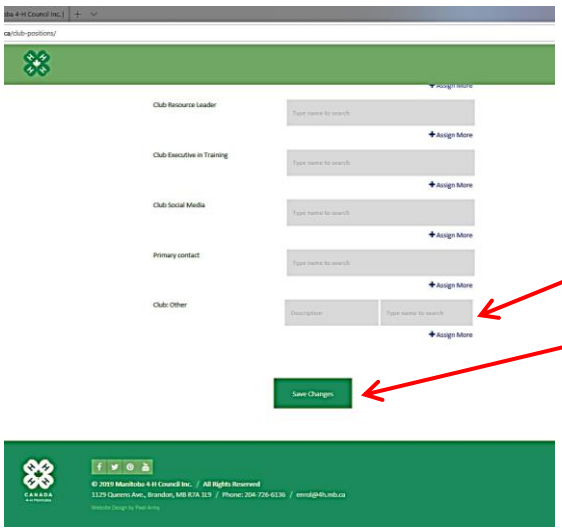

From the Main Menu, click on **Club Positions**.




For each position, begin typing the person's name (last name, first name). Select the desired individual or individuals.
**Note**: the Member MUST be enrolled in the current year to be selected. If the member does not appear, please check if they are enrolled and, if not, follow up with them regarding their enrollment.

If no one has been assigned to a position, leave it blank.

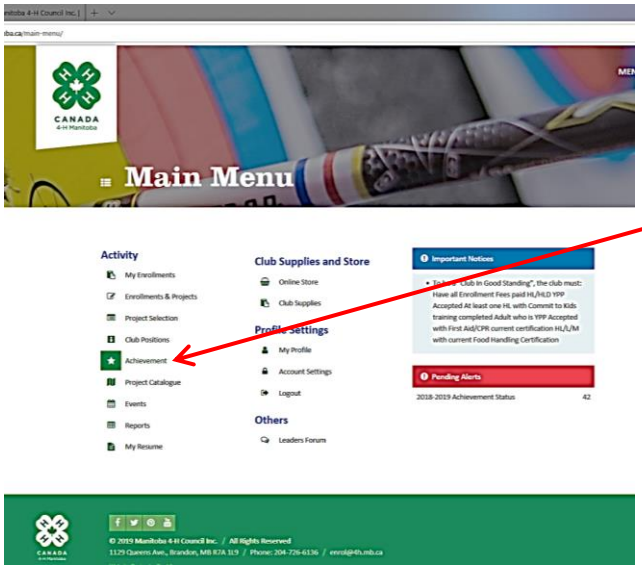
**Save Changes.**



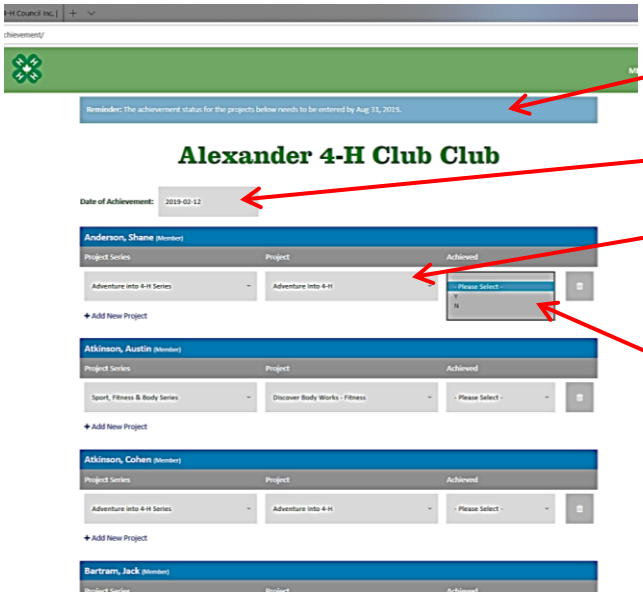
If your club has positions that are not noted here, use the **Club: Other** option at the bottom.

**Save Changes.**

- **How to enter member Achievement**




Click on **Achievement.**

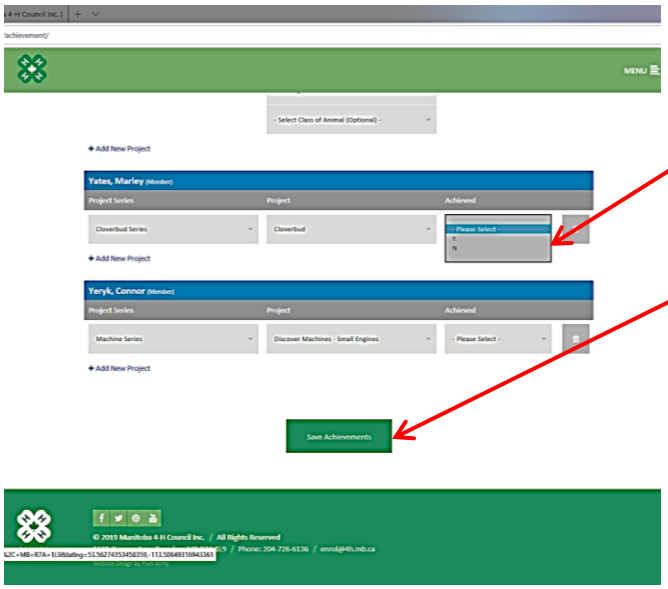



Achievements **must be entered by Aug 31** each year for that year.

Enter date of Achievement event.

You may change or add projects if necessary by clicking on the **Project Series** or **Project** for a drop-down menu if project has changed since enrollment.

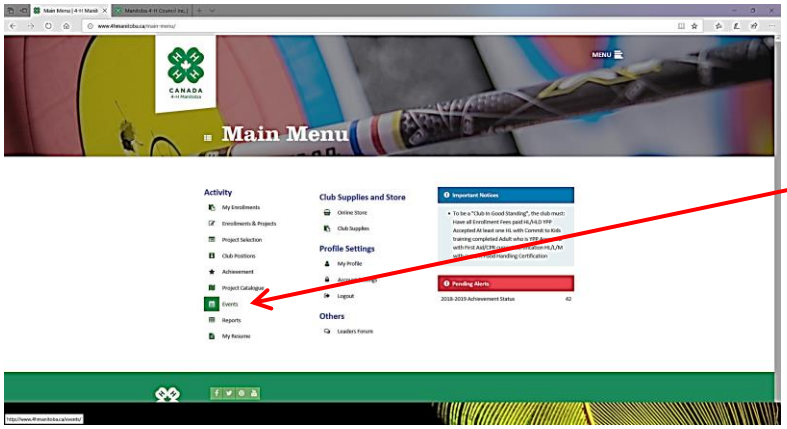
Click on the **Achieved** button for each member and **each project** and select **Y** or **N.**



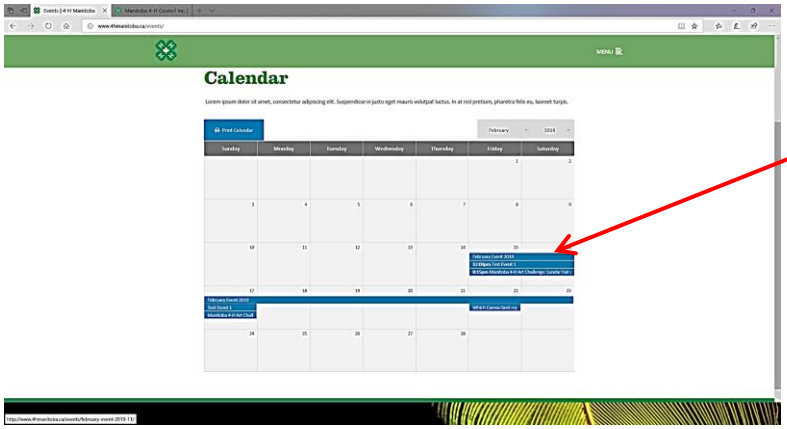

Click on the **Achieved** button for each member and **each project** and select **Y** or **N.**

**Save Achievements** at the bottom.

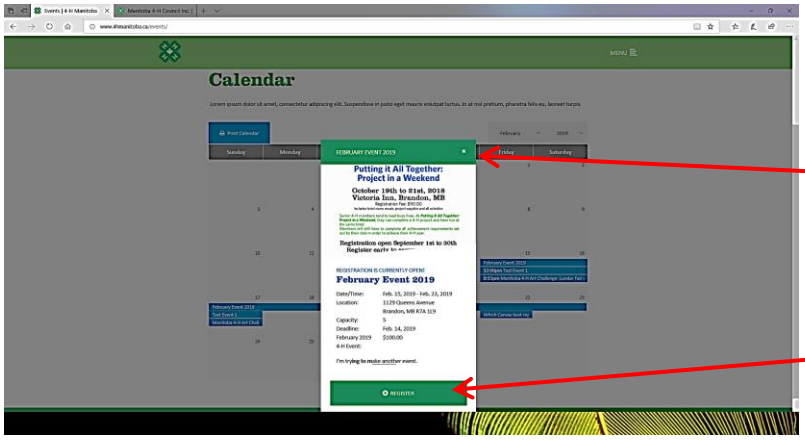
- **How to register for events**




From the Main Menu, click on **Events.**




Click on the event you wish to get details on or register for.

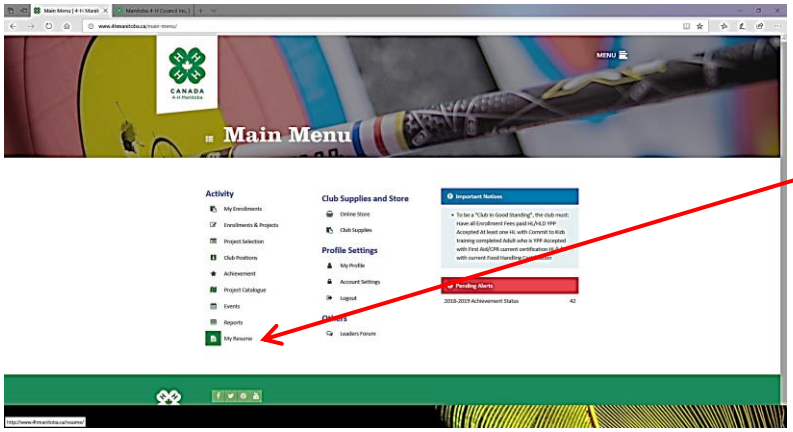



Click on the **X** at the top to close without registering

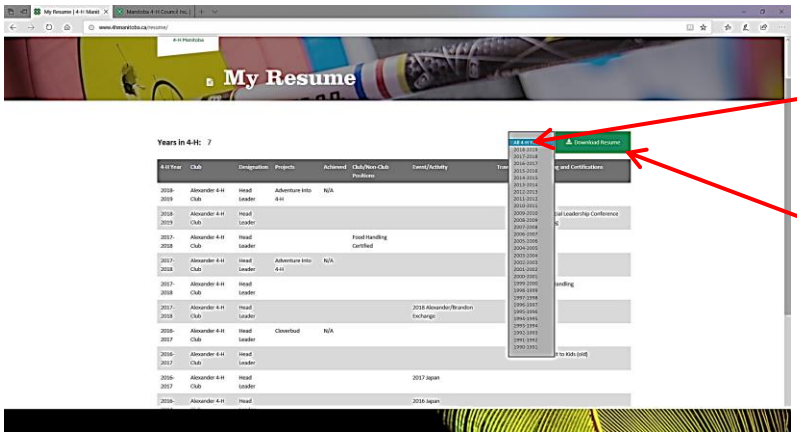
OR

Click on **Register** and follow directions.

- **My 4-H Resume**



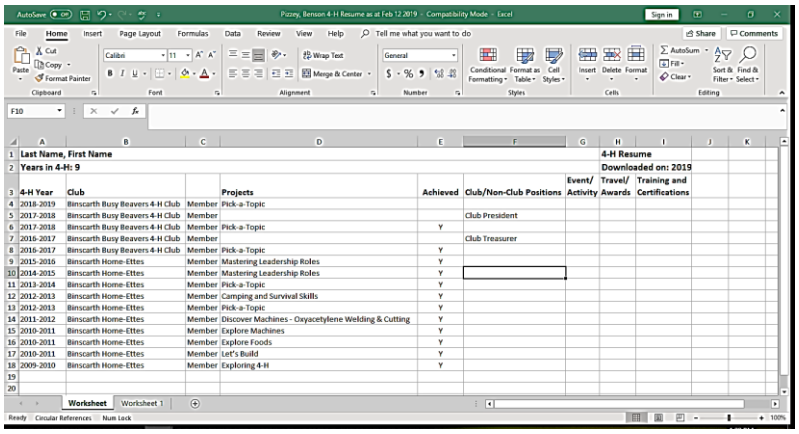

Click on **My Resume.**




You can view a specific year or All Years on screen

Or

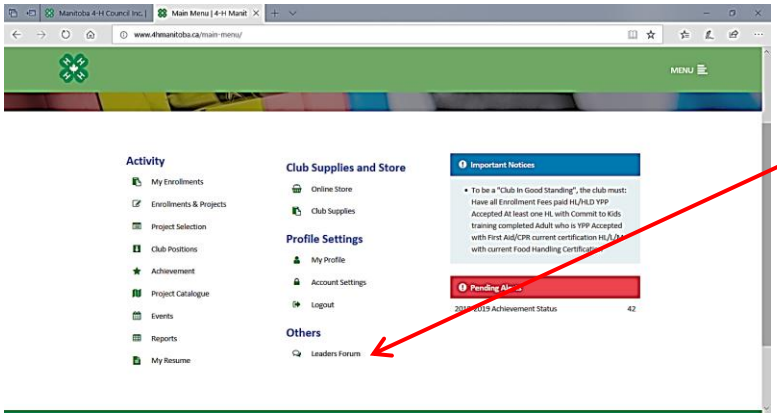
you can download a specific year or all years into Excel.



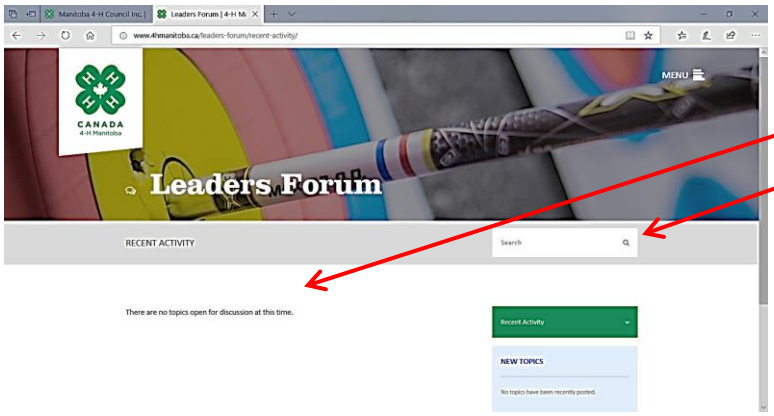
| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | Last Name, First Name | | | | | | 4-H Resume | |
| 2 | Years in 4-H: 9 | | | | | | Downloaded on: 2019 | |
| 3 | 4-H Year | Club | | Projects | Achieved | Club/Non-Club Positions | Event/ Activity | Travel/ Awards | Training and Certifications |
| 4 | 2018-2019 | Binscarth Busy Beavers 4-H Club | Member | Pick-a-Topic | | | | | |
| 5 | 2017-2018 | Binscarth Busy Beavers 4-H Club | Member | | | Club President | | | |
| 6 | 2017-2018 | Binscarth Busy Beavers 4-H Club | Member | Pick-a-Topic | Y | | | | |
| 7 | 2016-2017 | Binscarth Busy Beavers 4-H Club | Member | | | Club Treasurer | | | |
| 8 | 2016-2017 | Binscarth Busy Beavers 4-H Club | Member | Pick-a-Topic | Y | | | | |
| 9 | 2015-2016 | Binscarth Home-Ettes | Member | Mastering Leadership Roles | Y | | | | |
| 10 | 2014-2015 | Binscarth Home-Ettes | Member | Mastering Leadership Roles | Y | | | | |
| 11 | 2013-2014 | Binscarth Home-Ettes | Member | Pick-a-Topic | Y | | | | |
| 12 | 2012-2013 | Binscarth Home-Ettes | Member | Camping and Survival Skills | Y | | | | |
| 13 | 2012-2013 | Binscarth Home-Ettes | Member | Pick-a-Topic | Y | | | | |
| 14 | 2011-2012 | Binscarth Home-Ettes | Member | Discover Machines - Oxyacetylene Welding & Cutting | Y | | | | |
| 15 | 2010-2011 | Binscarth Home-Ettes | Member | Explore Machines | Y | | | | |
| 16 | 2010-2011 | Binscarth Home-Ettes | Member | Explore Foods | Y | | | | |
| 17 | 2010-2011 | Binscarth Home-Ettes | Member | Let's Build | Y | | | | |
| 18 | 2009-2010 | Binscarth Home-Ettes | Member | Exploring 4-H | Y | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |

The Excel spreadsheet does require some formatting.

- **Leaders Forum**

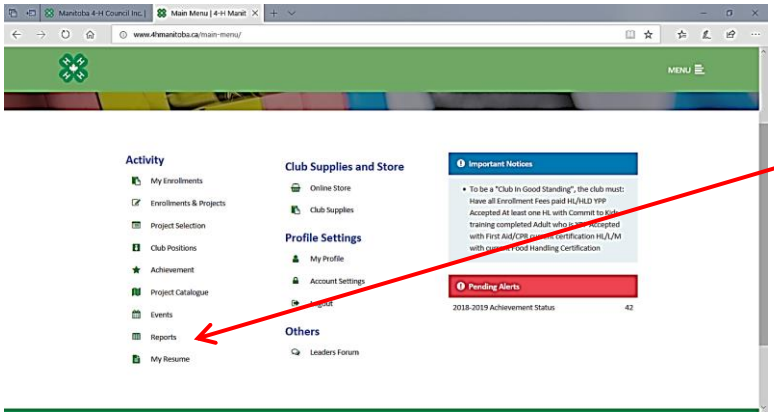



The **Leaders Forum** is where to go to post and view comments, questions and suggestions, etc. from other Leaders and Head Leaders.

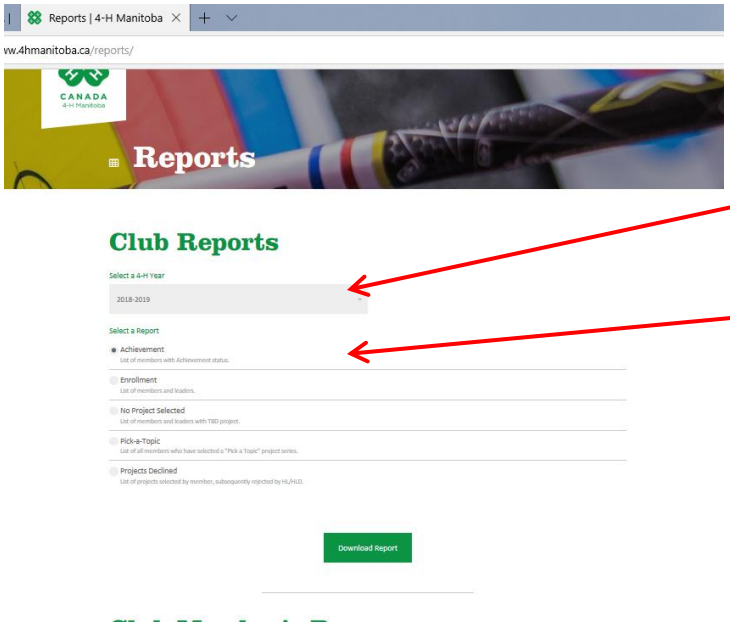



You can add, search and comment on other posts.

# Reports

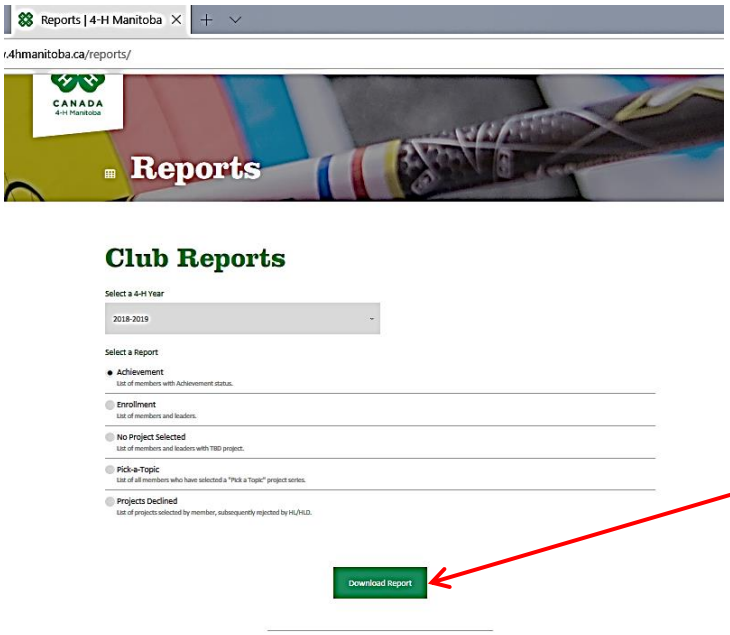



Click on **Reports**.
You have access to the clubs for which you are the Head Leader or Head Leader Designate.



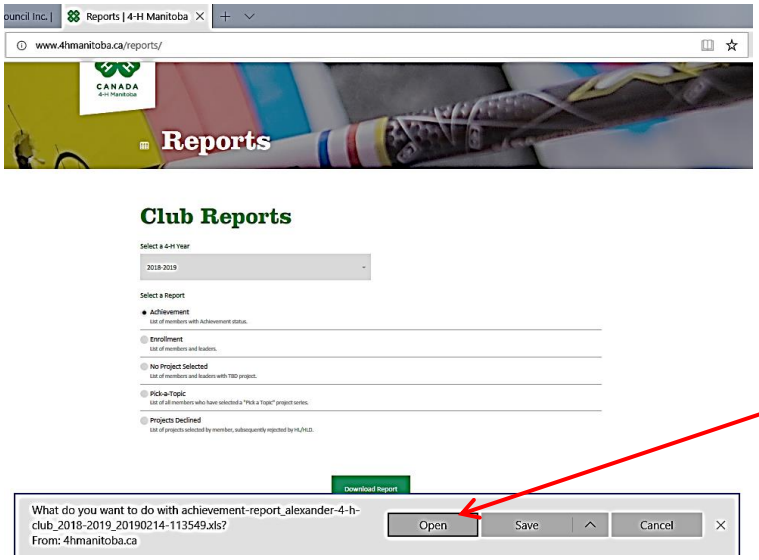

You must first **select the year** you want to run the report for.

Next select the report you wish to run from the list.




Click on **Download** to generate an Excel spreadsheet of the report.

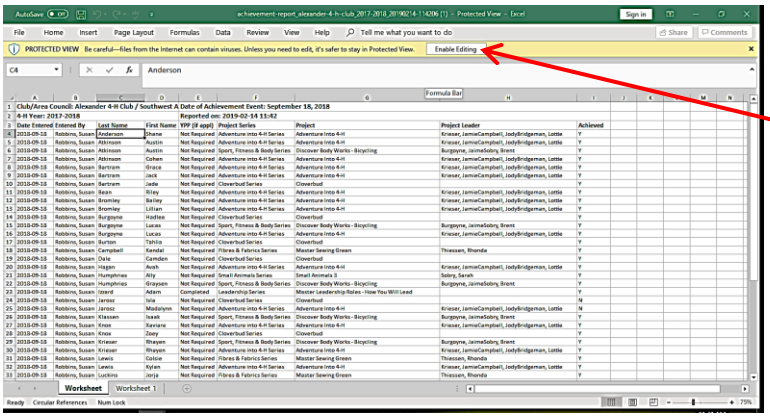
## *(Reports continued)*




Click on **Open** to open the spreadsheet.

- **Achievements Report**

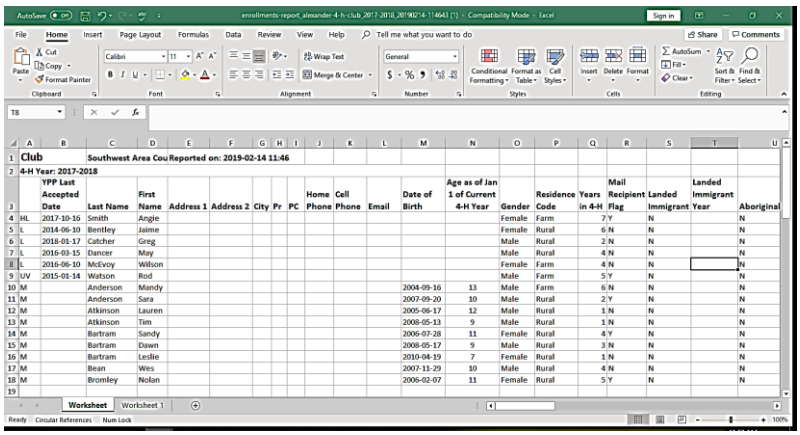
List of Members with Achievement status.




Click on **Enable Editing** to format, etc.

- **Enrollment Report**

List of Members and Leaders. Includes all relevant data for the 4-H year.

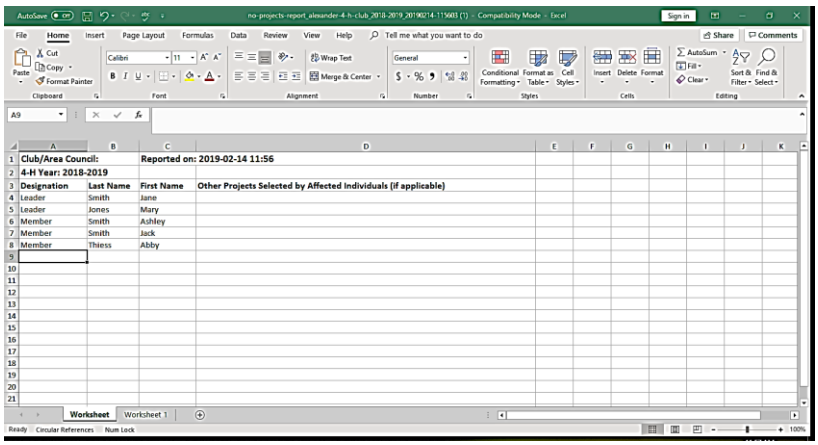



This example includes hypothetical data only.

Scroll to the right for the other data.

- **No Project Selected Report**

List of Members and Leaders with TBD project.

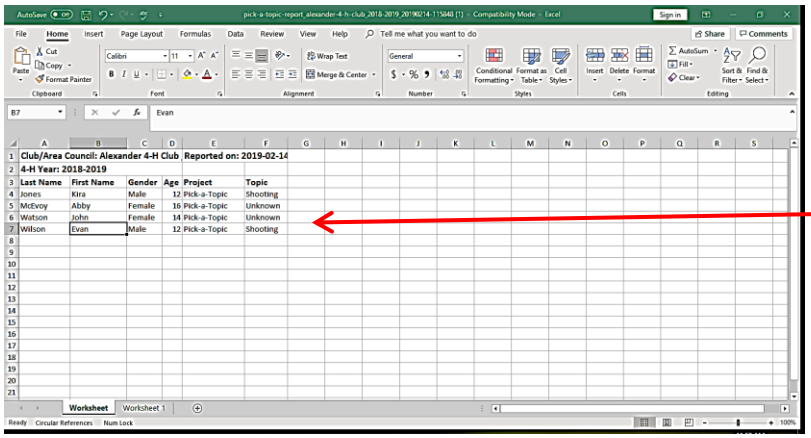


| | | | |
|---|---|---|---|
| Club/Area Council: | | Reported on: 2019-02-14 11:56 | |
| 4-H Year: 2018-2019 | | | |
| Designation | Last Name | First Name | Other Projects Selected by Affected Individuals (if applicable) |
| Leader | Smith | Jane | |
| Leader | Jones | Mary | |
| Member | Smith | Ashley | |
| Member | Smith | Jack | |
| Member | Thiess | Abby | |

Make sure you know who has yet to select a project. You can track them with this report.

- **Pick a Topic Report**

List of all Members who have selected a "Pick a Topic" project series.

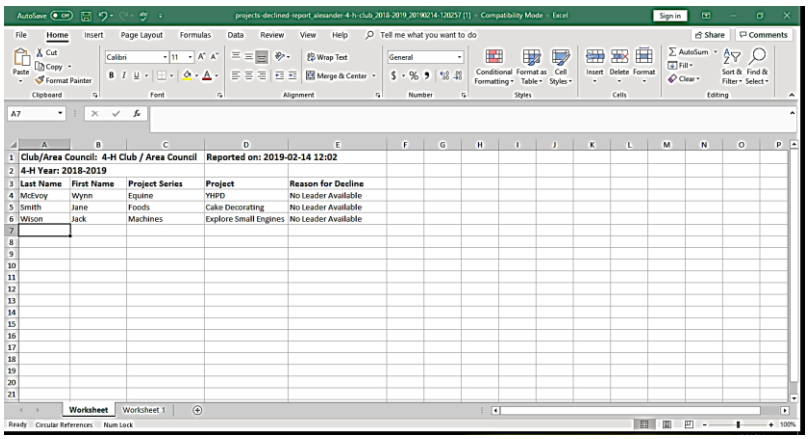


| | | | | | |
|---|---|---|---|---|---|
| Club/Area Council: Alexander 4-H Club | | | | Reported on: 2019-02-14 | |
| 4-H Year: 2018-2019 | | | | | |
| Last Name | First Name | Gender | Age | Project | Topic |
| Jones | Kira | Male | 12 | Pick-a-Topic | Shooting |
| McEvoy | Abby | Female | 16 | Pick-a-Topic | Unknown |
| Watson | John | Female | 14 | Pick-a-Topic | Unknown |
| Wilson | Evan | Male | 12 | Pick-a-Topic | Shooting |

If you want to know who has Pick a Topic Projects and who has yet to name it or specify what it is.

- **Projects Declined Report**

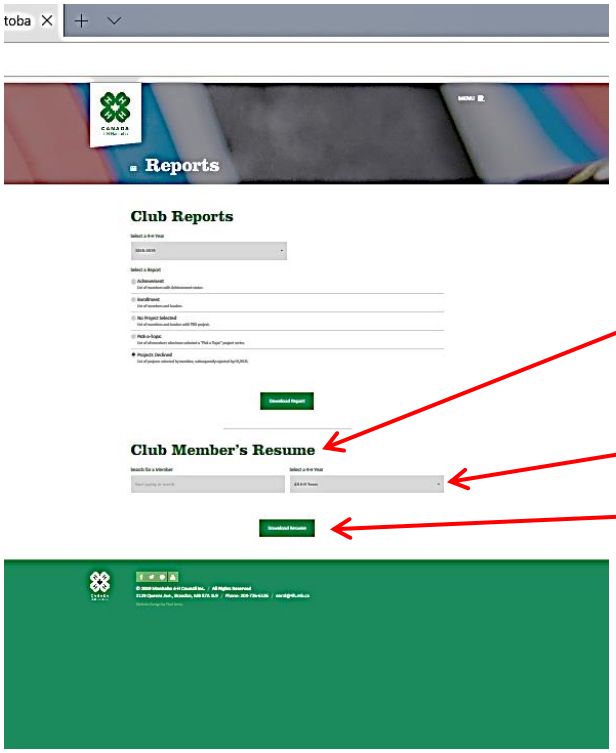
List of projects selected by member, subsequently rejected by HL/HLD.



| | | | | |
|---|---|---|---|---|
| Club/Area Council: 4-H Club / Area Council | | | Reported on: 2019-02-14 12:02 | |
| 4-H Year: 2018-2019 | | | | |
| Last Name | First Name | Project Series | Project | Reason for Decline |
| McEvoy | Wynn | Equine | YHPD | No Leader Available |
| Smith | Jane | Foods | Cake Decorating | No Leader Available |
| Wilson | Jack | Machines | Explore Small Engines | No Leader Available |

You can track Declined projects and the reasons they were declined.

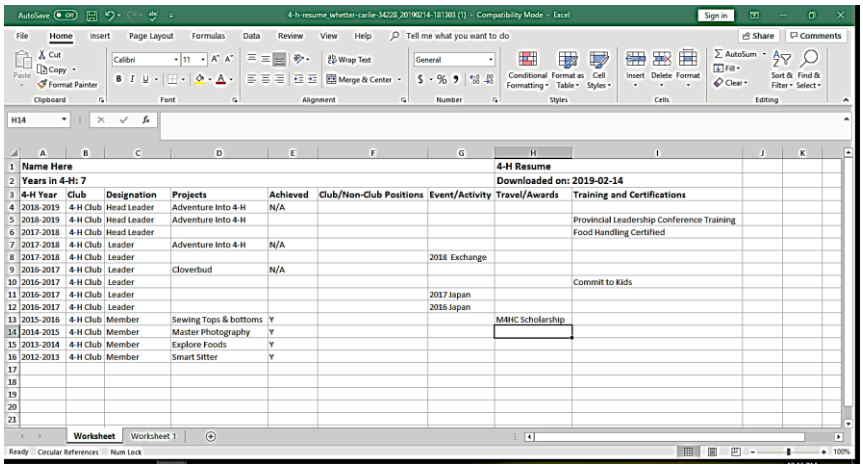
- **Club Leaders and Members 4-H Resumes**




HL/HLD's can generate the **4-H Resume** for all Leaders and Members attached to their club(s). This option is found just below the Reports options.

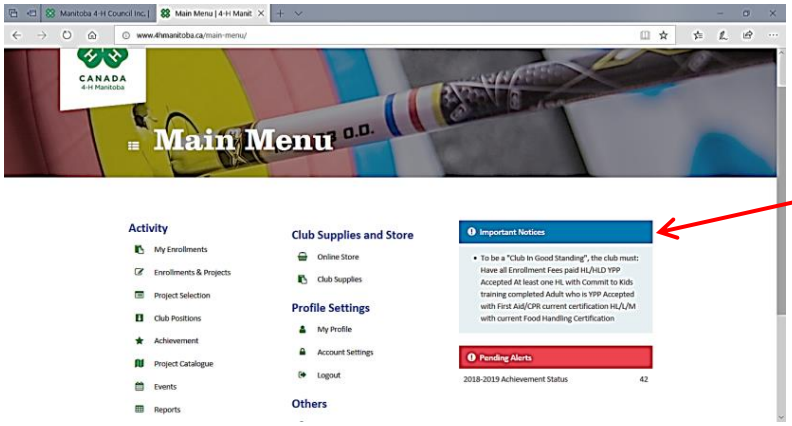
Enter last name, first name and select the individual.

Click **Download.**



| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | Name Here | | | | | | 4-H Resume | |
| 2 | Years in 4-H: 7 | | | | | | Downloaded on: 2019-02-14 | |
| 3 | 4-H Year | Club | Designation | Projects | Achieved | Club/Non-Club Positions | Event/Activity | Travel/Awards | Training and Certifications |
| 4 | 2018-2019 | 4-H Club | Head Leader | Adventure Into 4-H | N/A | | | | |
| 5 | 2018-2019 | 4-H Club | Head Leader | Adventure Into 4-H | | | | | Provincial Leadership Conference Training |
| 6 | 2017-2018 | 4-H Club | Head Leader | | | | | | Food Handling Certified |
| 7 | 2017-2018 | 4-H Club | Leader | Adventure Into 4-H | N/A | | | | |
| 8 | 2017-2018 | 4-H Club | Leader | | | | 2018 Exchange | | |
| 9 | 2016-2017 | 4-H Club | Leader | Cloverbud | N/A | | | | |
| 10 | 2016-2017 | 4-H Club | Leader | | | | | | Commit to Kids |
| 11 | 2016-2017 | 4-H Club | Leader | | | | 2017 Japan | | |
| 12 | 2016-2017 | 4-H Club | Leader | | | | 2016 Japan | | |
| 13 | 2015-2016 | 4-H Club | Member | Sewing Tops & bottoms | Y | | | M4HC Scholarship | |
| 14 | 2014-2015 | 4-H Club | Member | Master Photography | Y | | | | |
| 15 | 2013-2014 | 4-H Club | Member | Explore Foods | Y | | | | |
| 16 | 2012-2013 | 4-H Club | Member | Smart Sitter | Y | | | | |

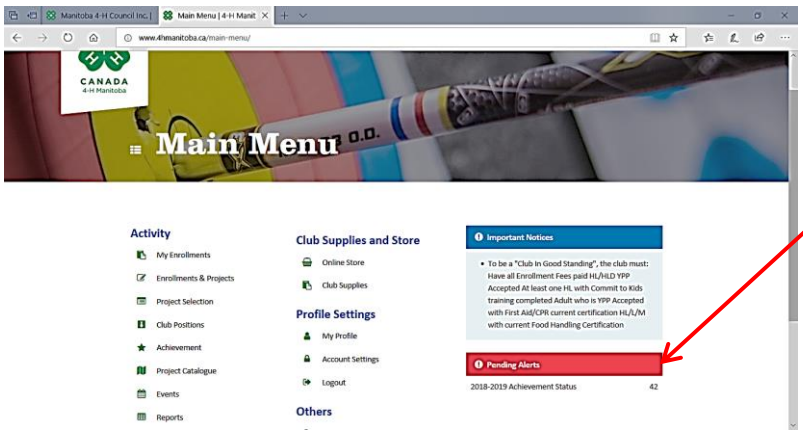
# Important Notices




M4HC may opt to post notices for Members, Leaders, HL/HLD's or all.

They will be displayed here and should be reviewed routinely.

# Pending Alerts




This is where the HL/HLD is made aware that there are tasks they need to perform. For example:

- Project Selection approvals.
- Enter Club Positions.
- Enter Achievement Status.
- Unpaid member fees.

These notices are critical and indicate HL/HLD action is required.

# Things I need to know:

## Head Leader (HL) and Head Leader Designate (HLD) enrollment approval

As HL/HLD's have access to personal information to everyone in their club(s), these enrollments are first approved by M4HC. Please enroll for M4HC approval so you can conduct business on the database.

## What is a Head Leader Designate? Do I need one?

A Head Leader Designate has the same access to the database as the Head Leader. You may need a HLD if the HL has no computer access or chooses to delegate the database input to another individual.

## Enrollment

Everyone participating in 4-H must enroll every year. HL and HLDs only have access to records for those Leaders, Volunteers and Members that are enrolled in their club. In addition, **insurance coverage is only in place for those who are enrolled in the M4HC database. It is important that all enrollments be completed as soon as possible online, and that forms are submitted to the M4HC office immediately**. If your club does not show as an option during online enrollment, email enrols@4h.mb.ca as the Database/YPP Administrator may need to activate the club before any enrollments can be added.

**Member Enrollment and Fee** (only one fee due each year regardless of how many clubs they are enrolled in):

- Online (payment by credit card is only available during online enrollment).
- Online with payment being submitted to the club or M4HC by cheque or e-transfer to payments@4h.mb.ca
- Paper copy of enrollment form submitted to M4HC with payment.

**HL, HLD, Leader (L) & Undesignated Volunteer (UV) Enrollment**:

- Online (no fees required). Email enrols@4h.mb.ca for a New User form if you don't have a User Account.
- Paper copy of enrollment form submitted to M4HC (see exception below).
  Note: ***To meet Canada 4-H Council accreditation standards, e***ffective September 1, 2020, all HL, HLD and L who are new to 4-H must be interviewed prior to enrollment and must submit a paper form

**Committee Volunteer Enrollment (CV)**:

- Paper copy of enrollment form submitted to M4HC.

## The 4-H year: what data can HL/HLD's post?

The 4-H Year runs September – August annually. HL/HLD's may only add/edit/approve data pertaining to the ***current year between September 1 – August 31***. Any additions/adjustments required for a previous year must be sent to the database administrator to be entered at enrols@4h.mb.ca.

## How "Years in 4-H" are calculated for Leaders, Volunteers and Members

For an **HL/HLD/L** to receive credit for the 4-H year, they must:

- be enrolled in the database and be YPP accepted.
- Effective September 1, 2021, Commit to Kids OR Respect In Sport for Activity Leaders OR Respect In School and Youth Safety at 4-H in Canada must be completed.

For a **UV** to receive credit for the 4-H year, they must:

- be enrolled in the database and be YPP accepted.

For a **CV** to receive credit for the 4-H year, they must:

- be enrolled in the database.

For a **Member** to receive credit for the 4-H year, they must:

- be enrolled in the database and have enrollment fees paid.
- be YPP screened if 18 years or older **before** January 1 of the 4-H year.
- achieve in at least one project.
- achieve Club Requirements.

## Training Requirements/Expirations

Training requirements must be kept current. Expiry dates, where applicable, are shown below:

- Commit to Kids **OR** Respect In Sport for Activity Leaders **OR** Respect In School. (HL, HLD, L)
- Youth Safety at 4-H in Canada – 3 years from date of completion. (HL, HLD, L)
- First Aid/CPR – as identified on certificate or 3 years from date of completion.
- Food Handling – as identified on certificate or 3 years from date of completion.

## Club Standing

To be a **Club in Good Standing**, the club must fulfill **all** the following requirements:

- All Member Enrollments are submitted and fees paid to M4HC.
- HL, HLD, L and UV are enrolled and must be YPP Accepted.
- HL, HLD and L must complete and maintain Commit to Kids OR Respect In Sport for Activity Leaders OR Respect In School and Youth Safety at 4-H in Canada training.
- Minimum 1 First Aid/CPR (FA.CPR) certified **enrolled** Leader/Volunteer who is YPP Accepted.
- Minimum 1 Food Handling certified **enrolled** individual (Leader or Member).

***Note: First Aid.CPR and Food Handling Certificates*:** Leaders and Members with these certifications **MUST ENROLL** in order for the certifications to be recognized for Club Standing purposes.

## Head Leader/Head Leader Designate / Leader Standing

To be a **HL, HLD or L in Good Standing**, you must:

- be enrolled and YPP Accepted.
- Effective September 1, 2020, complete and maintain Commit to Kids OR Respect In Sport for Activity Leaders OR Respect In School and Youth Safety at 4-H in Canada online training.

## Undesignated Volunteer Standing

To be a **UV in Good Standing**, you must:

- be enrolled and YPP Accepted.

## Committee Volunteer Standing

To be a **CV in Good Standing**, you must:

- be enrolled.

## Member Standing

To be a **Member in Good Standing**, the Member must:

- be enrolled and have current enrollment fees paid.
- be YPP Accepted if age 18 or older before January 1 of the current 4-H year.

| Designation | To be "In Good Standing" | To Receive Credit for the Current 4-H Year |
|---|---|---|
| **Club** | • Head Leader (HL), Head Leader Designate (HLD), Leaders (L) and Undesignated Volunteers (UV) are **Enrolled and YPP Accepted**<br>• All **Member** Enrollments are submitted and Fees Paid **to M4HC**<br>• HL/HLD/L Commit to Kids OR Respect In Sport for Activity Leaders OR Respect In School and Youth Safety Training Completed<br>• Enrolled Leader/Volunteer with current First Aid Certification<br>• Enrolled Leader/Member with current Food Handling Certification | Not applicable |
| **Head Leader & Designate / Leader** | • Enrollment submitted **to M4HC**<br>• YPP Accepted<br>• Commit to Kids and Youth Safety training completed | • Be "In Good Standing" |
| **Undesignated Volunteer** | • Enrollment submitted **to M4HC** (Online or Paper)<br>• YPP Accepted | • Be "In Good Standing" |
| **Committee Volunteer** | • Enrollment (paper only) submitted to & approved by **M4HC** | • Be "In Good Standing" |
| **Member** | • Enrollment submitted **to M4HC**<br>• **Member** Fees Paid **to M4HC**<br>• YPP Accepted (if age 18 before January 1 of the current 4-H year) | • Be "In Good Standing"<br>• Achieve in at least one project<br>• Achieve Club Requirements |

## What can/cannot be posted on the Leader Forum

Leaders **MAY** post:

- Questions.
- Suggestions.
- Sharing of information.
- Sharing of successes.

Leaders **MAY NOT** post:

- Personal information of any kind.
- Derogatory or inflammatory comments towards anyone else.
- Racial / sexual / religious comments.
- Vulgarity in any form.

## Who do I contact with database questions?

The Database/YPP Administrator is available to help you and answer questions by contacting them at:

- Email: **enrols@4h.mb.ca** or **yppadmin@4h.mb.ca**.
- Phone: **204-726-1914.**
- Fax: **204-728-9040.**

## Who do I contact with general questions?

For general questions not related to the database, please contact the Club Support Coordinator for your Area Council:

| | |
|---|---|
| **April Willis**<br>**awillis@4h.mb.ca**<br>**204-573-4829 (cell)** | **Karen Olafson**<br>**kolafson@4h.mb.ca**<br>**204-573-4308 (cell)** |
| North Parkland | Central Plains |
| Pembina | Eastman |
| South Parkland | North Interlake |
| Southwest | Red River |
| Valleys North | South Interlake |

# Head Leader Database Guide Checklist

- ❑ Contact M4HC to activate club if necessary at **enrols@4h.mb.ca**.
- ❑ Review your personal profile and update if necessary.
- ❑ Enroll yourself as Head Leader.
- ❑ Await confirmation of HL enrollment from M4HC.
- ❑ Review Club Standing to see if your club has any requirements it needs to meet. As an example, the club had a YPP-screened, FA.CPR-certified individual last year who has not returned or has not enrolled yet. You would either need someone else to fill that position or have that person enroll for the club to be in Good Standing.
- ❑ Review the Project Catalogue.
- ❑ Encourage all Members and Leaders to enroll asap.
- ❑ Review club enrollments.
  - Accept or Decline project Selections and order project manuals as required (repeat as needed until all projects have been accounted for).
  - You can run the No Project Selected report to see if anyone has yet to select a project.
- ❑ Ensure Enrollments are completed (either online or paper forms) for all Leaders, Members and Volunteers, and that all paper forms and Member Fees are submitted to the M4HC office within 30 days of the first meeting to have participants properly covered by insurance. **Insurance coverage does not apply to anyone who is not enrolled at the M4HC office**.
- ❑ Order club supplies as needed.
- ❑ Enter club executive when determined.
- ❑ Enter Achievement status for each member/project **BEFORE JULY 15TH**.
  - If Achievement is not able to be entered by this date, please send Achievement information to the Database/YPP Administrator at **enrols@4h.mb.ca**.