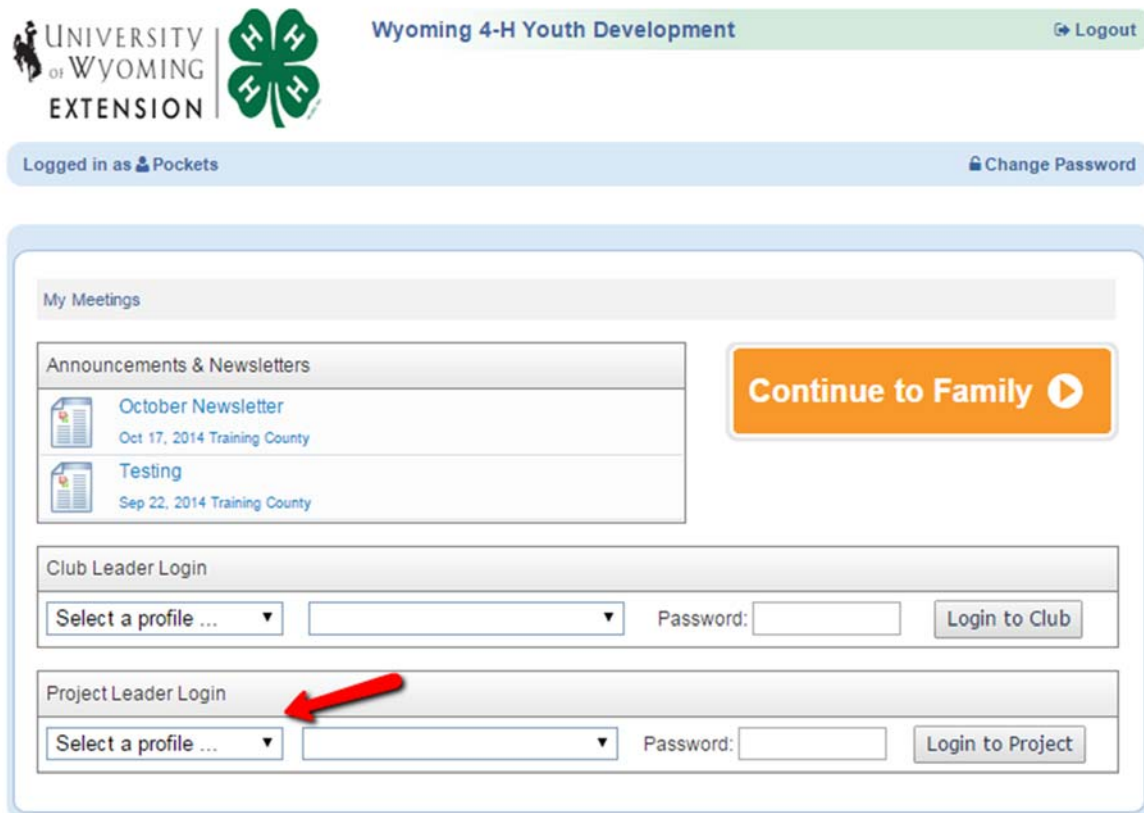


Accessing your Project Leader Account

1. Log into your family account.
2. If you were granted Project Leader Access you will have a login portal on your home landing page.



The screenshot shows the Wyoming 4-H Youth Development user interface. At the top, there is a navigation bar with the University of Wyoming Extension logo, the text "Wyoming 4-H Youth Development", and a "Logout" link. Below this, a status bar indicates the user is "Logged in as Pockets" and provides a "Change Password" link. The main content area is titled "My Meetings" and contains several sections: "Announcements & Newsletters" with links for "October Newsletter" and "Testing"; a "Continue to Family" button; a "Club Leader Login" section with a profile dropdown, a project dropdown, a password field, and a "Login to Club" button; and a "Project Leader Login" section with a profile dropdown, a project dropdown, a password field, and a "Login to Project" button. A red arrow points to the "Project Leader Login" profile dropdown.

3. To login as a Project Leader, select your name from the drop down. The second drop down will pre-fill with your projects.
4. Select the desired project from the dropdown list.



The close-up screenshot shows the "Project Leader Login" form. The "Select a profile ..." dropdown is set to "Empete Pockets". The second dropdown menu is set to "Archery". The "Password:" field is empty, and the "Login to Project" button is visible.

5. Enter the password given to you by your county extension office and press *Login to Project*. The password is case sensitive. *You will need to enter your password each time you want access members in your project.*

6. You will land on your dashboard which may look similar to this.

UNIVERSITY of WYOMING EXTENSION | Wyoming 4-H Youth Development | Logout

Logged in as Pockets | Home

Project Leader Manager Quick Reports

Leader: Emptee Pockets
Project: Archery
Club: 4-H Adventure Club

Email List

| MEMBERS | | | | | |
|----------------|----------|--------|--------------|----------------------|--------------------|
| Member | Member # | Status | Family Phone | Family Email | Club |
| Pockets, Patch | 834648 | Active | 307-766-3194 | wy4honline@yahoo.com | 4-H Adventure Club |

7. The Quick Reports drop down will allow you to obtain a member list or mailing list.

Project Leader Manager Quick Reports

Leader: Emptee Pockets
Project: Archery
Club: 4-H Adventure Club

Email List

| MEMBERS | | | | | |
|----------------|----------|--------|--------------|----------------------|--------------------|
| Member | Member # | Status | Family Phone | Family Email | Club |
| Pockets, Patch | 834648 | Active | 307-766-3194 | wy4honline@yahoo.com | 4-H Adventure Club |

8. To access your home landing page, press the Home link.

Logged in as Pockets | Home