

## Club Manager Designations

The club manager designation allows county offices to turn on options for a club manager.

The primary county manager is person who can adjust unit settings.

The descriptions of the read/write settings will be available soon!

## Changing Settings

1. Click on the Units tab in the navigation pane.
2. Click the club name from the list.

Unit Name	Is Club	Charge Fee	State Wide
Archer City 4-H	Yes	No	No
Archer County 4-H Archery	Yes	No	No
Holiday 4-H Club	Yes	No	No
Windthorst 4-H Club	Yes	No	No

3. Click the name of the person under the Unit Leaders section.

Last Name	First Name	Status
		Active

4. Select options preferred from the drop-down menu.
5. Click save.

6. Communicate with the volunteer the Leader Login code located at the top of that club's screen.

Unit Name	Holiday 4-H Club
Unit Delivery Mode	Organized 4-H Club/Organized 4-H Community Club
Is Club	Yes
Charge Fee	Yes
Leader Login Code	020002
State Wide	No

**A volunteer must enroll in the club or group and be approved members!**

[Click here for instructions on accessing the club](#)