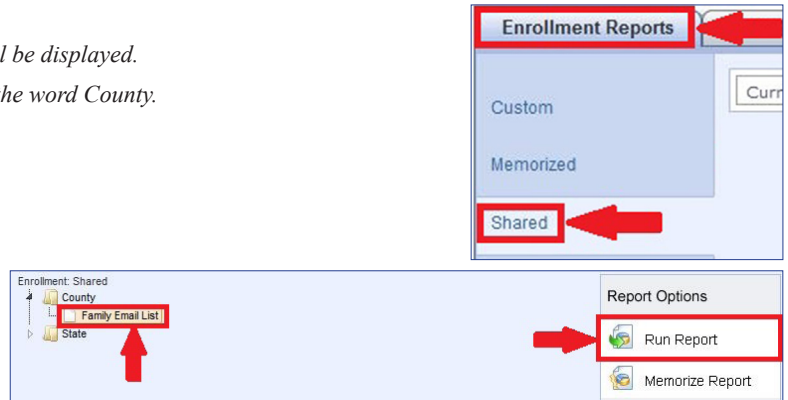


1. Bookmark <http://texas.4honline.com>.
2. Log into the 4HConnect as the Club Manager.
3. Click the [Reports] icon.

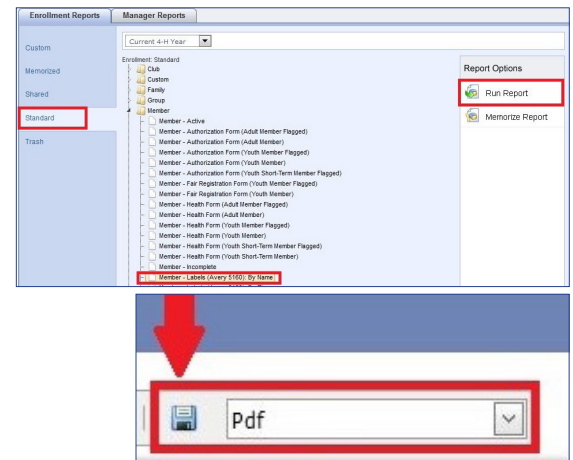
## VIEWING SHARED REPORTS

1. Click on the [Shared] link on the left side of the screen.  
*A list of reports that the county has shared with the club managers will be displayed.*  
*You may need to expand the folders by clicking on the right arrow by the word County.*
2. Click the report you wish to view or print.
3. Click the [Run Report] icon/link under the [Report Options].



## ACTIVE MEMBERS MAILING LABELS - AVERY 5160

1. Click on the [Standard Link] under enrollment reports.
2. Click on the [Member - Labels (Avery 5160): By Name] link under member reports.
3. Click on the [Run Reports] icon/link under Report Options.
4. Export the labels to PDF by clicking the Blue Disk.
5. Click the print button or choose print from the file menu.(depends on your computer)
6. Under Page Handling make sure that Page Scaling is set to none.  
*This will maximize your margins and allow for correct printing of labels.*
7. Click to print.



## PRINT REPORTS

1. Click on the name of the report.
2. Click on the [Run Reports] icon/link under Report Options.
3. Export the file to PDF by clicking the Blue Disk.
4. Click the print button or choose print from the file menu.(depends on your computer)

