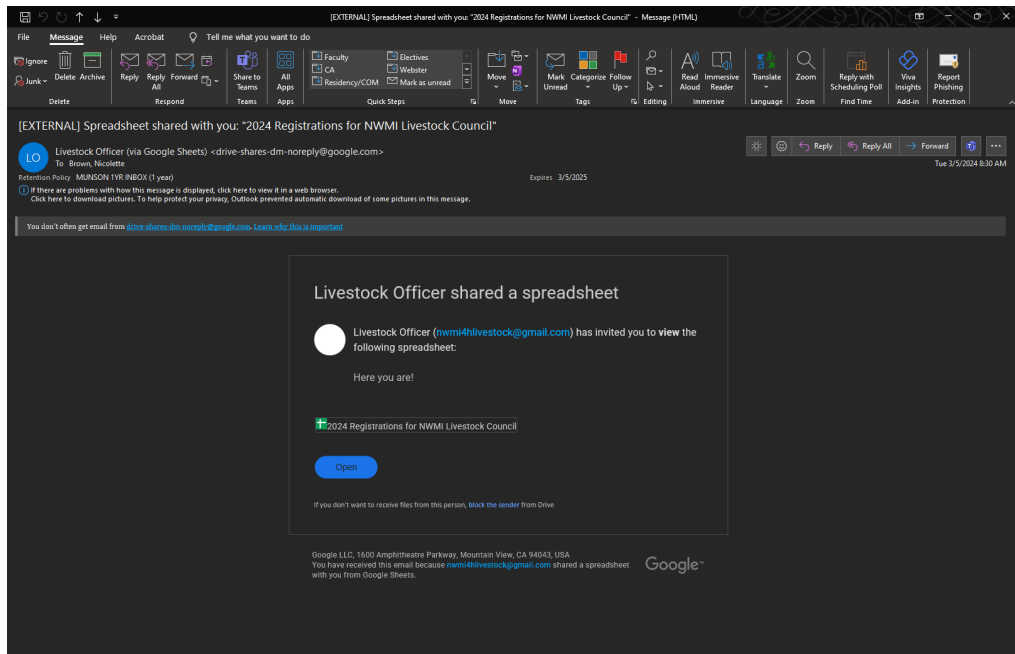


Instructions for Accessing the Registration Sheet as a Leader

The registration sheet allows leaders to see who is registered in their club and their chosen species and if their club members have received their education and Work Bee credits for the year.

In September, the leader will be given SHARED viewing access to the registration sheet. When they are given shared access, they will receive an email like the one below showing that access has been shared:



The leader needs to save this link; they will need to access it frequently throughout the year to manage their club's registration.

It is important for leaders to check this list prior to species registrations being closed. This helps a leader to remind a 4-H member to register for their species prior to the close of the registration. It is also important for the leader to manage the completion of education and work bee credits.

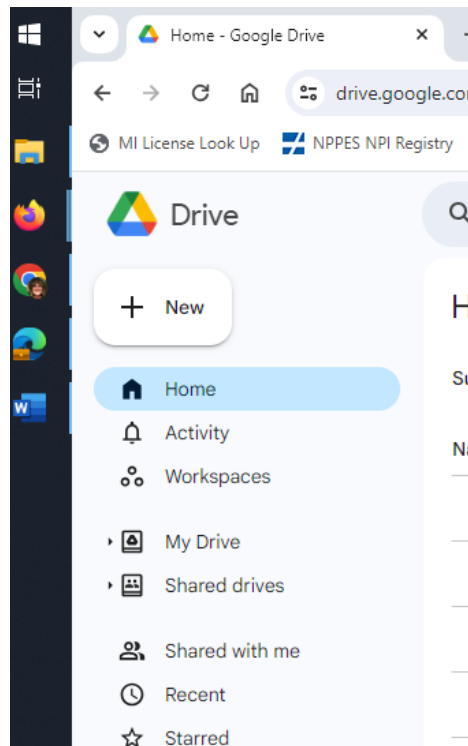
If you have changed your email address, please alert the NWMI 4-H Livestock Council email address nwmi4hlivestock@gmail.com. By doing this, we can delete your old access email and give you access through your new email address.

Leaders only have VIEW access to the registration database. This allows them to view the list, but not make any changes. If a leader has changes, please send those changes to the species chair and CC the NWMI 4-H Livestock Council email nwmi4hlivestock@gmail.com.

Troubleshooting Help

If you receive an error message stating you don't have access to the document and you need to request access, log out of all other Google accounts except the one that you have been given shared access through. From experience, Google might be pulling access from a different account you are logged into.

If the registration list is shared with you and you are a Gmail recipient, you can log into your Google Drive, click SHARED with me folder in your Google Drive, and you will also find the document there. You can also STAR the document and it will also go into your STARRED folder which is featured to use for bookmarks.



If you have any questions regarding access, please reach out to the NWMI 4-H Livestock email address for help. When you have any questions regarding registrations, please reach out to the species chair first, and CC the NWMI Livestock email address nwmi4hlivestock@gmail.com.

*REMINDER: the information that is published in the database is information that was entered by the 4-H'er or their family. If there are spelling errors, those can be fixed. Parental contacts, addresses, and information all need to come from the parent/guardian before we can make the edits.

If you have any questions about the above, please contact the board at nwmi4hlivestock@gmail.com. We are here to help!