**Project Leader Login**

**GENERAL INFORMATION**
To access the Project Leader Login the volunteer must login to their personal family account. From the family account home screen they will have access to Club and Project Leader logins.

- The volunteer must select their profile and the project they wish to access from the drop down menus.
- The password for each project is created at the state level and cannot be changed. County level managers have access to all of the Project Passwords.
- The Project Leader login allows Project Leaders to see all members in a specified project across the county rather than just being able to view the members in there Club. Although they can see general member data across the county they cannot edit member information.

**ALLOWING PROJECT LEADER LOGIN**
To give project leaders access county level agents will have to give access to each member for each requested project.

To do this:
1. Select the “Enrollment” Tab.
2. Select “Options”
3. Select “Project Leaders” Section

Once in the Project Leaders Section this screen will appear showing all projects Volunteers are enrolled in.

- Note that Project Leaders must be enrolled in the Member Project to see the members. If they are only enrolled in the Leader project they will only be able to see other project leaders.
  - Ex: (Reference the above Project Leaders Image) When Maude Tetrus logs into her Artistic Clothing Leader Project she will find an empty table because the Project Leader cannot see other volunteers only members. If she logs into her Artistic Clothing Unit 1-4 she will be able to see all members enrolled in Artistic Clothing Unit 1-4
- To allow Project Leader login the county must check both the allow login. To allow leader to see the project county wide the county needs to select county wide.
  - Allowing a leader to see county wide is the purpose of this new login. The leader will only see limited information on members giving them an idea of who is enrolled in the project.
- The Password seen on the Right hand side of the Project Leaders Section screen is the Project Associated Password that must be given to leaders for Login.
**WHAT THE PROJECT LEADER LOGIN SHOWS**

When logged in as a project leader the image to the left is what is seen. They can view:

- Member Name
- Member #
- Status
- Family Phone
- Family Email
- Club

They will also have the ability to pull limited quick reports on project members. These reports are: “Member Labels” and “Member List”

- When a report is pulled while logged in as a Project Leader they will open in a PDF format