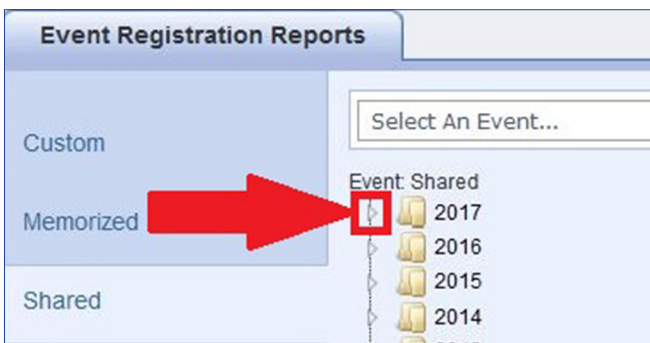




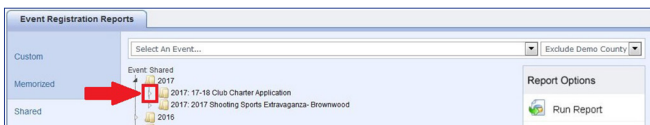
1. Log into the 4HCONNECT extension office account.
2. Click the [Events] tab.
3. Click the [Reports] Icon.
4. Click the [Shared] link under Event Registration Reports.



5. Click the triangle arrow that points to the 2017 Folder.



6. Click the triangle arrow that points to the 17-18 Club Charter Application folder.



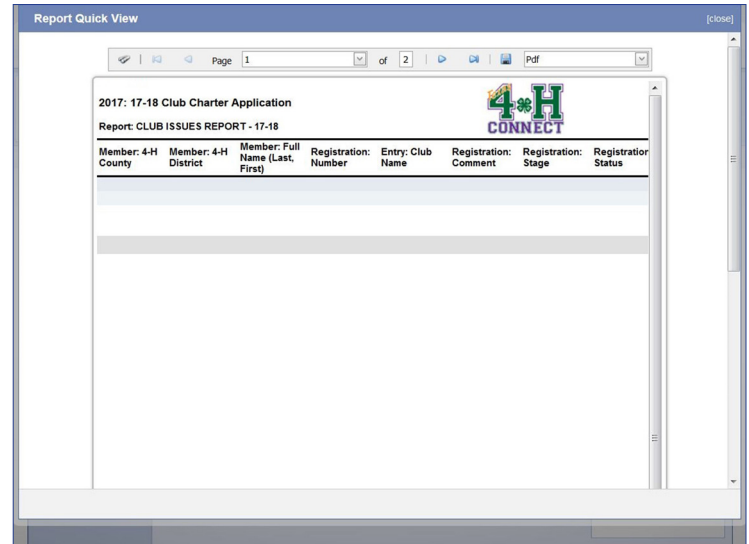
7. Click on the report called CLUB ISSUES REPORTS-17-18.



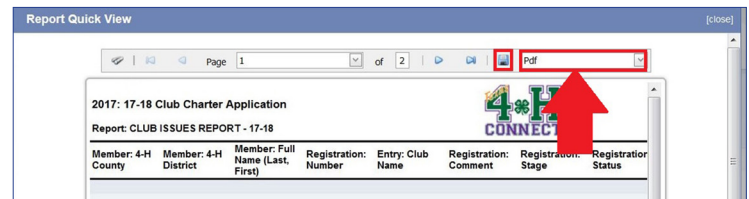
8. Click the [Run Report] button.



9. The Report Quick View window will appear and the results will be displayed. (If there are no results then there is nothing available)



View the results on the screen or export to PDF.



If the registration was sent back to the user from the state 4-H office for corrections there will be a comment in the Registration Comment section.

Member: 4-H County	Member: 4-H District	Member: Full Name (Last, First)	Registration: Number	Entry: Club Name	Registration: Comment	Registration: Stage	Registration: Status
Test State Office	13	Lepley, Toby	240925	Test			

SEE INSTRUCTIONS ON RESUBMITTING A CHARTER