

## Downloading Health Forms

### Before You Start

1. Health form downloads are password protected due to the sensitive nature of the information.
2. Health forms can be downloaded from the Member, Participation, Registration Search screens and the Units/Clubs page for the selected Unit/Club.
3. From the “Home” screen, click the “clipboard icon.” This will copy the manager password to open the protected file.

Download Password

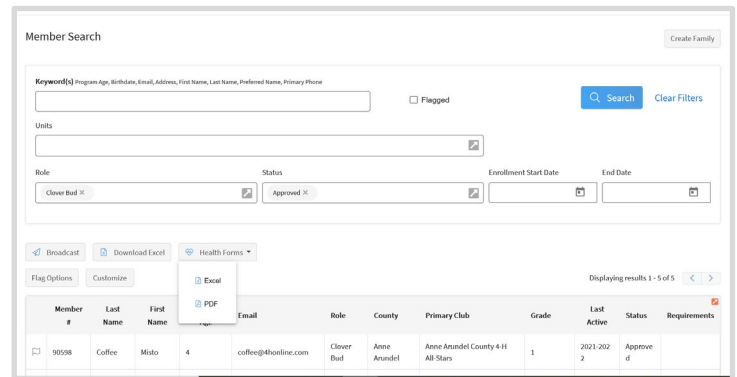
Downloaded files with sensitive data are encrypted by the system. This is the password used to decrypt those files. The password does not change and will always be available here for reference.

Show

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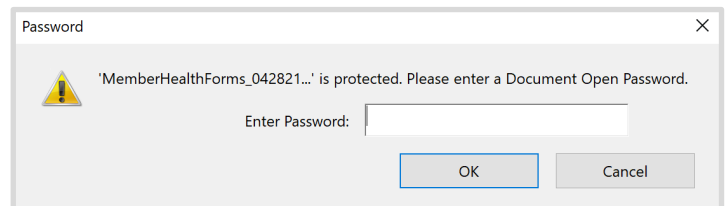
### Steps

1. From the Member, Participation or Registration Search, complete the search for your intended members.  
**Ex.: approved registrations.**
2. Click the Health Forms button. A selection menu will appear.
3. Select file format (PDF) for the exported information.
4. Click the Download button.



The screenshot shows the 'Member Search' interface. At the top right is a 'Create Family' button. Below it is a search bar with a 'Search' button and a 'Clear Filters' link. There are several filter dropdowns: 'Units', 'Role' (set to 'Clover Bud'), 'Status' (set to 'Approved'), 'Enrollment Start Date', and 'End Date'. Below the filters are buttons for 'Broadcast', 'Download Excel', and 'Health Forms'. The 'Health Forms' dropdown is open, showing options for 'PDF' and 'Excel'. Below this is a table with columns: Member #, Last Name, First Name, Email, Role, County, Primary Club, Grade, Last Active, Status, and Requirements. The first row shows a member with ID 90598, last name 'Coffee', first name 'Mido', email 'coffee@4honline.com', role 'Clover Bud', county 'Anne Arundel', primary club 'Anne Arundel County 4 H All-Stars', grade '1', last active '2021-2022', and status 'Approved'.

5. When opening the file, you will be prompted to enter the manager password.
6. Paste the password into the prompt and click OK.
7. Health Forms can be printed as needed.



The screenshot shows a 'Password' dialog box with a yellow warning icon. The text inside says: "'MemberHealthForms\_042821...' is protected. Please enter a Document Open Password.' Below this is a text input field labeled 'Enter Password:' and two buttons: 'OK' and 'Cancel'.