



1. Log into 4HCONNECT.
2. Click the [Events] tab.
3. Click the [Reports] Icon.

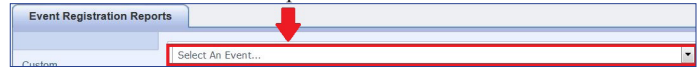
### REPORT TYPES

- Custom - Report that can be created and edited. (Recommended)
- Memorized - Report format is exactly the same as the original report that was memorized. You can edit the standard filters.
- Standard - Reports are designed by Texas 4-H Connect. Preview and print options only. You must Memorize a report to change the filter or sort.
- Shared - Reports that a district or state office has shared. These reports you can preview and print only. You must Memorize a report to change the filter or sort.

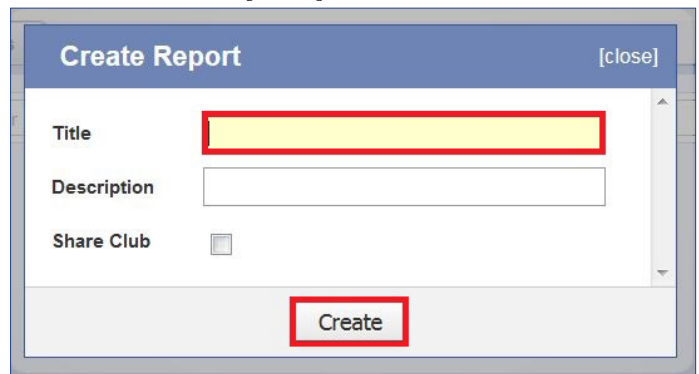


### CUSTOM REPORTS QUICK HOW-TO

- Select the event from the drop-down menu.



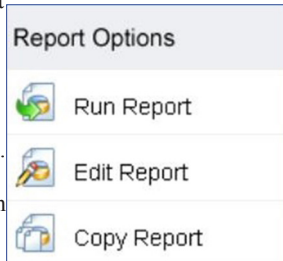
- Click [Create Report] from the file options menu.
- Enter Title and click the [Create] button.



### REPORT AND FILE OPTIONS

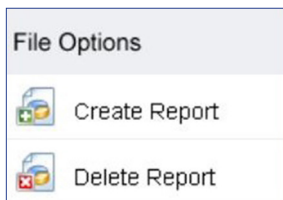
#### Report Options

- Run Report - The page view of this report will appear. It will be shown with the options that were last used when it was saved.
- Edit Report - You can edit the columns headers, filters and data & format options. You can also view the report in a grid view to export to excel or you can view in page view format.
- Copy Report - Makes a copy of the report selected to the left.

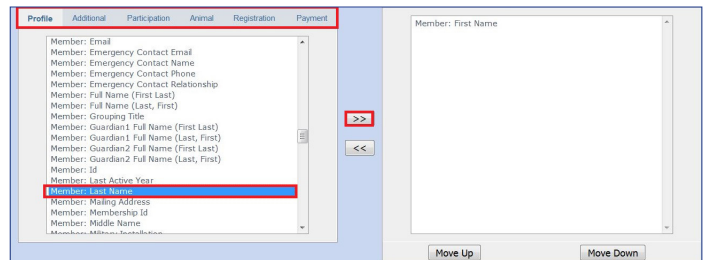


#### File Options (Not available for all report types)

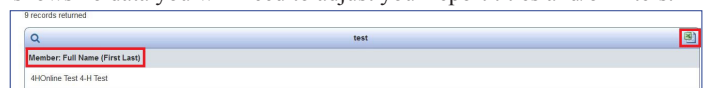
- Create Report - Create a new report by choosing column headers, filters, grouping and sorting.
- Delete Report - Delete duplicate reports.



- Move over the report areas to include in the report by using the “>>” button. These are the areas to include in the report from the Profile, Additional, Participation, Animal, Registration and Payment links.



- Click the [Save] button at the bottom of the screen.
- Click the [Standard Filters] link. This is the area to restrict and filter by club, groups, projects, etc. Tip: Less filters are better.
- Click the [Save] button at the bottom of the screen.
- Click the [Data & Format Options] link. This is where you can sort or group your data. You can also create custom filters.
- Click the [Save] button at the bottom of the screen.
- Click the [Grid View] link to view or export to Excel. If your report shows no data you will need to adjust your report titles and/or filters.



- Click the [View Report] link to view the report in page view.
- The [Family Correspondence and Member Correspondence] links will bring up 5160 Avery Labels in a PDF format. One label for each record. Adjust scaling if issues occur with printing alignment. It is recommended to export data to excel and merge into a Word document instead.