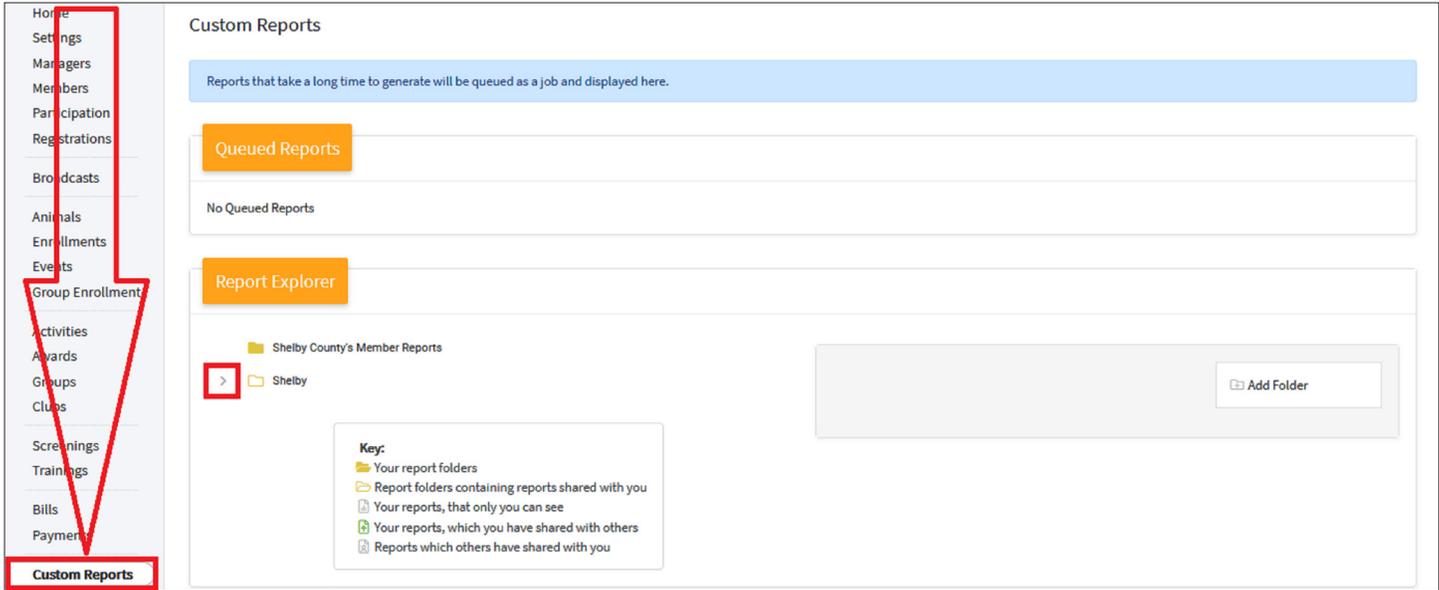
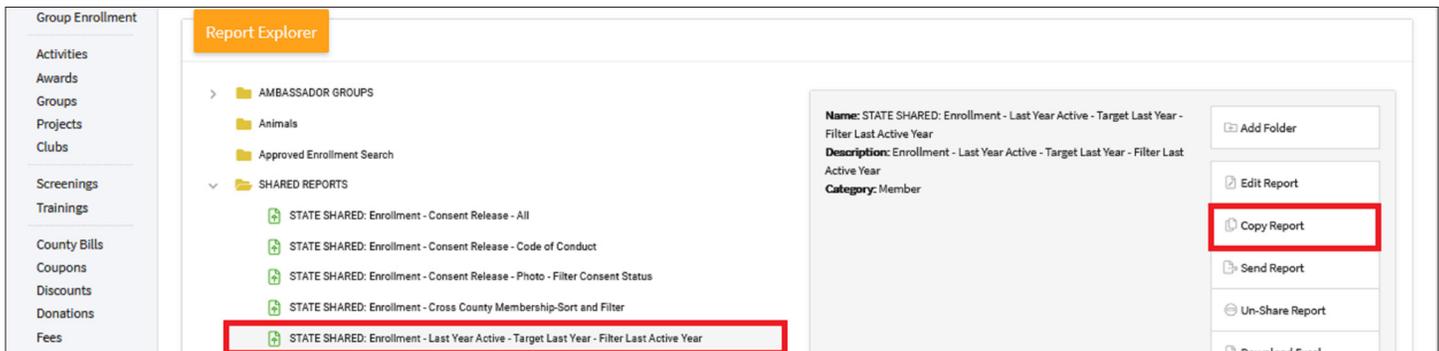


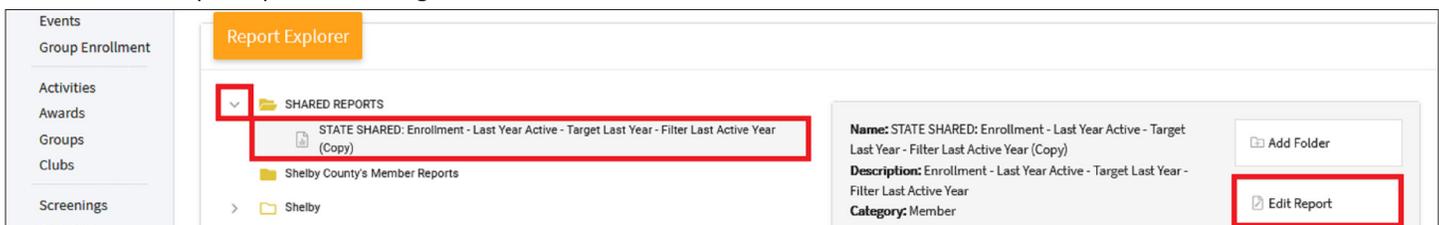
- Click the Custom Reports link in the navigation pane on the left side of the screen.



- Click the right-arrow icon beside the county folder name to open the folder. This is normally the last folder in the list.
- Click the **Enrollment - Last Year Active - Target Last Year - Filter Last Active Year**.
- Click the Copy Report option on the right side of the screen.



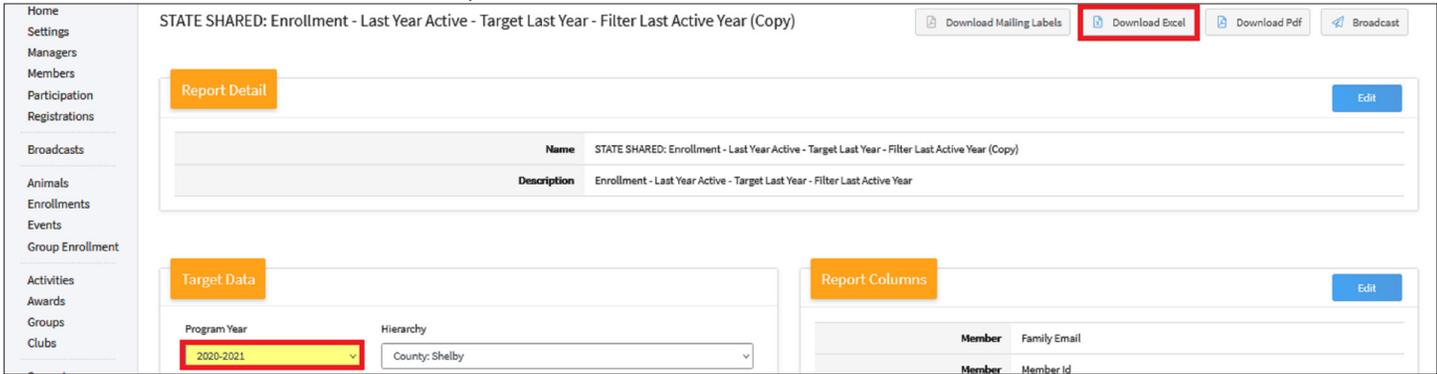
- Click the **Enrollment - Last Year Active - Target Last Year - Filter Last Active Year** report in the SHARED REPORTS folder.
- Click the Edit Report option on the right side of the screen.



- Change the Target Data Program Year to the previous year.

THE TARGET DATA PROGRAM YEAR MUST BE ADJUSTED EVERY TIME THE REPORT IS PULLED

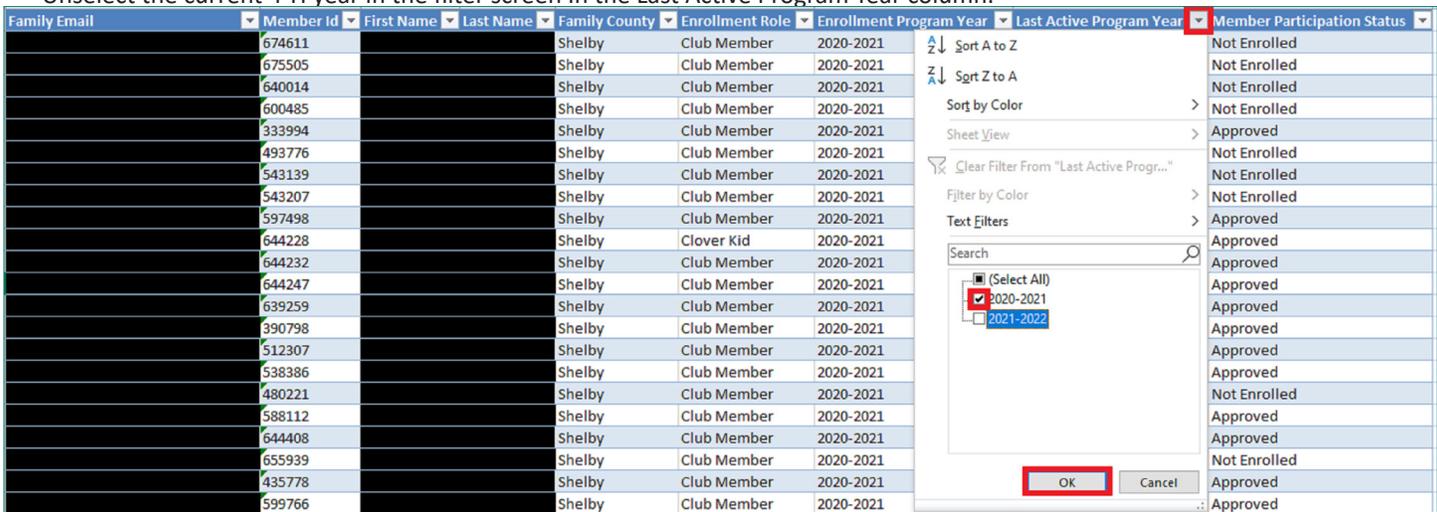
- Click the Download Excel button at the top of the screen.



The screenshot shows the 'STATE SHARED: Enrollment - Last Year Active - Target Last Year - Filter Last Active Year (Copy)' report page. At the top right, there are buttons for 'Download Mailing Labels', 'Download Excel' (highlighted with a red box), 'Download Pdf', and 'Broadcast'. Below these are sections for 'Report Detail', 'Target Data', and 'Report Columns'. In the 'Target Data' section, the 'Program Year' dropdown is set to '2020-2021' and is also highlighted with a red box. The 'Hierarchy' dropdown is set to 'County: Shelby'.

EXCEL FILE FILTERING

- Open the downloaded file in Excel to sort and filter as needed.
- Unselect the current 4-H year in the filter screen in the Last Active Program Year column.



The screenshot shows an Excel spreadsheet with columns: Family Email, Member Id, First Name, Last Name, Family County, Enrollment Role, Enrollment Program Year, Last Active Program Year, and Member Participation Status. A filter dropdown menu is open for the 'Last Active Program Year' column. The menu options are: Sort A to Z, Sort Z to A, Sort by Color, Sheet View, Clear Filter From "Last Active Progr...", Filter by Color, and Text Filters. Under 'Text Filters', there is a search box and a list of years: (Select All), 2020-2021 (checked), and 2021-2022 (highlighted). The 'OK' button is highlighted with a red box.

Family Email	Member Id	First Name	Last Name	Family County	Enrollment Role	Enrollment Program Year	Last Active Program Year	Member Participation Status
	674611			Shelby	Club Member	2020-2021		Not Enrolled
	675505			Shelby	Club Member	2020-2021		Not Enrolled
	640014			Shelby	Club Member	2020-2021		Not Enrolled
	600485			Shelby	Club Member	2020-2021		Not Enrolled
	333994			Shelby	Club Member	2020-2021		Approved
	493776			Shelby	Club Member	2020-2021		Not Enrolled
	543139			Shelby	Club Member	2020-2021		Not Enrolled
	543207			Shelby	Club Member	2020-2021		Not Enrolled
	597498			Shelby	Club Member	2020-2021		Approved
	644228			Shelby	Clover Kid	2020-2021		Approved
	644232			Shelby	Club Member	2020-2021		Approved
	644247			Shelby	Club Member	2020-2021		Approved
	639259			Shelby	Club Member	2020-2021		Approved
	390798			Shelby	Club Member	2020-2021		Approved
	512307			Shelby	Club Member	2020-2021		Approved
	538386			Shelby	Club Member	2020-2021		Approved
	480221			Shelby	Club Member	2020-2021		Not Enrolled
	588112			Shelby	Club Member	2020-2021		Approved
	644408			Shelby	Club Member	2020-2021		Approved
	655939			Shelby	Club Member	2020-2021		Not Enrolled
	435778			Shelby	Club Member	2020-2021		Approved
	599766			Shelby	Club Member	2020-2021		Approved