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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE COUNTY MANAGER GUIDE
GROUP ENROLLMENT
https://youtu.be/VXMfdGk5Ifg

TEXAS A&M
AgriLife
EXTENSION

CREATING GROUP ENROLLMENT ENTRY

• Click the Group Enrollment link in the navigation pane on the left side of the screen.
• Click the blue Add Group Enrollment button.

Home	**Submitted Enrollments**				
Settings					
Managers	Program Year				
Members	2023-2024				
Participation					
Registrations	Download County Group Enrollments	Add Group Enrollment			
Broadcasts					
Animals	**Program Name**	**Date Created**	**Program Date**	**Program End Date**	**Submitted Date**
Enrollments					
Events					
Group Enrollment					
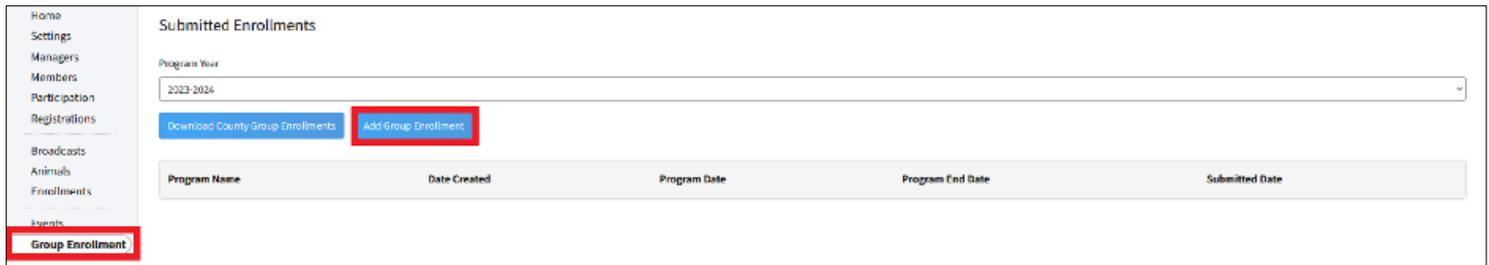
PROGRAM DETAILS

• Complete each of the Program fields with the information specific to the group enrollment.
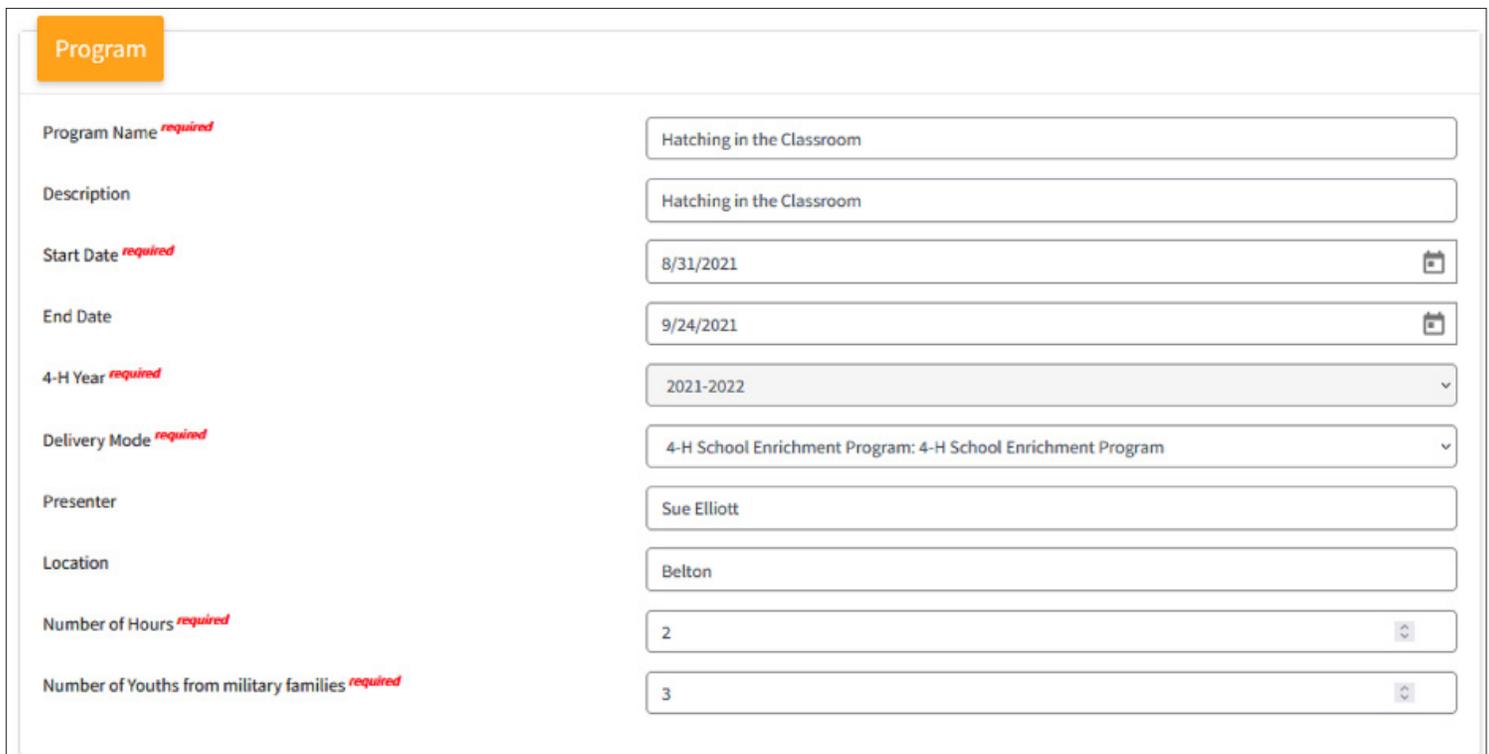
Program

Field	Value
Program Name *required*	Hatching in the Classroom
Description	Hatching in the Classroom
Start Date *required*	8/31/2021
End Date	9/24/2021
4-H Year *required*	2021-2022
Delivery Mode *required*	4-H School Enrichment Program: 4-H School Enrichment Program
Presenter	Sue Elliott
Location	Belton
Number of Hours *required*	2
Number of Youths from military families *required*	3

THE 4-H YEAR CANNOT BE EDITED ONCE THE RECORD HAS BEEN SAVED
THE ONLY OPTION IS DELETE THE ENTIRE RECORD AND START OVER

PROJECTS

• From the Select A Project drop down menu, select the project specific to this group enrollment.
• Click the blue Add Project button. Repeat for each project in the program.

Projects

Select a Project		Add Project
No Projects		

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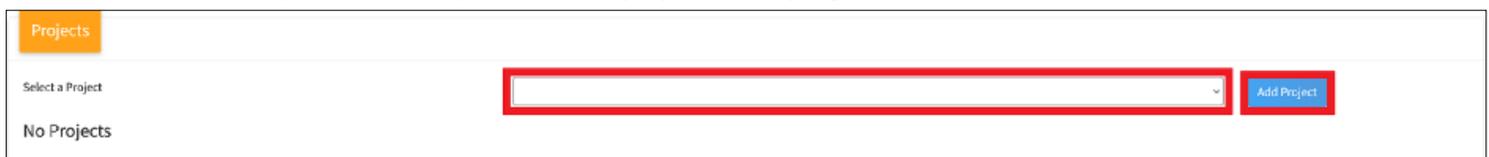
MEMBER DISTRIBUTION

GENDER DISTRIBUTION

The gender distribution is the count of total males and females, and the number of duplicated members (enrolled members) for both males and females.

Gender Distribution

		Unidentified	0
Gender (Duplicates are currently enrolled members)		**Total**	**Duplicates**
Male:		0	0
Female:		0	0
Non-Binary:		0	0
Not Listed:		0	0
Prefer Not To State:		0	0
Other / Unidentified:		0	0
Sub-Total		0	0
Total		0	

RACIAL DISTRIBUTION

Complete the Racial Distribution fields for the non-duplicates. This includes the count of each racial group according to their ethnicity (Hispanic or Non-Hispanic). This total must match the total of non-duplicated participants from the first section.

Racial Distribution

	Unidentified	0
Please indicate the race and ethnicity of participants		Ethnicity
Racial Groups	Hispanic or Latino	Not Hispanic or Latino
American Indian or Alaska Native Only:	0	0
Asian Only:	0	0
Black of African American Only:	0	0
Native Hawaiian/Other Pacific Islander Only:	0	0
Other (race not listed):	0	0
White Only:	0	0
Sub-Total	0	0
Total	0	

RESIDENCE

Complete the Residence Distribution for the non-duplicate participants.

Residence Distribution

	Unidentified	0
Where do the participants live?		
Farm:		0
Rural (under 10,000):		0
Town (10,000 - 50,000):		0
Suburb of Cities (less than 50,000):		0
Central Cities (Greater than 50,000):		0
Total		0

GRADE

Complete the Grade Distribution fields for the non-duplicate participants.

Grade Distribution

Unidentified [0]

Which Grades are the participants in?

Grade	Number of Participants	Grade	Number of Participants
K	0	8	0
1	0	9	0
2	0	10	0
3	0	11	0
4	0	12	0
5	0	Post High School	0
6	0	Not in School	0
7	0	Special Education	0
Sub-Total	0		0
Total		0	

VOLUNTEER DISTRIBUTION

RACIAL

Complete the Racial Distribution of Volunteers.

Volunteer Distribution

Racial Distribution

Adult Unidentified [0]   Youth Unidentified [0]

Please indicate the race and ethnicity of participants	Adult Volunteers Ethnicity		Youth Volunteers Ethnicity	
Racial Groups	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino	Not Hispanic or Latino
American Indian or Alaska Native Only:	0	0	0	0
Asian Only:	0	0	0	0
Black of African American Only:	0	0	0	0
Native Hawaiian/Other Pacific Islander Only:	0	0	0	0
Other (race not listed):	0	0	0	0
White Only:	0	0	0	0
Sub-Total	0	0	0	0
Total	0		0	

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ADULT CLASSIFICATION

Complete the Adult Classification Distribution fields. This is the distribution of adult volunteers for this program.

Adult Classification Distribution

	Unidentified	
		0

Classification of Adult Volunteers	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total		0

YOUTH CLASSIFICATION

Complete the Youth Classification Distribution fields. This is the distribution of youth volunteers for this program.

Youth Classification Distribution

	Unidentified	
		0

Classification of Youth Volunteers	Male	Female
Direct:	0	0
Indirect:	0	0
Sub-Total	0	0
Total		0

TRAINING

Complete the Training Distribution fields. These are the new Volunteers Trained Through 4-H.

Training Distribution

Volunteers Trained Though 4-H (New Only)	Youth Volunteers	Adult Volunteers	Other Adults
A. Leadership - topics relating to organizing, managing and teaching youth in a non-formal education setting:	0	0	0
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:	0	0	0
C. Other - any training topic beyond the two listed above	0	0	0

**MEMBER DISTRIBUTION TOTALS MUST MATCH FOR EACH CATEGORY.
DUPLICATES (CURRENT 4-H MEMBERS) ARE REMOVED FROM THE MALE AND FEMALE TOTALS.**

SUBMITTING

• Click the Submit Form checkbox. Submitted forms can be edited at anytime before the September deadline.
• Click the blue Save button.
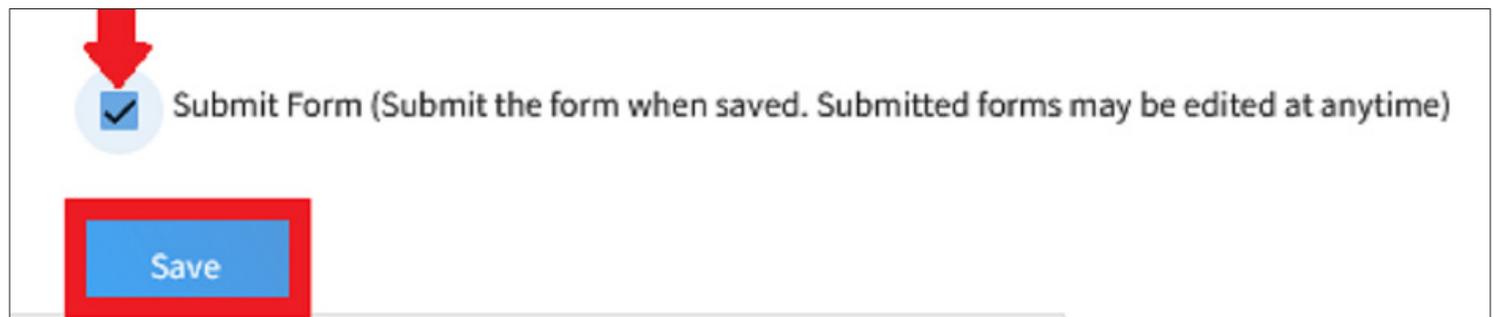
✓ Submit Form (Submit the form when saved. Submitted forms may be edited at anytime)

Save

SUBMITTING

EDITING AND DELETING

• Click the Group Enrollment link in the navigation pane on the left side of the screen.
• From the Program Year drop-down menu, click the Program Year. The default Program Year is the current one.
• Click the Program Name from the group enrollment entries that were displayed on the screen.
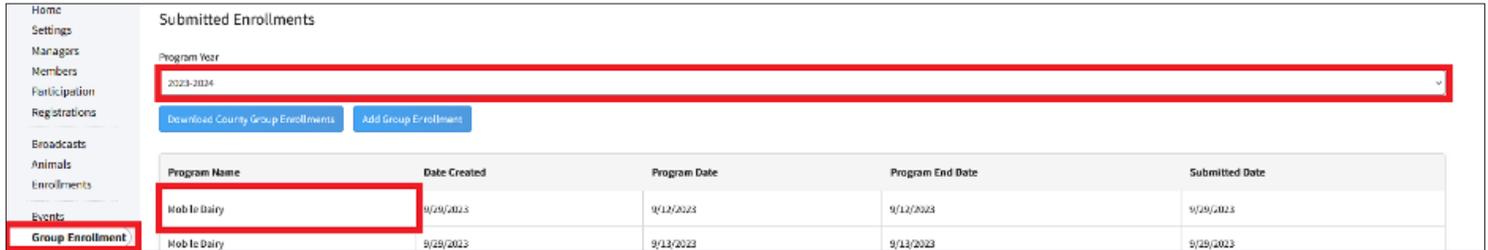
• Make the adjustments to the fields.
• Click the red Delete button to remove the entry or click the blue Save button.

THE 4-H YEAR CANNOT BE EDITED ONCE THE RECORD HAS BEEN SAVED
THE ONLY OPTION IS DELETE THE ENTIRE RECORD AND START OVER

THE SUBMIT FORM CHECKBOX WILL NOT NEED TO BE SELECTED TO SAVE AN ENTRY

RETRIEVING GROUP ENROLLMENT INFORMATION

DOWNLOADING

• Click the Group Enrollment link in the navigation pane on the left side of the screen.
  • Select the Program Year from the drop down menu. The default program year will be the current year.
  • Group enrollment entries will be displayed on the screen at the bottom.
• Click the blue Download County Group Enrollments button to download the Excel file. All the group enrollment entries displayed on the screen and all of the details entered will be included in the Excel file.