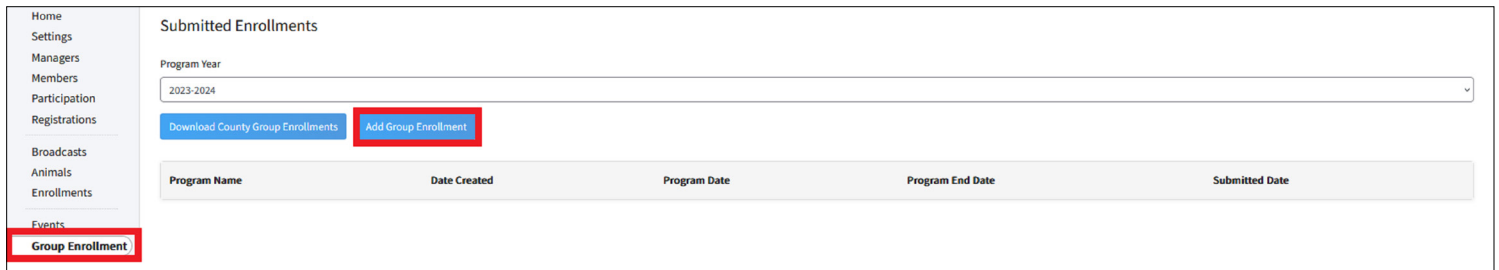


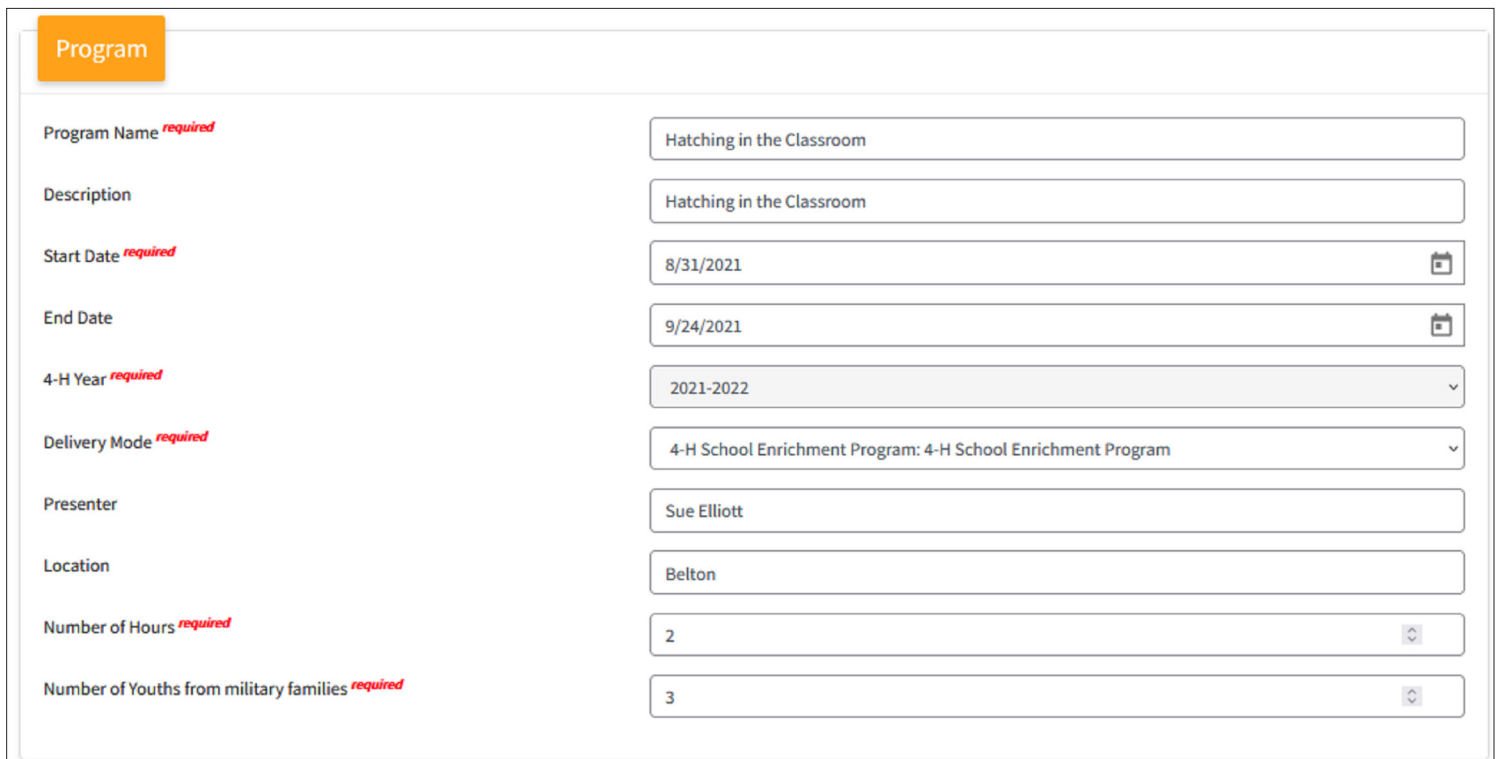
CREATING GROUP ENROLLMENT ENTRY

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



PROGRAM DETAILS

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



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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.



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 or 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	<input type="text" value="0"/>
Which Grades are the participants in?					
Grade	Number of Participants	Grade	Number of Participants		
K	<input type="text" value="0"/>	8	<input type="text" value="0"/>		
1	<input type="text" value="0"/>	9	<input type="text" value="0"/>		
2	<input type="text" value="0"/>	10	<input type="text" value="0"/>		
3	<input type="text" value="0"/>	11	<input type="text" value="0"/>		
4	<input type="text" value="0"/>	12	<input type="text" value="0"/>		
5	<input type="text" value="0"/>	Post High School	<input type="text" value="0"/>		
6	<input type="text" value="0"/>	Not in School	<input type="text" value="0"/>		
7	<input type="text" value="0"/>	Special Education	<input type="text" value="0"/>		
Sub-Total	0		0		
Total				0	

VOLUNTEER DISTRIBUTION

RACIAL

Complete the Racial Distribution of Volunteers.

Volunteer Distribution				
Racial Distribution				
	Adult Unidentified		Youth Unidentified	
	<input type="text" value="0"/>		<input type="text" value="0"/>	
Please indicate the race and ethnicity of participants				
Racial Groups	Adult Volunteers		Youth Volunteers	
	Ethnicity		Ethnicity	
	Hispanic or Latino	Not Hispanic or Latino	Hispanic or Latino	Not Hispanic or Latino
American Indian or Alaska Native Only:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian Only:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Black of African American Only:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian/Other Pacific Islander Only:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other (race not listed):	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White Only:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Sub-Total	0	0	0	0
Total	0	0	0	0

ADULT CLASSIFICATION

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

Adult Classification Distribution		
	Unidentified	<input type="text" value="0"/>
Classification of Adult Volunteers		
	Male	Female
Direct:	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect:	<input type="text" value="0"/>	<input type="text" value="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	<input type="text" value="0"/>
Classification of Youth Volunteers		
	Male	Female
Direct:	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect:	<input type="text" value="0"/>	<input type="text" value="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 Through 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:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Parenting - knowledge and skills relating to developmental and learning needs of children and youth:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Other - any training topic beyond the two listed above	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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.



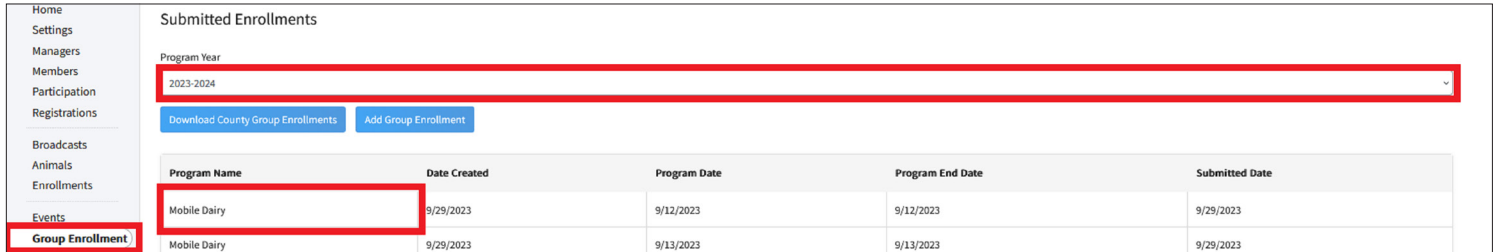
Submit Form (Submit the form when saved. Submitted forms may be edited at anytime)



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.



Submitted Enrollments

Program Year: 2023-2024

Download County Group Enrollments Add Group Enrollment

Program Name	Date Created	Program Date	Program End Date	Submitted Date
Mobile Dairy	9/29/2023	9/12/2023	9/12/2023	9/29/2023
Mobile Dairy	9/29/2023	9/13/2023	9/13/2023	9/29/2023

- Make the adjustments to the fields.
- Click the red Delete button to remove the entry or click the blue Save button.



Submit Form (Submit the form when saved. Submitted forms may be edited at anytime)

Delete Save

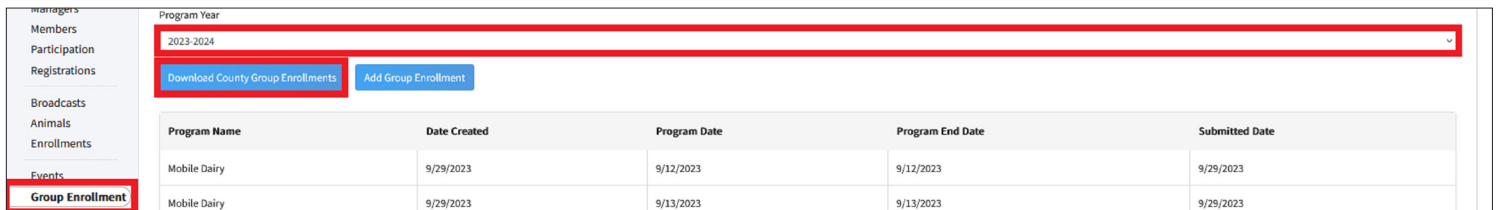
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THE SUBMIT FORM CHECKBOX WILL NOT NEED TO BE SELECTED TO SAVE AN ENTRY

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.



Submitted Enrollments

Program Year: 2023-2024

Download County Group Enrollments Add Group Enrollment

Program Name	Date Created	Program Date	Program End Date	Submitted Date
Mobile Dairy	9/29/2023	9/12/2023	9/12/2023	9/29/2023
Mobile Dairy	9/29/2023	9/13/2023	9/13/2023	9/29/2023