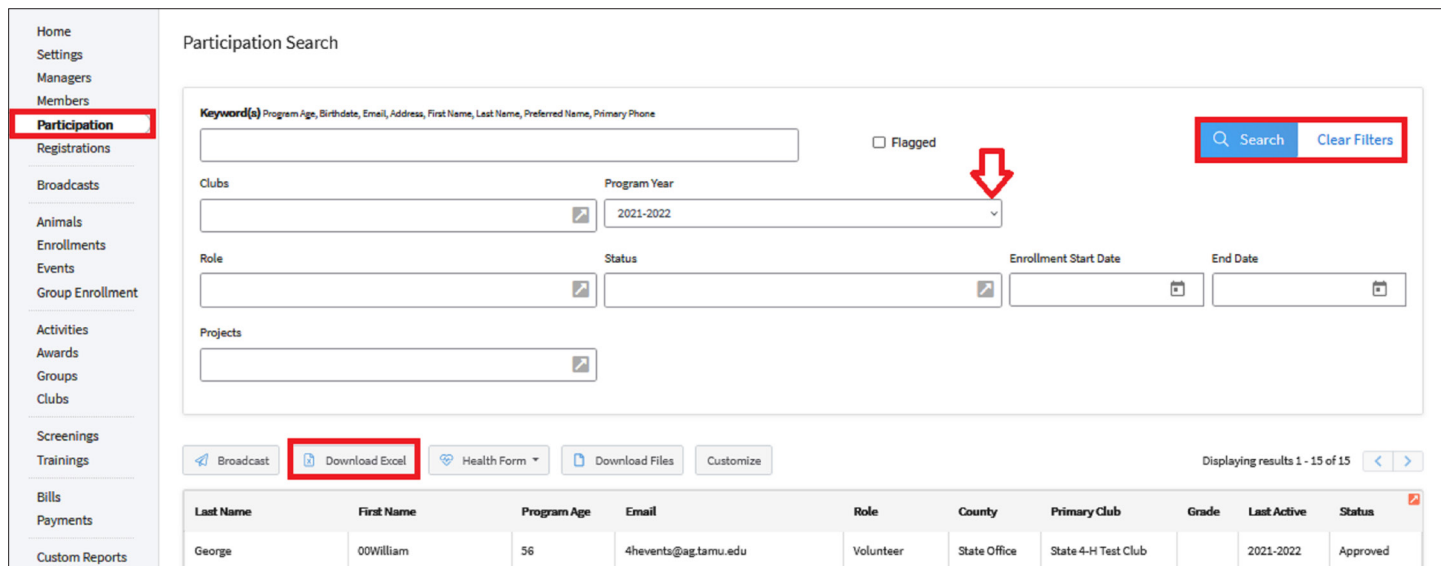


These instructions will show how to quickly pull the youth enrollment numbers for a county.

OPTION 1 - DOWNLOAD EXCEL FILE (MORE ACCURATE)

- Click the Participation link on the navigational pane
- Click the clear Filters link to clear all filters currently in place.
- Select the preferred year in the Program Year drop-down menu.
- Click the Search button to display the results at the bottom.
- Click on the Download Excel button above the displayed results.



- Open the downloaded file in Excel to sort and filter as needed.

EXCEL FILTERING AND SORT

Previous 4-H Program Year Youth Club Enrollment	<ul style="list-style-type: none"> • Filter the Enrollment Role to only include Members and Clover Kids
Current 4-H Program Year Youth Club Enrollment	<ul style="list-style-type: none"> • Filter the Enrollment Role to only include Members and Clover Kids • Filter the Status to only Approved

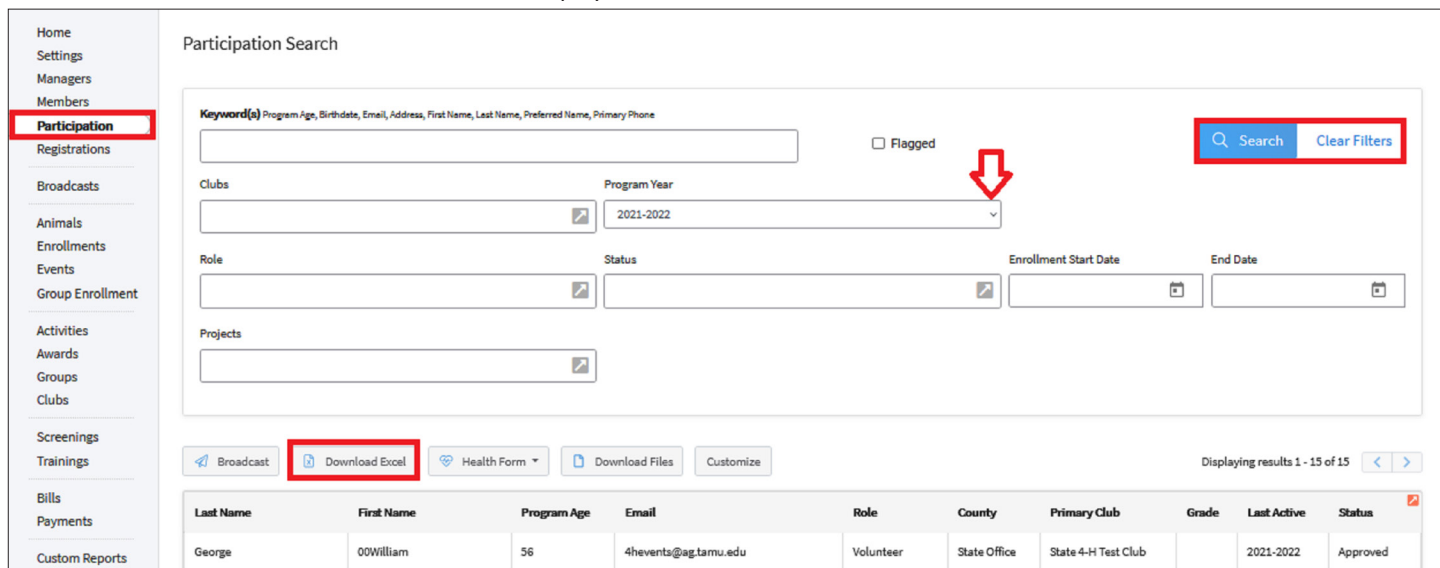
OPTION 2 - SCREEN SEARCH RESULTS

Previous 4-H Program Year Youth Club Enrollment	<ul style="list-style-type: none"> • Clear Filters • Filter to a specific Program Year • Filter the Role to only include Members and Clover Kids • Click Search for results to be displayed at the bottom
Current 4-H Program Year Youth Club Enrollment	<ul style="list-style-type: none"> • Clear Filters (automatically changes it to the current 4H year) • Filter the Role to only include Members and Clover Kids • Filter the Status to only Approved • Click Search for results to be displayed at the bottom

These instructions will show how to quickly pull the adult enrollment numbers for a county.

OPTION 1 - DOWNLOAD EXCEL FILE (MORE ACCURATE)

- Click the Participation link on the navigational pane
- Click the clear Filters link to clear all filters currently in place.
- Select the preferred year in the Program Year drop-down menu.
- Click the Search button to display the results at the bottom.
- Click on the Download Excel button above the displayed results.



- Open the downloaded file in Excel to sort and filter as needed.

EXCEL FILTERING AND SORT

Previous 4-H Program Year Adult Club Enrollment	<ul style="list-style-type: none"> • Filter the Enrollment Role to only include Volunteers.
Current 4-H Program Year Adult Club Enrollment	<ul style="list-style-type: none"> • Filter the Enrollment Role to only include Volunteers. • Filter the Status to only Approved

OPTION 2 - SCREEN SEARCH RESULTS

Previous 4-H Program Year Adult Club Enrollment	<ul style="list-style-type: none"> • Clear Filters • Filter to a specific Program Year • Filter the Role to only include Volunteers. • Click Search for results to be displayed at the bottom
Current 4-H Program Year Adult Club Enrollment	<ul style="list-style-type: none"> • Clear Filters (automatically changes it to the current 4H year) • Filter the Role to only include Volunteers. • Filter the Status to only Approved • Click Search for results to be displayed at the bottom