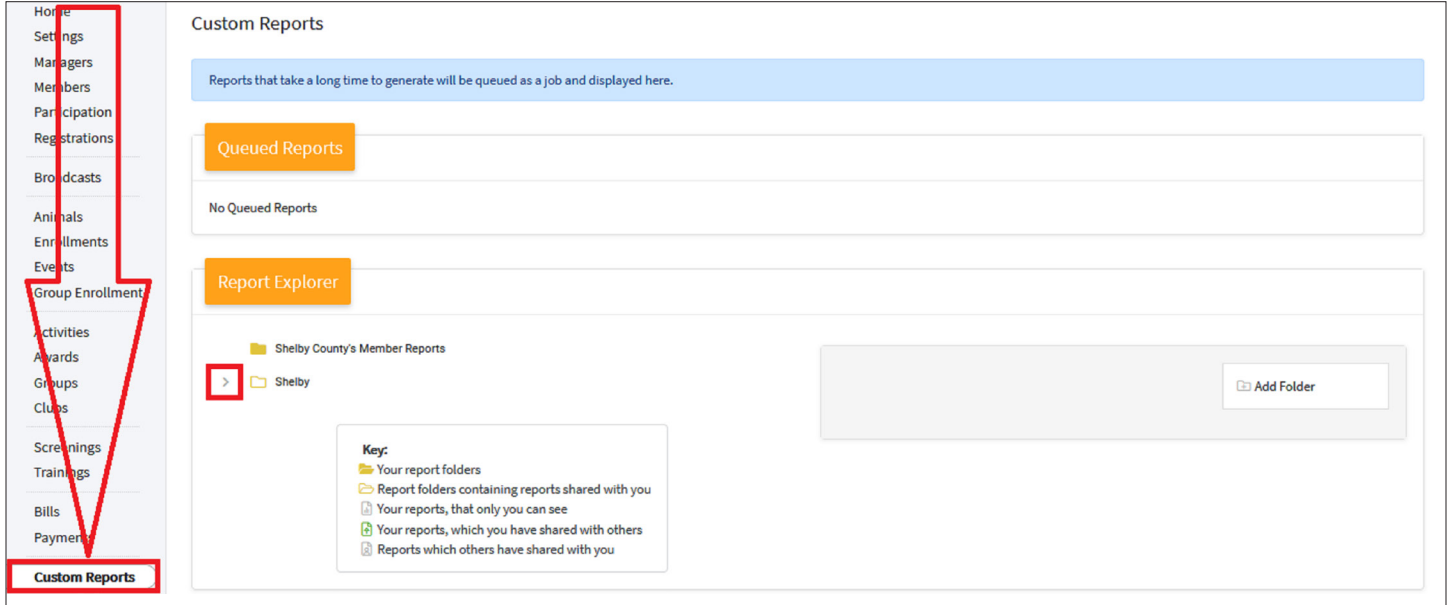


- Click the Custom Reports link in the navigation pane on the left side of the screen.
- Click the right-arrow icon beside the county folder name to open the folder. This is normally the last folder in the list.



Custom Reports

Reports that take a long time to generate will be queued as a job and displayed here.

Queued Reports

No Queued Reports

Report Explorer

Shelby County's Member Reports

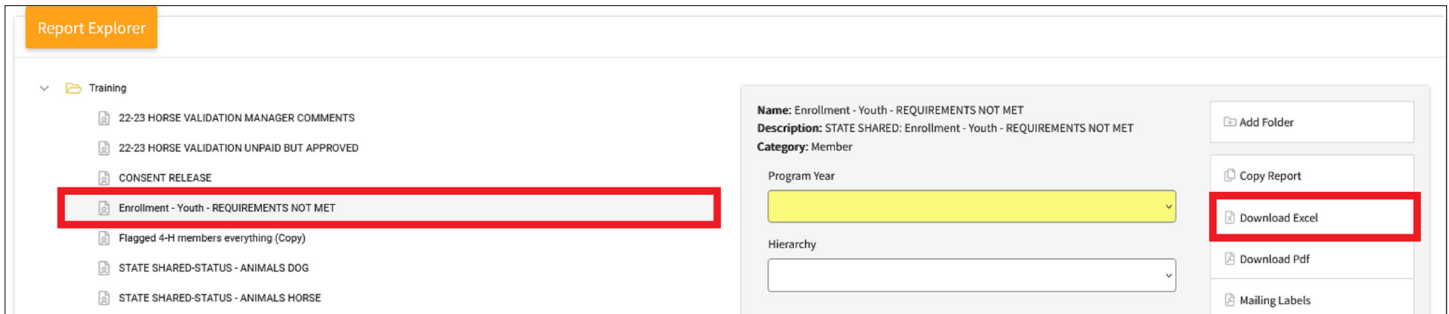
> Shelby

Add Folder

Key:

- Your report folders
- Report folders containing reports shared with you
- Your reports, that only you can see
- Your reports, which you have shared with others
- Reports which others have shared with you

- Click the Custom Report called **Enrollment - Youth - REQUIREMENTS NOT MET**.
- Click the Download Excel option on the right side of the screen.



Report Explorer

Training

- 22-23 HORSE VALIDATION MANAGER COMMENTS
- 22-23 HORSE VALIDATION UNPAID BUT APPROVED
- CONSENT RELEASE
- Enrollment - Youth - REQUIREMENTS NOT MET**
- Flagged 4-H members everything (Copy)
- STATE SHARED-STATUS - ANIMALS DOG
- STATE SHARED-STATUS - ANIMALS HORSE

Name: Enrollment - Youth - REQUIREMENTS NOT MET  
Description: STATE SHARED: Enrollment - Youth - REQUIREMENTS NOT MET  
Category: Member

Program Year: [Dropdown]

Hierarchy: [Dropdown]

Add Folder

Copy Report

**Download Excel**

Download Pdf

Mailing Labels

- Open the downloaded file in Excel to sort and filter.
- The MEMBER PARTICIPATION STATUS column will have the most current profile status for that YOUTH.

Member Participation Status	Enrollment District	Enrollment County	Member Id	Name: Last, First	Enrollment Role	Send Back Reason	Payment Status
Incomplete	13	Training	674915	Training, Teen	Club Member		
Incomplete	13	Training	776509	Aguilar, Luis	Club Member		
Awaiting Rev	13	Training	638652	Smith, Johnny0	Club Member		
Payment Not	13	Training	680073	Training, Girl	Club Member		