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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE MANAGER GUIDE
ANNUAL PROGRAM REPORTS
ES-237

TEXAS A&M
AGRILIFE
EXTENSION

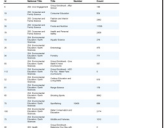The ES-237 was a federally mandated statistical report that was filed annually by all county extension offices in the nation. This complex report was brought down to a manageable task with the Youth Enrollment System. The report that the Youth Enrollment System generates conforms to all previous federal guidelines and specifications. The ES-237 does not need to be submited any longer but this report will remain the same to keep reporting consistent through previous years in the system.

YOUTH COUNT	YOUTH COUNT	VOLUNTEER	YOUTH COUNT	YOUTH COUNT	YOUTH COUNT	YOUTH COUNT
Ethnicity and Race	Delivery Mode	Adult and Youth Volunteers	Grade, Gender and Residence	Projects	Projects	Projects

ANNUAL PROGRAM REPORT - ES-237 INDEX

PAGE 1

ETHNICITY
4HOnline asks for the ethnicity of each youth enrolled and the county office enters for group enrollment entries. This reports the ethnicity in the unique youth and group enrollment youth entries combined. Duplicates are not included in this section of the report.

RACE
4HOnline asks for the race for each youth enrolled and the county office enters race for group enrollment experiences. This reports the race in the unique youth and group enrollment youth entries combined. Duplicates are not included in this section of the report.

PAGE 2

YOUTH COUNT BY CLUB DELIVERY MODE (A-D)
4HOnline asks for all clubs that a youth will be participating in. For each club that a youth adds the system adds that to the youth participant count in this report. For this reason, the duplicates are included in this count. Administrative clubs are excluded from these totals.

YOUTH COUNT BY YOUTH DELIVERY MODE (F&J)
County offices enter group enrollment experiences throughout the year. The county can enter these up until September 15th for the previous 4-H year (September 1 - August 31). The totals in this section are not duplicates unless the county has incorrectly put in an entry including duplicate youth. These numbers can fluxuate up and down depending on corrections made through the group enrollment screen. Special Interest and School Enrichment delivery modes are the only group enrollment allowed in Texas.

PAGE 3

VOLUNTEER COUNT
4HOnline asks for all clubs that an adult is involved in be entered while enrolling. For each club that a youth adds the system adds that to the youth participant count in this reports. Duplicates are included in this count. Administrative clubs are excluded from these totals.

PAGE 4

SCHOOL GRADE YOUTH COUNT
When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in this section of the ANNUAL PROGRAM REPORT - ES-237.

GENDER YOUTH COUNT
When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in these sections of the ANNUAL PROGRAM REPORT - ES-237.

PLACE OF RESIDENCE YOUTH COUNT
When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in these sections of the ANNUAL PROGRAM REPORT - ES-237.

PAGE 5-7

PROJECTS
When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in these sections of the ANNUAL PROGRAM REPORT - ES-237.

CONTINUE TO THE CORRECT INSTRUCTION PAGE

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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE MANAGER GUIDE
ANNUAL PROGRAM REPORT
ES-237 PAGE 1

TEXAS A&M
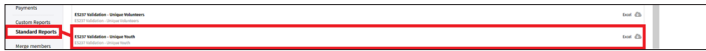AGRILIFE
EXTENSION

ETHNICITY

4HOnline asks for the ethnicity of each youth enrolled and the county office enters for group enrollment entries. This reports the ethnicity in the unique youth and group enrollment youth entries combined. Duplicates are not included in this section of the report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

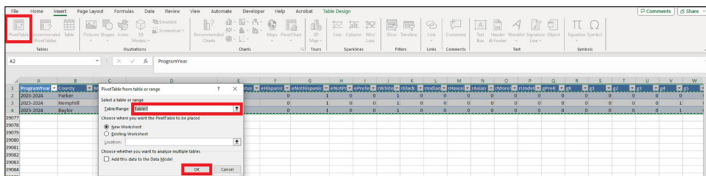This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
- Click ES-237 Validation - Unique Youth Filters.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
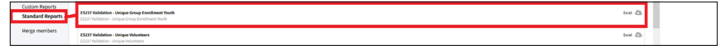- Select the Table/Range default Table option.
- Click the OK button.

- Drag all ethnicity areas into the values area of the pivot table settings. Ethnicity fields are: eHispanic and eNotHispanic


ES-237 Validation - Unique Group Enrollment Youth Filters

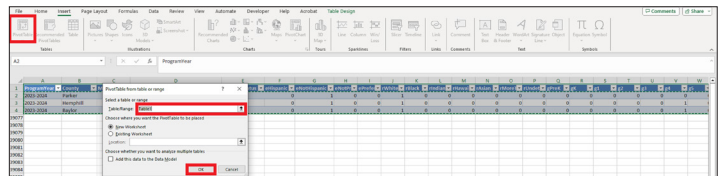This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
- Click ES-237 Validation-Unique Group Enrollment Youth Filters.


- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.
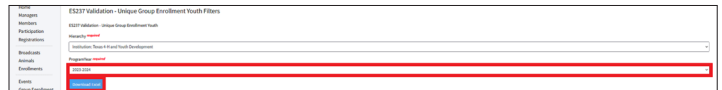
- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
- Click the OK button.

- Drag all ethnicity areas into the values area of the pivot table settings. Ethnicity fields are: eHispanic and eNotHispanic
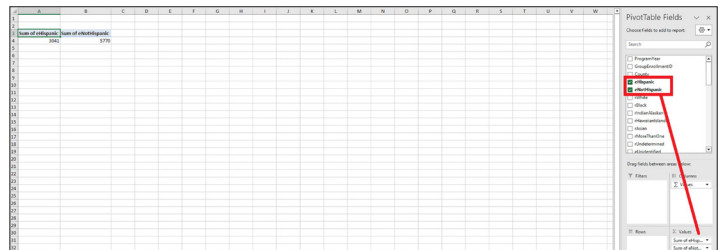
CALCULATING THE TOTALS

- Add together the each Ethnicity from **Unique Youth Filters** and **Unique Group Enrollment Youth Filters.**

	A	B	C	D	E	F
1	YOUTH MEMBERS				GROUP ENROLLMENT	
2	Sum of eHispanic	Sum of eNotHispanic			Sum of eHispanic	Sum of eNotHispanic
3	7667	30120			3041	5770
4			TOTALS			
5			Hispanic or Latino	Not Hispanic or Latino		
6			10708	35890		

ETHNICITY / TOTAL YOUTH
Hispanic or Latino — 10708
Not Hispanic or Latino — 35890

COMBINED TOTAL
46598

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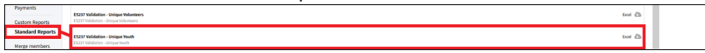
TEXAS A&M
AGRILIFE
EXTENSION

RACE

4HOnline asks for the race for each youth enrolled and the county office enters race for group enrollment experiences. This reports the race in the unique youth and group enrollment youth entries combined. Duplicates are not included in this section of the report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

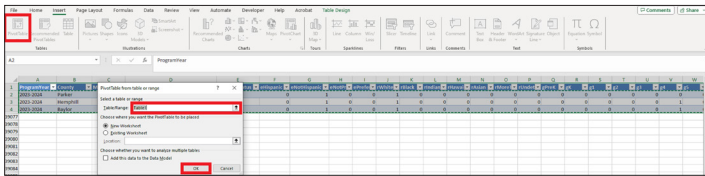This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
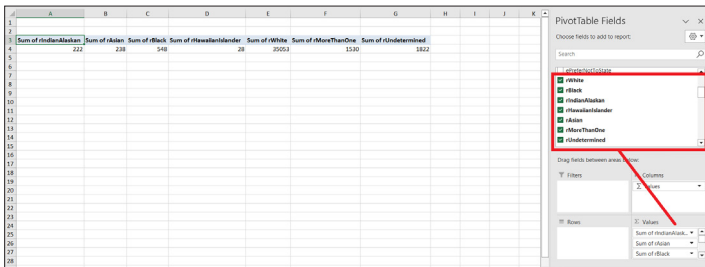- Click ES-237 Validation - Unique Youth Filters.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
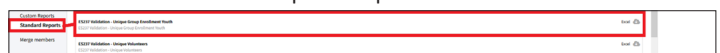- Click the OK button.

- Drag all races into the values area of the pivot table settings.
  Race fields are: rIndianAlaskan, rAsian, RBlack, rHawaiianIslander, rWhite, rMoreThanOne and rUndetermined.


ES-237 Validation - Unique Group Enrollment Youth Filters

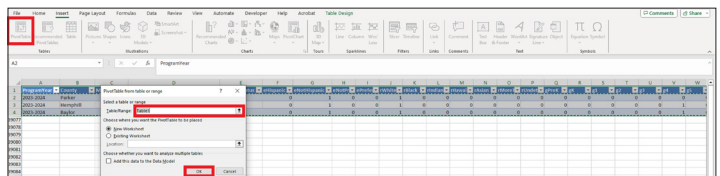This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
- Click ES-237 Validation-Unique Group Enrollment Youth Filters.


- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.
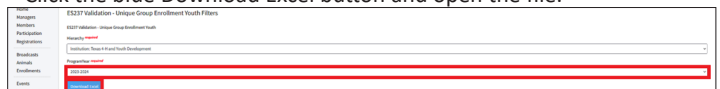
- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
- Click the OK button.

- Drag all races into the values area of the pivot table settings.
  Race fields are: rIndianAlaskan, rAsian, RBlack, rHawaiianIslander, rWhite, rMoreThanOne, rUndetermined and eUnidentified.
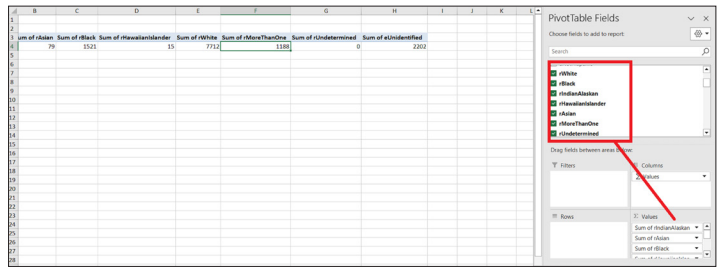
CALCULATING THE TOTALS

- Add each Grade from **ES-237 Validation - Unique Youth Filters** and **ES-237 Validation - Unique Group Enrollment Youth Filters reports.**

YOUTH

Sum of rIndianAlaskan	Sum of rAsian	Sum of rBlack	Sum of rHawaiianIslander	Sum of rWhite	Sum of rMoreThanOne	Sum of rUndetermined	
222	238	548	28	35053	1530	1822	

GROUP ENROLLMENT

Sum of rIndianAlaskan	Sum of rAsian	Sum of rBlack	Sum of rHawaiianIslander	Sum of rWhite	Sum of rMoreThanOne	Sum of rUndetermined	Sum of eUnidentified
105	79	1521	15	7712	1188	0	2202

TOTAL OF YOUTH AND GROUP ENROLLMENT

Sum of rIndianAlaskan	Sum of rAsian	Sum of rBlack	Sum of rHawaiianIslander	Sum of rWhite	Sum of rMoreThanOne	Sum of rUndetermined	Sum of eUnidentified
327	317	2069	43	42765	2718	1822	2202
						Sum of rUndetermined and eUnidentified	
						4024	

THE TOTALS IN GREEN WILL MATCH THE TOTAL RACE COUNTS ON PAGE 1 OF REPORT

RACE	TOTAL YOUTH
American Indian or Alaskan Native	327
Asian	317
Black or African American	2069
Native Hawaiian or other Pacific Islander	43
White	42765
Youth Indicating More Than One Race	2718
Undetermined	4024

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TEXAS 4HONLINE MANAGER GUIDE
ANNUAL PROGRAM REPORT
ES-237 PAGE 2

TEXAS A&M
AGRILIFE
EXTENSION

YOUTH COUNT BY CLUB DELIVERY MODE (A-D)

4HOnline asks for all clubs that a youth will be participating in. For each club that a youth adds the system adds that to the youth participant count in this report. For this reason, the duplicates are included in this count. Administrative clubs are excluded from these totals.

EXPORTING THE REPORT AND PIVOT TABLE INSTRUCTIONS

• Click the Custom Report link on the navigation menu.
• Click to create a folder and create a report using the report columns and filters below.

REPORT COLUMNS	CUSTOM FILTERS	STANDARD FILTERS
Participation: Unit Delivery Mode, Member: Member Id, Participation: Member Program Year Status, Member: Name: Last, First, Participation: Enrollment County, Participation: Primary Unit, Participation: Primary Unit Name, Participation: Unit County, Participation: Unit Id	Member Program Year Status is equal to Approved, Archived, NotParticipating, Unknown, Dismissed AND Unit Delivery Mode is not equal to Administrative	Enrollment Roles: Club Member, Clover Kid

• Select the program year from the Program Year drop-down menu.
• Click the Download Excel button.
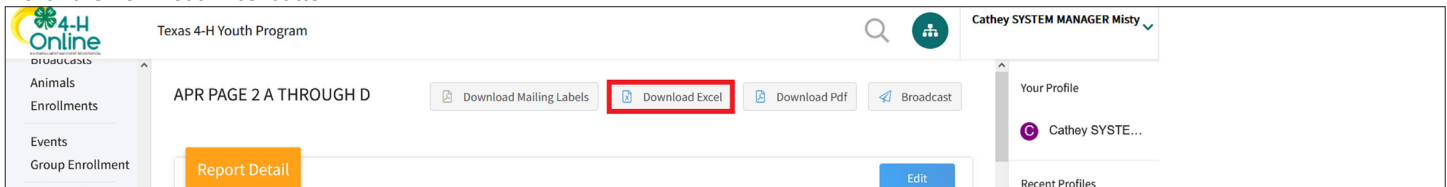
• Highlight all of the data including the column titles.
• Click to insert a Pivot Table
• Select the Table/Range default Table option
• Click the OK button.
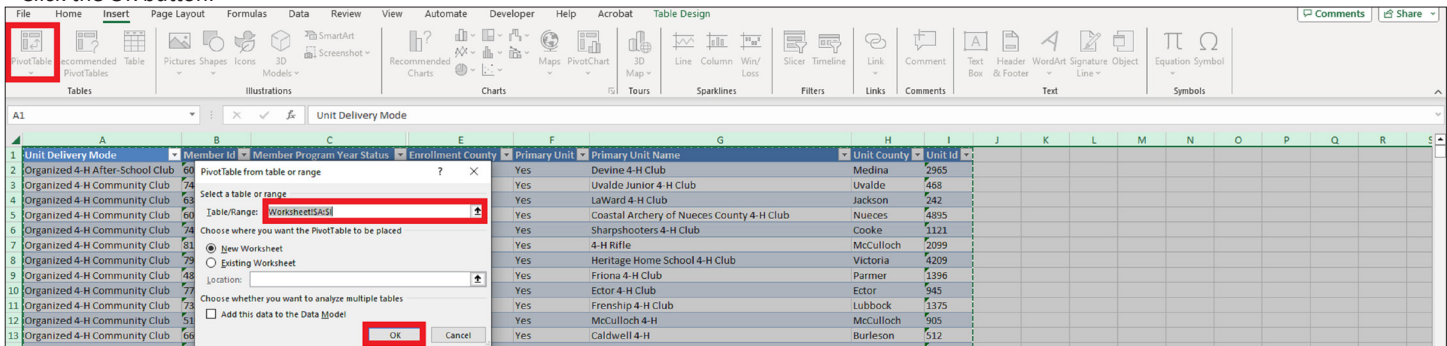
CALCULATING THE TOTALS

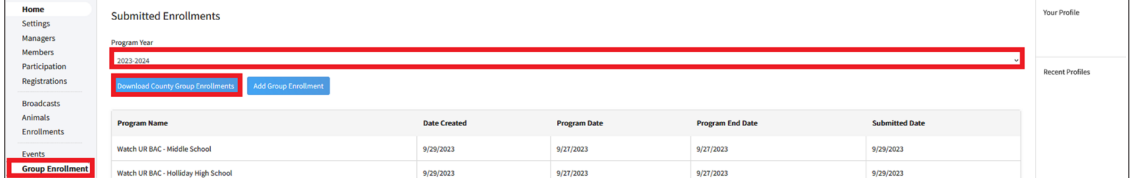• Drag the UNIT DELIVERY MODE to the Rows area and the MEMBER ID to the Values area.

The **Youth Members of Organized 4-H Community Clubs** is the most popular delivery mode so this number will be the hardest number to match up between the custom report to the standard report especially on a heavy enrollment day.

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M AGRILIFE EXTENSION

YOUTH COUNT BY YOUTH DELIVERY MODE (F&J)

County offices enter group enrollment experiences throughout the year. The county can enter these up until September 15th for the previous 4-H year (September 1 - August 31). The totals in this section are not duplicates unless the county has incorrectly put in an entry including duplicate youth. These numbers can fluxuate up and down depending on corrections made through the group enrollment screen. Special Interest and School Enrichment delivery modes are the only group enrollment allowed in Texas.

EXPORTING THE REPORT AND PIVOT TABLE INSTRUCTIONS

- Click the Group Enrollment link from the navigation menu.
- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button.

- Highlight all of the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option
- Click the OK button.
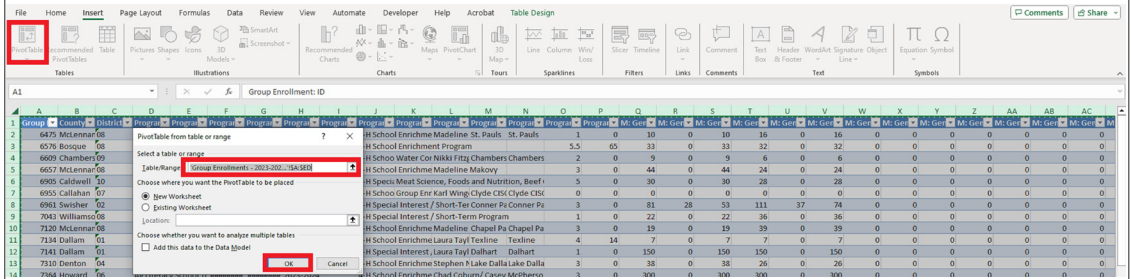
- Drag the PROGRAM: DELIVERY MODE to the Rows area.
- Drag the following to the Values area:
  M: Gender: Male,
  M: Gender: Female,
  M: Gender: Nonbinary,
  M: Gender: NotListed,
  M: Gender: Other,
  M: Gender: PreferNotToState and
  M: Gender: Unidentified
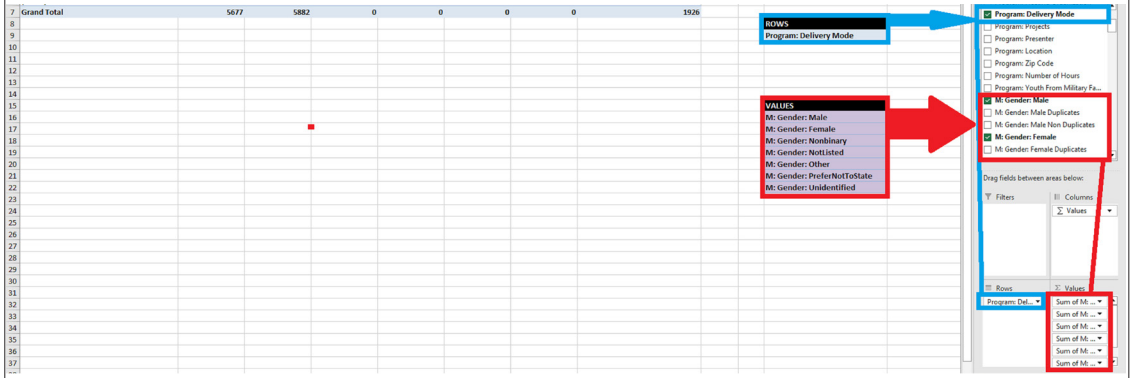
CALCULATING THE TOTALS

Add each the totals of Delivery Mode from the **Group Enrollment** report.

	A	B	C	D	E	F	G	H	I	J	K	L
3	Row Labels	Sum of M: Ge	Sum of M: Ge	Sum of M: Ge	Sum of M: Ge	Sum of M: Ge	Sum of M: Ge	Sum of M: Gender: Unidentified			TOTALS	
4	4-H School Enrichment Program	4134	4300	0	0	0	0	338			8772	
5	4-H Special Interest / Short-Term Program	1543	1582	0	0	0	0	1588			4713	
6	(blank)											
7	Grand Total	5677	5882	0	0	0	0	1926			13485	

(f)	(g)	(h)	(i)
Youth Participating in 4-H Special Interest / Short-Term Programs	Youth Participating in 4-H Overnight Camping Programs	Youth Participating in 4-H Day Camping Programs	Total Youth Participating in 4-H Camping Programs
4713	0	0	0

(j)	(k)	(l)	(m)
Youth Participating in School Enrichment Programs	Youth Participating in Individual Study / Mentoring / Family Learning Programs	Youth Participating in After - School Programs Using 4-H Curricula / Staff Training	Youth Participating in Instructional TV/Video/Web Programs
8772	0	0	0

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AgriLife
EXTENSION

VOLUNTEER COUNT

4HOnline asks for all clubs that an adult is involved in be entered while enrolling. For each club that a youth adds the system adds that to the youth participant count in this reports. Duplicates are included in this count. Administrative clubs are excluded from these totals.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
- Click ES-237 Validation - Unique Volunteers Filters.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.
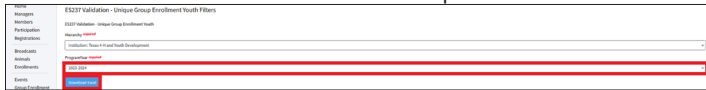
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- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
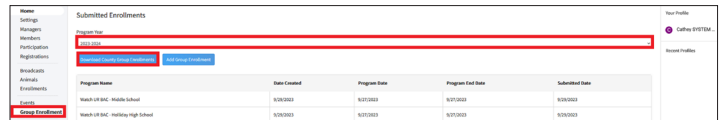- Click the OK button.
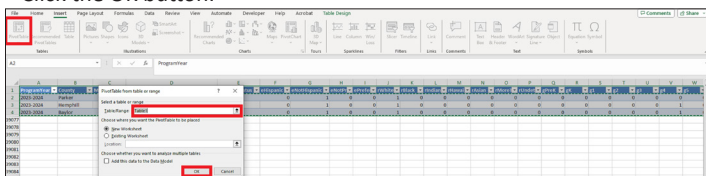
- Drag the CountyArea into the values area and move the EnrollmentRole into the Columns area of the pivot table settings.
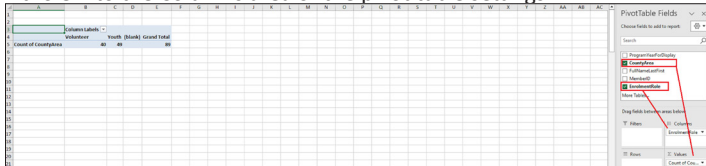

Group Enrollment Report

This report can be downloaded from the county, district and state levels.

- Click the Group Enrollment link from the navigation menu
- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button.

- Highlight all of the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option
- Click the OK button.
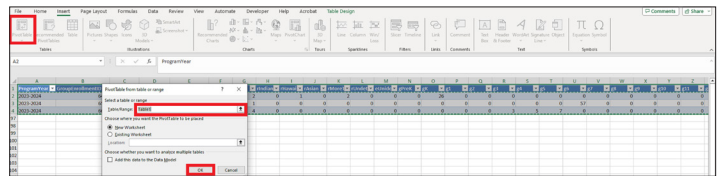
- Drag the AV: Classification: Count and YV: Classification: Count into the values area of the pivot table settings.
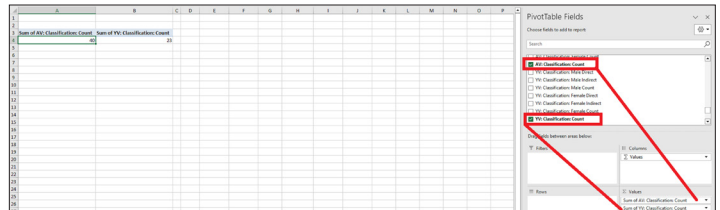
CALCULATING THE TOTALS

- Add the Adult Volunteer from Unique Volunteer Filters report and AV: Classification: Count from the Group Enrollment Report.
- Add the Youth Volunteer from Unique Volunteer Filters report and YV: Classification: Count from the Group Enrollment Report.

	A	B
1	UNIQUE VOLUNTEER COUNT	
2	Volunteer	Youth
3	40	49
4		
5	GROUP ENROLLMENT	
6	Sum of AV: Classification: Count	Sum of YV: Classification: Count
7	40	23
8		
9	TOTALS	
10	Adult Volunteer	Youth Volunteer
11	80	72
12		
13	COMBINED TOTAL	
14	152	

Total Number of Adult Volunteers	Total Number of Youth Volunteers	Total
80	72	152

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE MANAGER GUIDE
ANNUAL PROGRAM REPORT
ES-237 PAGE 4

TEXAS A&M
AGRILIFE
EXTENSION
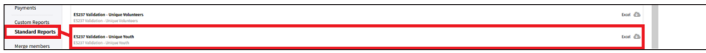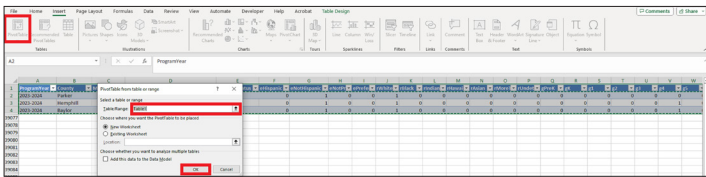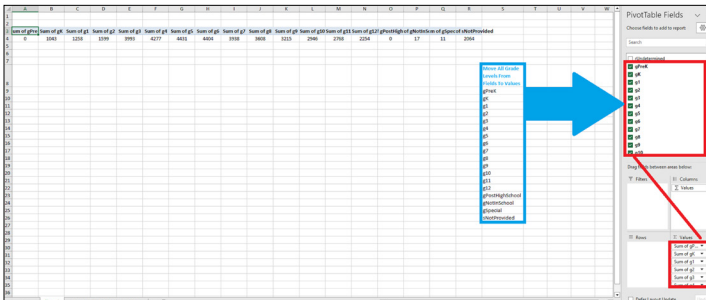
SCHOOL GRADE YOUTH COUNT

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PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

This report can be downloaded from the county, district and state levels.

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- Click ES-237 Validation - Unique Youth Filters.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
- Click the OK button.

- Drag all Grades into the values area of the pivot table settings.
  Grade fields are: gPreK, gK, g1, g2, g3, g4, g5, g6, g7, g8, g9, g10, g11, g12, gPostHighSchool, gNotInSchool, gSpecial and sNotProvided.
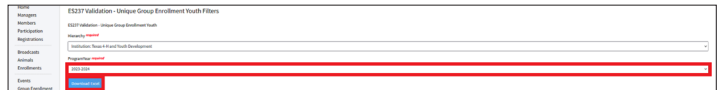

ES-237 Validation - Unique Group Enrollment Youth Filters

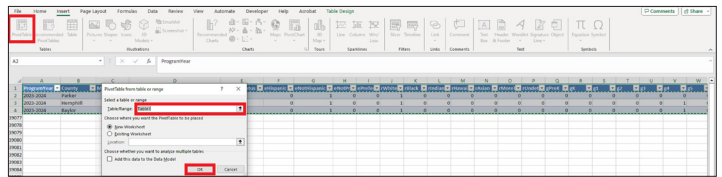This report can be downloaded from the county, district and state levels.

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- Click ES237 Validation-Unique Group Enrollment Youth Filters.

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- Highlight all the data including the column titles.
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- Click the OK button.

- Drag all Grades into the values area of the pivot table settings.
  Grade fields are: gPreK, gK, g1, g2, g3, g4, g5, g6, g7, g8, g9, g10, g11, g12, gPostHighSchool, gNotInSchool, gSpecial and sUnidentified.
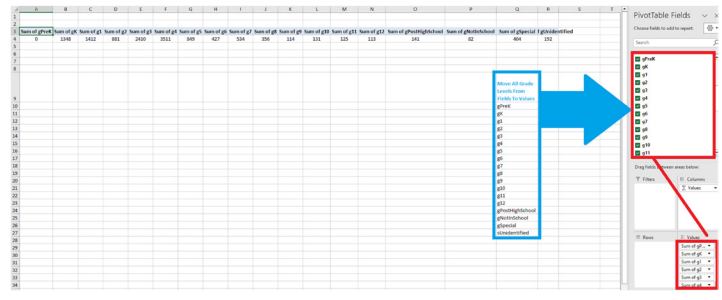
CALCULATING THE TOTALS

- Add the each Grade from ES-237 Validation - Unique Youth Filters and ES-237 Validation - Unique Group Enrollment Youth Filters reports.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	YOUTH COUNT																		
2	Sum of gPreK	Sum of gK	Sum of g1	Sum of g2	Sum of g3	Sum of g4	Sum of g5	Sum of g6	Sum of g7	Sum of g8	Sum of g9	Sum of g10	Sum of g11	Sum of g12	Sum of gPostHighSchool	Sum of gNotInSchool	Sum of gSpecial	Sum of gUnidentified	
3	0	1348	1412	883	2415	3514	849	427	534	356	114	131	125	113	141	82	404	163	
4																			
5	GROUP ENROLLMENT COUNT																		
6	Sum of gPreK	Sum of gK	Sum of g1	Sum of g2	Sum of g3	Sum of g4	Sum of g5	Sum of g6	Sum of g7	Sum of g8	Sum of g9	Sum of g10	Sum of g11	Sum of g12	Sum of gPostHighSchool	Sum of gNotInSchool	Sum of gSpecial		
7	0	1042	1253	1594	3983	4266	4420	4393	3927	3599	3205	2938	2758	2243	0	17	11		
8																			
9									TOTALS										
10	Sum of gPreK	Sum of gK	Sum of g1	Sum of g2	Sum of g3	Sum of g4	Sum of g5	Sum of g6	Sum of g7	Sum of g8	Sum of g9	Sum of g10	Sum of g11	Sum of g12	Sum of gPostHighSchool	Sum of gNotInSchool	Sum of gSpecial	Sum of gUnidentified	Total
11	0	2390	2665	2477	6398	7780	5269	4820	4461	3955	3319	3069	2883	2356	141	99	415	163	52660

School Grade (duplications eliminated)

Kinder	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Post High School	Not In School	Special Ed.	Not Provided	Total
2390	2665	2477	6398	7780	5269	4820	4461	3955	3319	3069	2883	2356	141	99	415	163	52660

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
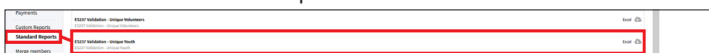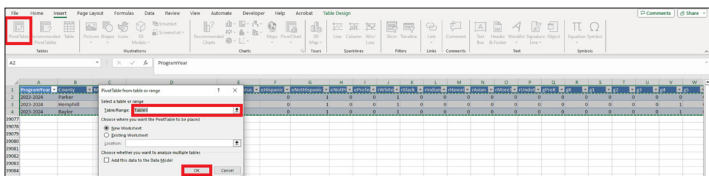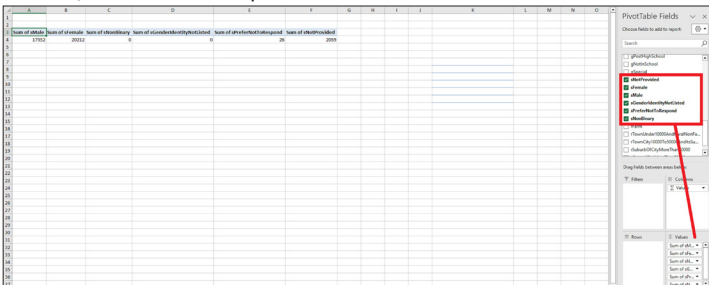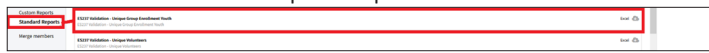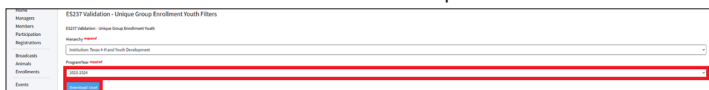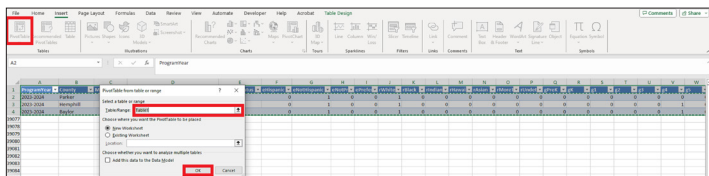AGRILIFE
EXTENSION

GENDER YOUTH COUNT

When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in this section of this report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
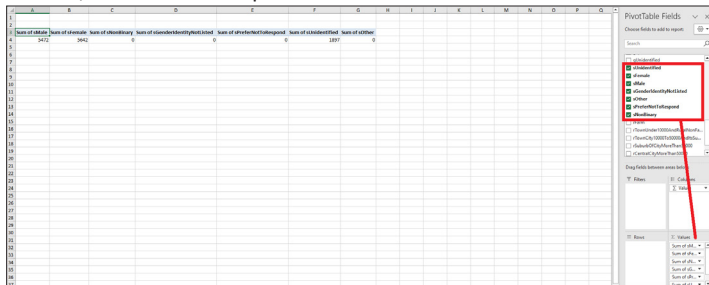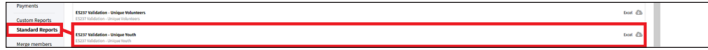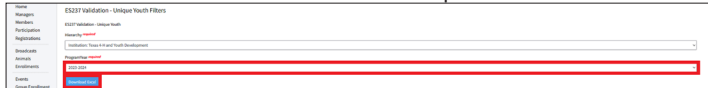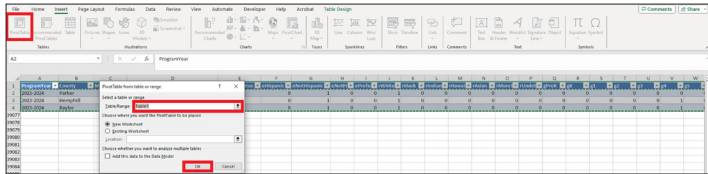- Click ES-237 Validation - Unique Youth Filters.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
- Click the OK button.

- Drag all Genders into the values area of the pivot table settings. Gender fields are: sMale, sFemale, sNonBinary, sGenderIdentityNotListed, sPreferNotToRespond and sNotProvided.

ES-237 Validation - Unique Group Enrollment Youth Filters

This report can be downloaded from the county, district and state levels.

- Click the standard reports link on the navigation menu.
- Click ES-237 Validation-Unique Group Enrollment Youth Filters.
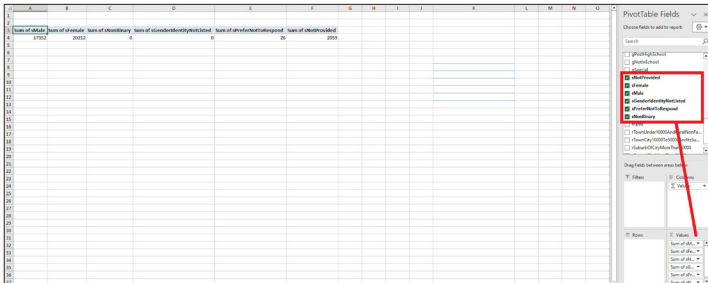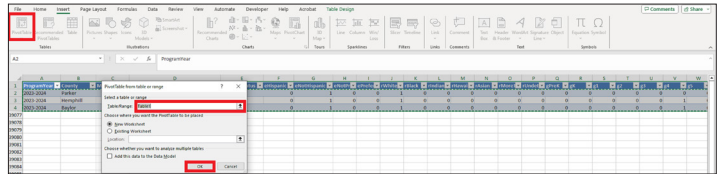

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
- Click to insert and insert a Pivot Table.
- Select the Table/Range default Table option.
- Click the OK button.

- Drag all Genders into the values area of the pivot table settings. Gender fields are: sMale, sFemale, sNonBinary, sGenderIdentityNotListed, sPreferNotToRespond and sUnidentified added to sOther.

CALCULATING THE TOTALS

- Add the each Gender from ES-237 Validation - Unique Youth Filters and ES-237 Validation - Unique Group Enrollment Youth reports.

	A	B	C	D	E	F	G
1	**YOUTH COUNT**						
2	Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sNotProvided	
3	17352	20212	0	0	26	2059	
4							
5	**GROUP ENROLLMENT**						
6	Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sOther	Sum of sUnidentified
7	5472	5642	0	0	0	0	1897
8							
9							
10	Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sOther AND Sum of sUnidentified	
11	22824	25854	0	0	26	3956	

Gender of 4-H Youth Participants (duplications eliminated)

Male	Female	Non-Binary	Gender Identity Not Listed	Prefer Not To State	Not Provided	Total
22824	25854	0	0	26	3956	52660

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE MANAGER GUIDE
ANNUAL PROGRAM REPORT
ES-237 PAGE 4

TEXAS A&M
AGRILIFE
EXTENSION

PLACE OF RESIDENCE YOUTH COUNT

When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in this section of this report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation - Unique Youth Filters

This report can be downloaded from the county, district and state levels.

• Click the standard reports link on the navigation menu.
• Click ES-237 Validation - Unique Youth Filters.

• Select the program year from the Program Year drop-down menu.
• Click the blue Download Excel button and open the file.

• Highlight all the data including the column titles.
• Click to insert and insert a Pivot Table.
• Select the Table/Range default Table option.
• Click the OK button.

• Drag all Residence into the values area of the pivot table settings. Residence fields are: rFarm, rTownUnder10000AndRuralNonFarm, rTownCity10000To50000AndItsSuburbs, rSuburbOfCityMoreThan50000 and rCentralCityMoreThan50000

ES-237 Validation - Unique Group Enrollment Youth Filters

This report can be downloaded from the county, district and state levels.

• Click the standard reports link on the navigation menu.
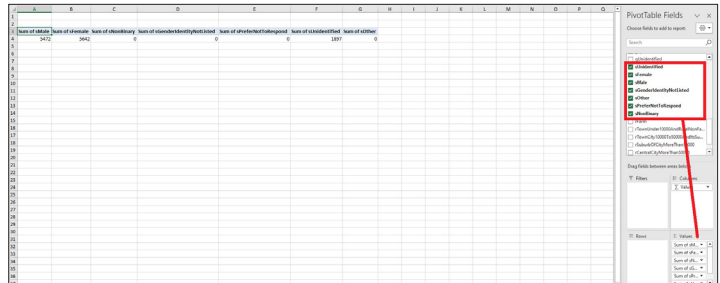• Click ES-237 Validation-Unique Group Enrollment Youth Filters.

• Select the program year from the Program Year drop-down menu.
• Click the blue Download Excel button and open the file.
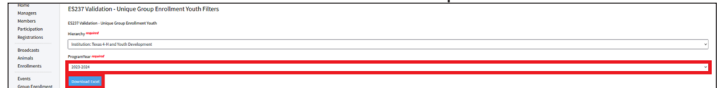
• Highlight all the data including the column titles.
• Click to insert and insert a Pivot Table.
• Select the Table/Range default Table option.
• Click the OK button.

• Drag all Residence into the values area of the pivot table settings. Residence fields are: rFarm, rTownUnder10000AndRuralNonFarm, rTownCity10000To50000AndItsSuburbs, rSuburbOfCityMoreThan50000, rCentralCityMoreThan50000 and rUnidentified.

CALCULATING THE TOTALS

• Add the each Residence from ES-237 Validation - Unique Youth Filters and ES-237 Validation - Unique Group Enrollment Youth reports.

	A	B	C	D	E	F	G
1	YOUTH COUNT						
2	Sum of rFarm	Sum of rTownUnder10000AndRuralNonFarm	Sum of rTownCity10000To50000AndItsSuburbs	Sum of rSuburbOfCityMoreThan50000	Sum of rCentralCityMoreThan50000		
3	10242	16825	7340	3476	1898		
4							
5	GROUP ENROLLMENT COUNT						
6	Sum of rFarm	Sum of rTownUnder10000AndRuralNonFarm	Sum of rTownCity10000To50000AndItsSuburbs	Sum of rSuburbOfCityMoreThan50000	Sum of rCentralCityMoreThan50000	Sum of rUnidentified	
7	854	4720	4261	675	316	2224	
8							
9	TOTAL						
10	Sum of rFarm	Sum of rTownUnder10000AndRuralNonFarm	Sum of rTownCity10000To50000AndItsSuburbs	Sum of rSuburbOfCityMoreThan50000	Sum of rCentralCityMoreThan50000	Sum of rUnidentified	Total
11	11096	21545	11601	4151	2214	2224	52831

Place of Residence of 4-H Youth Participants (duplications eliminated)

Farm	Towns of under 10,000 and rural non-farm	Towns and cities (10,000-50,000), and their suburbs	Suburbs of cities of over 50,000	Central cities of over 50,000	Not Provided	Total
11096	21545	11601	4151	2214	2224	52831

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4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AgriLife
EXTENSION

PROJECTS

When reporting youth to a delivery mode, whether through a member enrollment or group enrollment, 4HOnline asks for school grade, gender, place of residence, race, and ethnicity for each youth. Duplicates are not included in these sections of this report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

Custom Report

This report can be downloaded from the county, district and state levels.

- Click the Custom Report link on the navigation menu.
- Click to create a folder and create a report using the report columns and filters below.

  REPORT COLUMNS - Participation: Member: Member Id, Participation: Member Program Year Status and Participation: Project Name

  CUSTOM FILTERS - Member Program Year Status is equal to Approved, Archived, NotParticipating, Unknown, Dismissed AND Unit Delivery Mode is not equal to Administrative

  STANDARD FILTERS - Enrollment Roles: Club Member, Clover Kid

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button.

- Highlight all of the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option
- Click the OK button.
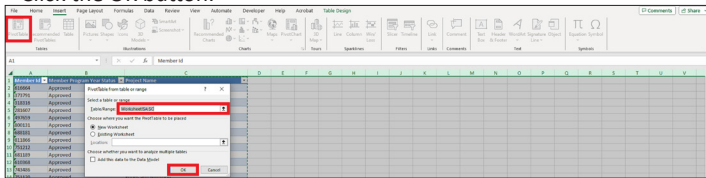
- Drag the MEMBER ID to the Rows area and the PROJECT ID to the Values area.
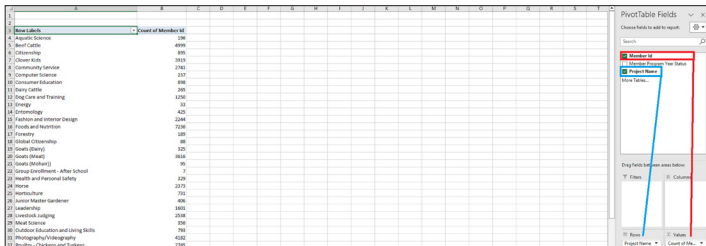
Group Enrollment

This report can be downloaded from the county and state levels.

- Click the Group Enrollment link from the navigation menu.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button.
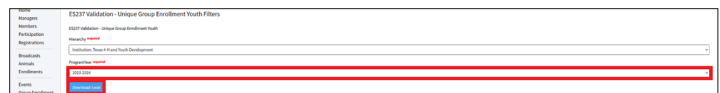
- Highlight all the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option.
- Click the OK button.
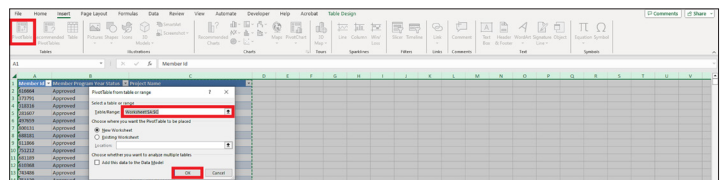
- Drag the Program: Projects into the Rows area and M: Gender: Count and M: Gender: Unidentified into the values area of the pivot table settings.
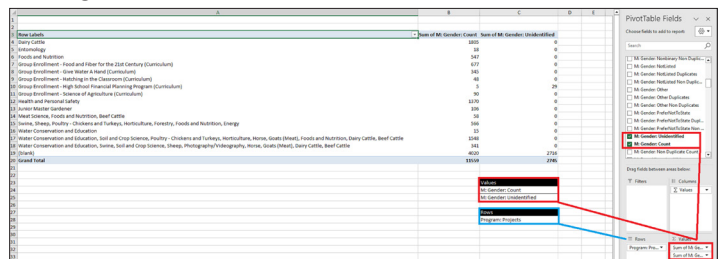
CALCULATING THE TOTALS

- Paste both pivot tables in to an empty Excel worksheet to get the totals.

- Add a totals column to the Group Enrollment Report part of the worksheet.

- Filter the Group Enrollment Report to the project you are trying to total up. Example: Dairy Cattle may appear in the group enrollment report multiple times and can appear with other projects in each row. (each entry)

- Add the PROJECT TOTAL from the CUSTOM report and the GROUP ENROLLMENT REPORT.

This number will be hard to match up between the custom report to the standard report especially on a heavy enrollment day.

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TEXAS 4HONLINE MANAGER GUIDE
MONTHLY REPORT

TEXAS A&M
AGRILIFE
EXTENSION

The monthly report developed by the state 4-H office is created by using the PAID enrollment screen for clover kids, club members and adults. The second part of the monthly report is taken from the group enrollment screen.

# PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

Paid Enrollment Report

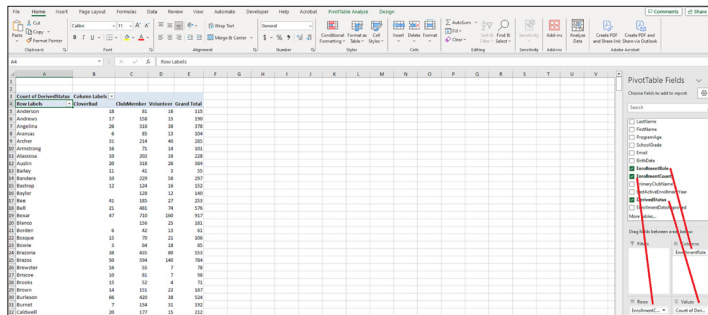This report can be downloaded from the county, district and state levels.

- Click the Enrollment link on the navigation menu.
- Click the Clear Filters link
- Click the blue search button.
- Click the Download Excel button.
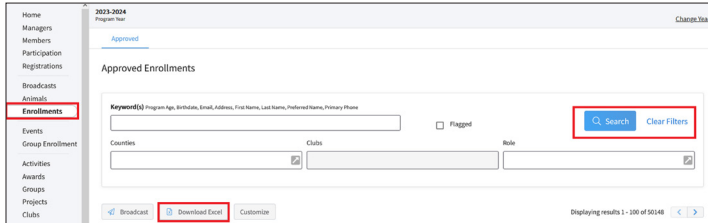
- Highlight all of the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option
- Click the OK button.
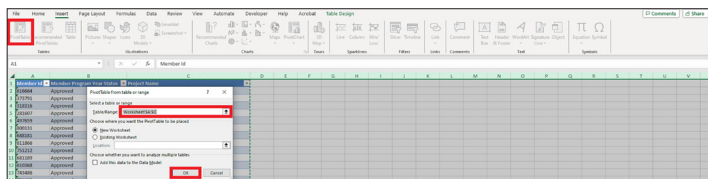
- Drag the ENROLLMENTCOUNTY to the Rows area, ENROLLMENTROLE to the Columns area and the Derived Status to the Values area.
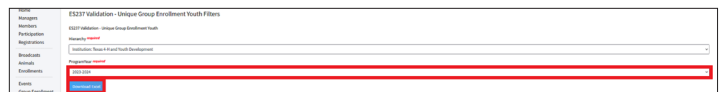

Group Enrollment

This report can be downloaded from the county and state levels.

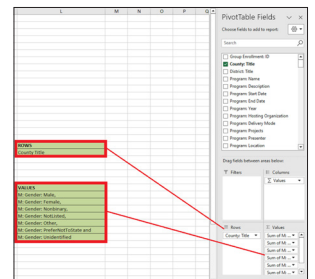- Click the Group Enrollment link from the navigation menu.

- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button.

- Highlight all the data including the column titles.
- Click to insert a Pivot Table
- Select the Table/Range default Table option.
- Click the OK button.
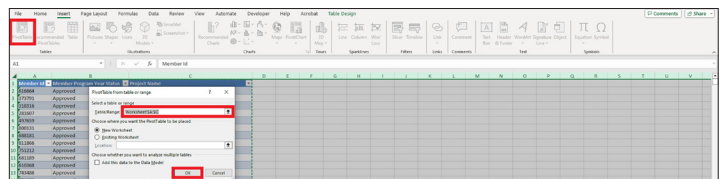
- Drag the County Title to the Rows area and
- Drag the following to the Values area: M: Gender: Male, M: Gender: Female, M: Gender: Nonbinary, M: Gender: NotListed, M: Gender: Other, M: Gender: PreferNotToState and M: Gender: Unidentified.

- Add a total column to the right of all the data.

MONTHLY REPORT VIEW

The data from the two reports above are shown in the monthly report in that specific column.

PAID ENROLLMENT REPORT

GROUP ENROLLMENT

DIS	COUNTY	CLOVER KID	CLUB MEMBER	GROUP ENROLLMENT	TOTAL YOUTH	ADULTS	TOTAL YOUTH AND ADULTS
1	ARMSTRONG	16	72	0	88	14	102
1	BRISCOE	10	81	0	91	8	99
1	CARSON	12	117	0	129	18	147
1	COLLINGSWORTH	25	71	0	96	7	103
1	DALLAM	20	167	314	501	23	524
1	DEAF SMITH	11	54	0	65	18	83