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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE COUNTY MANAGER GUIDE
ANNUAL PROGRAM REPORT

TEXAS A&M
AGRILIFE
EXTENSION

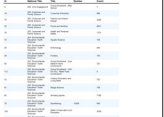The Annual Program Report (APR) used to be called the ES-237. The ES-237 was a federally mandated statistical report that was filed annually by all county extension offices in the nation. This complex report was brought down to a manageable task with the Youth Enrollment System. The report that the Youth Enrollment System generates conforms to all previous federal guidelines and specifications. The Annual Program Report has been renamed but 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 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. Only entries in the Special Interest and School Enrichment delivery modes for group enrollment.

PAGE 3

VOLUNTEER COUNT

4HOnline asks for all clubs that an adult is involved in be entered while enrolling. For each club that an adult adds the system adds that to the adult 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 APR report.

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 ES-237 report.

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 ES-237 report.

PAGE 5-7

PROJECTS

4HOnline asks for all projects that a youth will be participating in. For each project 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.
County offices enter group enrollment experiences throughout the year. These numbers can fluxuate up and down depending on corrections made through the group enrollment screen. Only entries in the Special Interest and School Enrichment delivery modes for group enrollment.

CONTINUE TO THE CORRECT INSTRUCTION PAGE

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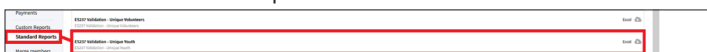TEXAS A&M AgriLife EXTENSION

ETHNICITY

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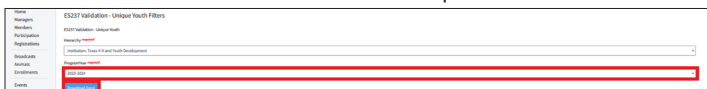
PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

APR Validation - Unique Youth Filters

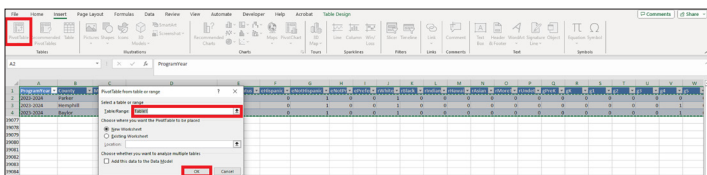This report can be downloaded from the county, district and state levels.

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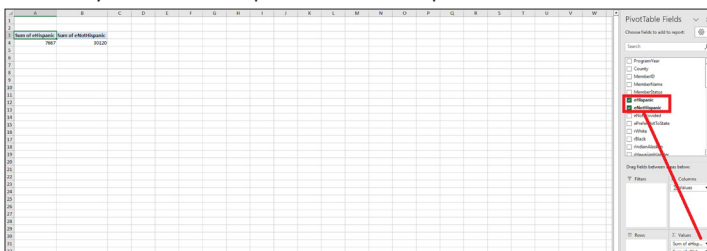- Click APR Validation - Unique Youth Filters.

- 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

APR Validation - Unique Group Enrollment Youth Filters

This report can be downloaded from the county, district and state levels.
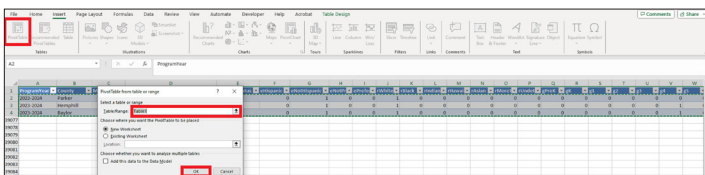
- Click the standard reports link on the navigation menu.
- Click APR Validation-Unique Group Enrollment Youth Filters.


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  Ethnicity fields are: eHispanic and eNotHispanic
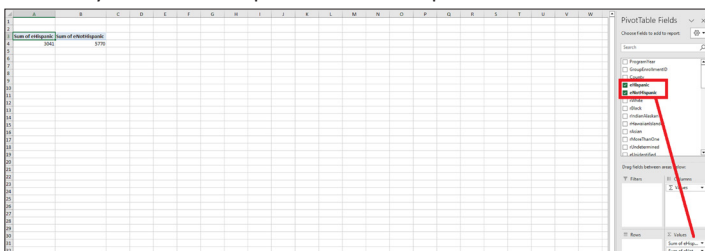
CALCULATING THE TOTALS

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

YOUTH MEMBERS				GROUP ENROLLMENT	
Sum of eHispanic	Sum of eNotHispanic			Sum of eHispanic	Sum of eNotHispanic
7667	30120			3041	5770

TOTALS

Hispanic or Latino	Not Hispanic or Latino
10708	35890

COMBINED TOTAL
46598

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

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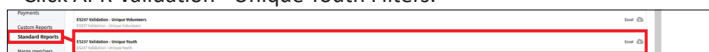
TEXAS A&M
AGRILIFE
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RACE

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.

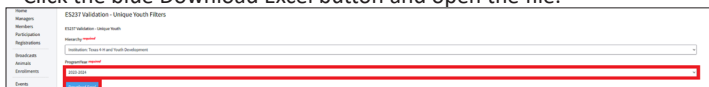## PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

APR Validation - Unique Youth Filters

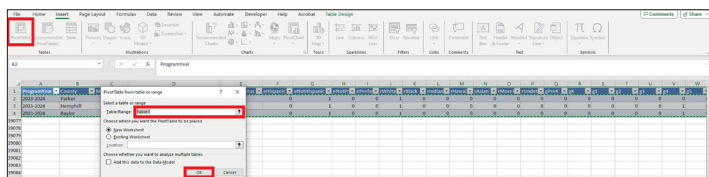This report can be downloaded from the county, district and state levels.

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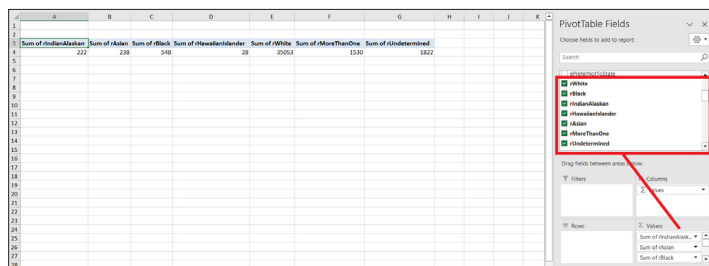- Click APR Validation - Unique Youth Filters.

- 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.
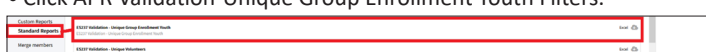- Select the Table/Range default Table option.
- Click the OK button.

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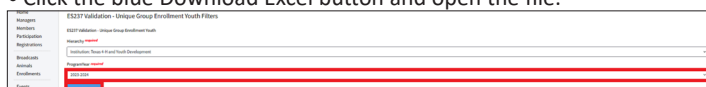

APR Validation - Unique Group Enrollment Youth Filters

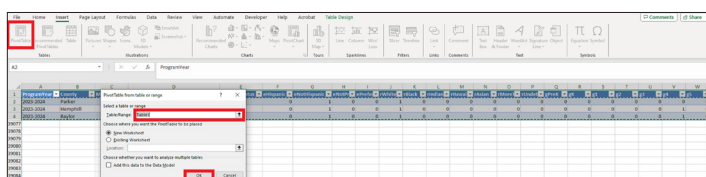This report can be downloaded from the county, district and state levels.

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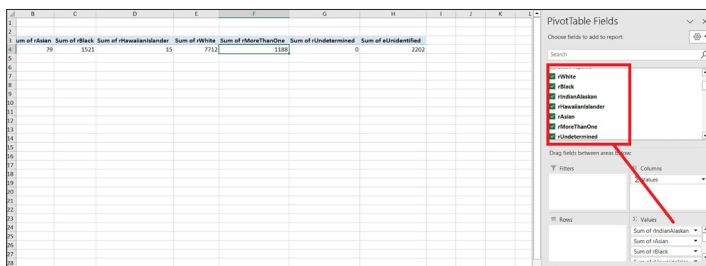- Click APR Validation-Unique Group Enrollment Youth Filters.

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- 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 the each Grade from **APR Validation - Unique Youth Filters** and **APR 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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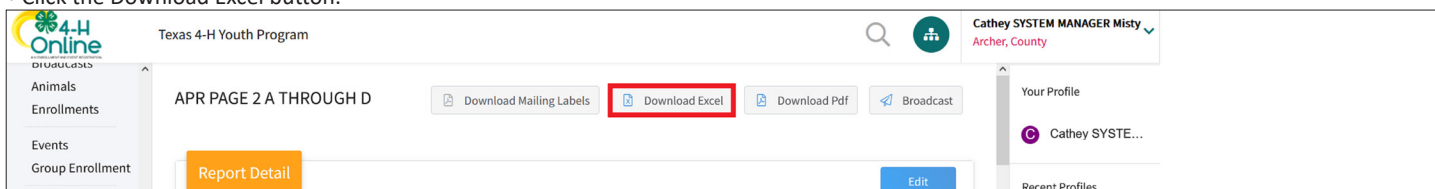## YOUTH COUNT BY CLUB DELIVERY MODE (A-D)

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.
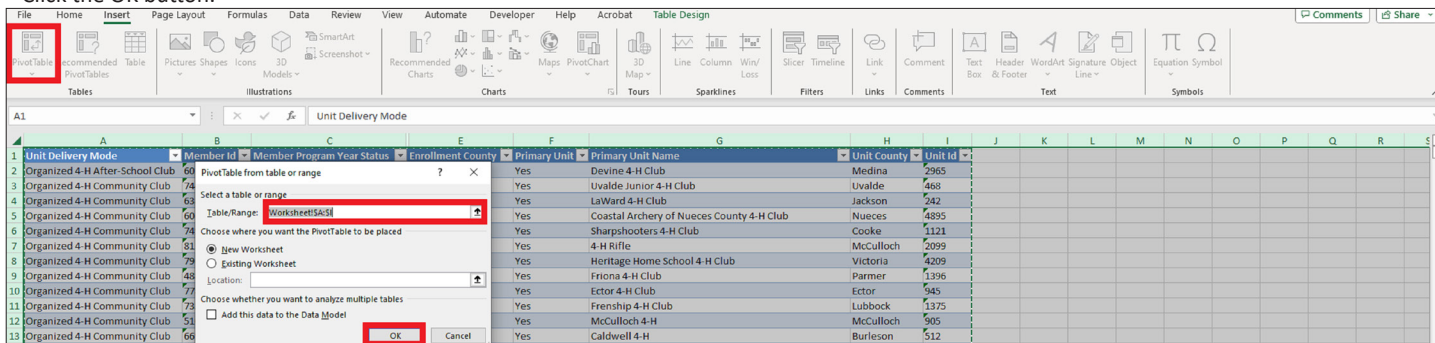
REPORT COLUMNS	CUSTOM FILTERS	STANDARD FILTERS
Participation: Unit Delivery Mode, Member: Member Id, Participation: Member Program Year Status, Member: Name: Last, First, Participation: Enrollment County, Participation: Primary Unit, Participation: Primary Unit Name, Participation: Unit County, Participation: 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.
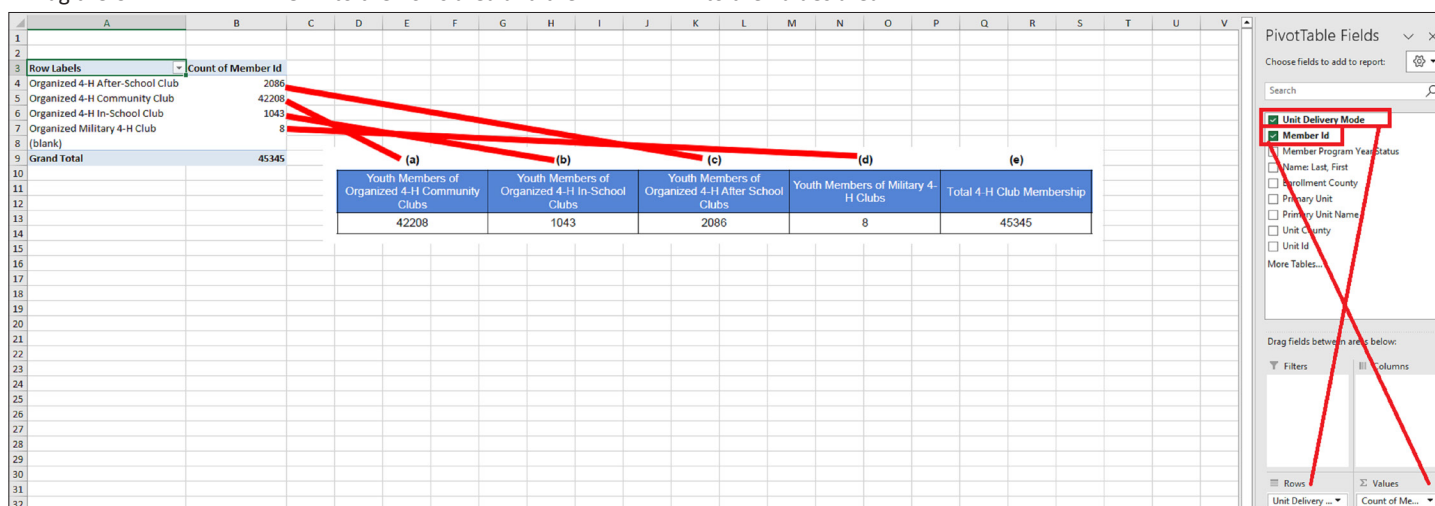• Click the Download Excel button.

• 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.

Youth Members of Organized 4-H Community Clubs	Youth Members of Organized 4-H In-School Clubs	Youth Members of Organized 4-H After School Clubs	Youth Members of Military 4-H Clubs	Total 4-H Club Membership
42208	1043	2086	8	45345

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YOUTH COUNT BY YOUTH DELIVERY MODE (F&J)

County offices enter group enrollment experiences throughout the year. The county can enter these up until August 15th for the previous 4-H year (9/1-8/31). 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. Only entries in the Special Interest and School Enrichment delivery modes for group enrollment.

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 and the M: Gender: Male, M: Gender: Female, M: Gender: Nonbinary, M: Gender: NotListed, M: Gender: Other, M: Gender: PreferNotTo-State and M: Gender: Unidentified to the Values area.

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
1												
2												
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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VOLUNTEER COUNT

4HOnline asks for all clubs that an adult is involved in be entered while enrolling. For each club that an adult adds the system adds that to the adult 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

APR Validation - Unique Volunteer Filters

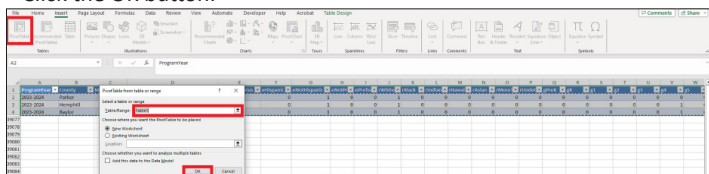This report can be downloaded from the county, district and state levels.

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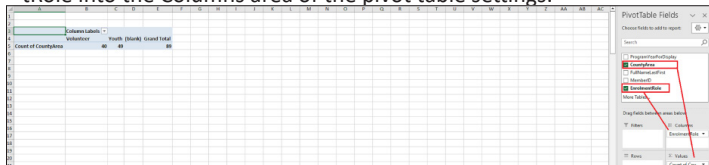- Click APR Validation - Unique Volunteers Filters.
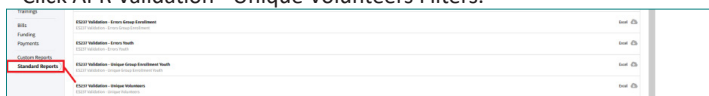
- Select the program year from the Program Year drop-down menu.
- Click the blue Download Excel button and open the file.

- Highlight all the data including the column titles.
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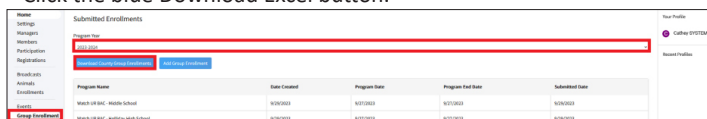- Select the Table/Range default Table option.
- Click the OK button.

- Drag the CountyArea into the values area and move the EnrollmentRole into the Columns area of the pivot table settings.


APR Validation - Unique Group Enrollment Youth Filters

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.
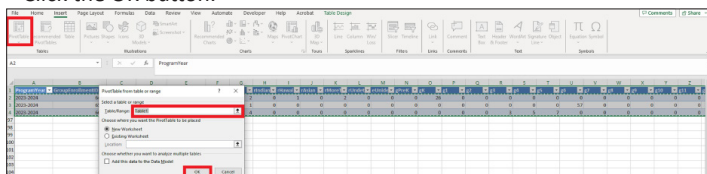
- Drag the Sum of AV: Classification: Count and Sum of YV: Classification: Count into the values area of the pivot table settings.
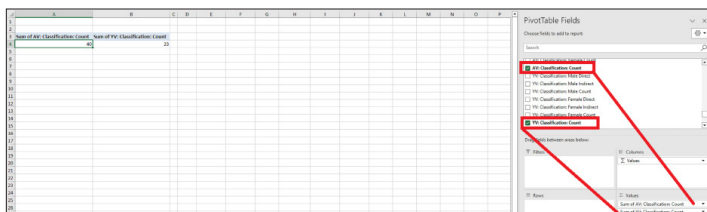
CALCULATING THE TOTALS

- 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	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	UNIQUE VOLUNTEER COUNT				Total Number of Adult Volunteers				Total Number of Youth Volunteers				Total				
2	Volunteer	Youth															
3	40	49															
4																	
5	GROUP ENROLLMENT																
6	Sum of AV: Classification: Count	Sum of YV: Classification: Count			80				72				152				
7	40	23															
8																	
9	TOTALS																
10	Adult Volunteer	Youth Volunteer															
11	80	72															
12																	
13	COMBINED TOTAL																
14	152																

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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 APR report.

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- 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.

APR 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 ES237 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 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 sUnidentified.

CALCULATING THE TOTALS

- Add the each Grade from APR Validation - Unique Youth Filters and APR 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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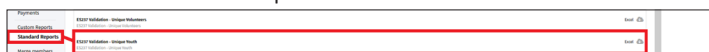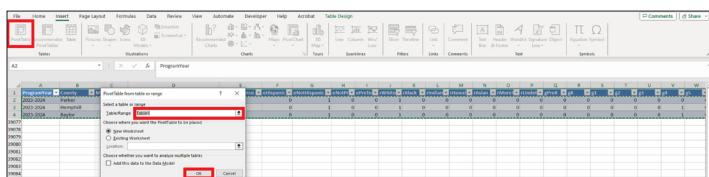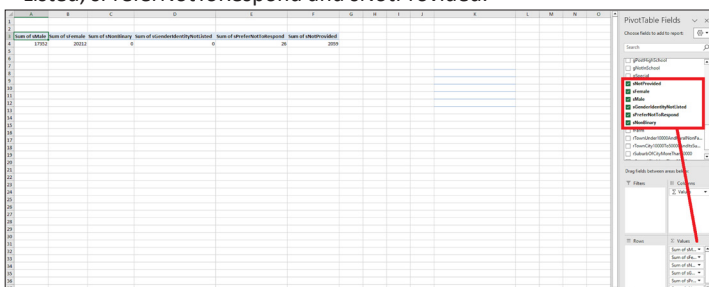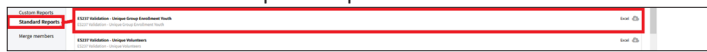EXTENSION

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 the APR report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

APR Validation - Unique Youth Filters

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• Click APR 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, sGenderIdentityNot-Listed, sPreferNotToRespond and sNotProvided.

APR Validation - Unique Group Enrollment Youth Filters

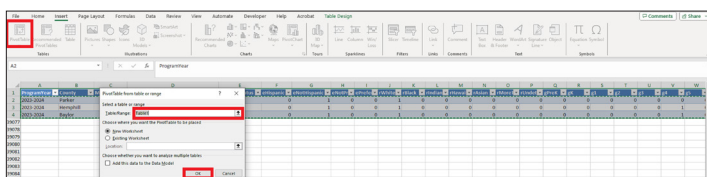This report can be downloaded from the county, district and state levels.

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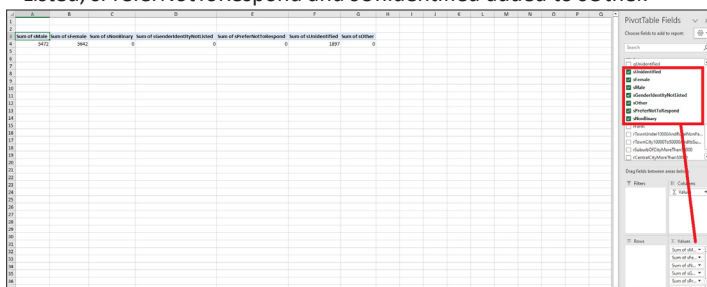• Click APR Validation-Unique Group Enrollment Youth Filters.

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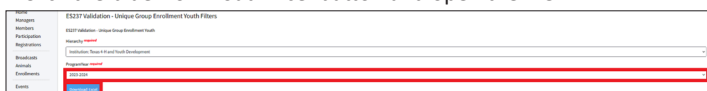
• Highlight all the data including the column titles.
• Click to insert and insert a Pivot Table.
• Select the Table/Range default Table option.
• Click the OK button.

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

CALCULATING THE TOTALS

• Add the each Gender from APR Validation - Unique Youth Filters and APR Validation - Unique Group Enrollment Youth reports.

YOUTH COUNT

Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sNotProvided
17352	20212	0	0	26	2059

GROUP ENROLLMENT

Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sOther	Sum of sUnidentified
5472	5642	0	0	0	0	1897

Sum of sMale	Sum of sFemale	Sum of sNonBinary	Sum of sGenderIdentityNotListed	Sum of sPreferNotToRespond	Sum of sOther AND Sum of sUnidentified
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

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

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 the APR report.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

APR 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 APR 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

APR 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 APR 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 APR Validation - Unique Youth Filters and APR 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

4-H Online
texas.4honline.com
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS A&M
AGRILIFE
EXTENSION

PROJECTS

4HOnline asks for all projects that a youth will be participating in. For each project 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. County offices enter group enrollment experiences throughout the year. These numbers can fluxuate up and down depending on corrections made through the group enrollment screen. Only entries in the Special Interest and School Enrichment delivery modes for group enrollment.

PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

Individual Youth Projects 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.

STANDARD FILTERS - Enrollment Roles: Club Member, Clover Kid

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

REPORT COLUMNS - Member: Member Id, Participation: Member Program Year Status and Project Name.
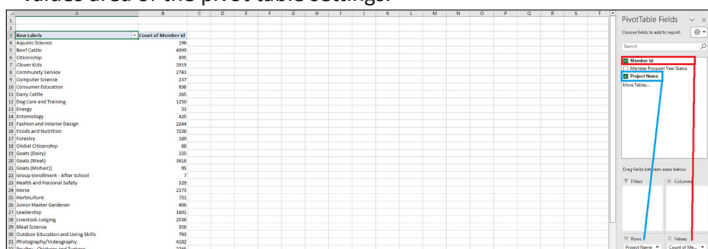Notes: District Level Manager: Add district if needed

• Select the program year from the Program Year drop-down menu.
• Click the Download Excel button.
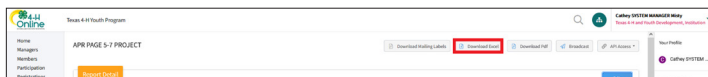
• Highlight all of the data including the column titles.
• Click to insert a Pivot Table
• Select the Table/Range default Table option
• Click the OK button.
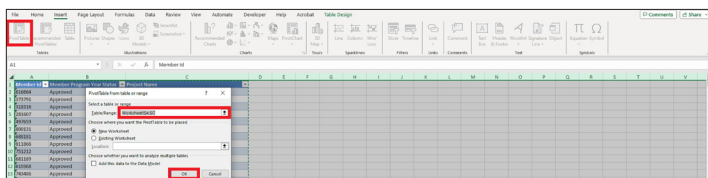
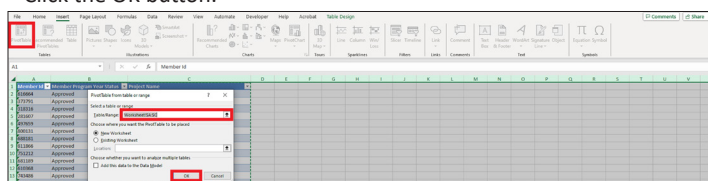• Drag the Project Name into the Rows area and Member ID into the values area of the pivot table settings.

Group Enrollment Report

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.
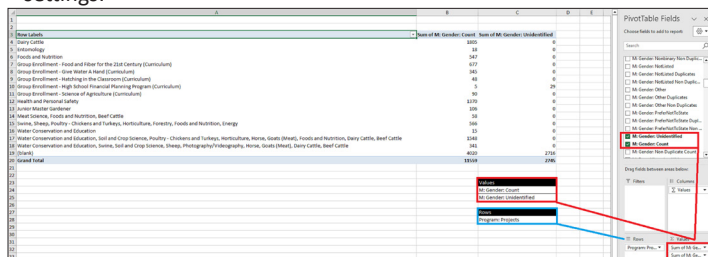
• Enter an extra column to sum up the two gender columns.

Row Labels	Sum of M: Gender: Unidentified	Sum of M: Gender: Count	
	3575	2070	5645
Agronomy	0	430	430
Beef Cattle	0	245	245
Career Readiness	0	0	0
Citizenship	0	15	15

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.