

PAGE

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### TEXAS 4HONLINE MANAGER GUIDE ANNUAL PROGRAM REPORTS 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 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
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	ANNUAL PROGRAM REPORT - ES-237 INDEX
	ETHNICITY
PAGE	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.
1	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.

### 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 VOLUNTEER COUNT

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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 ANNUAL PROGRAM REPORT - ES-237.

### PAGE 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.

### GE 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**





### **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	ES-237 Validation - Unique Group Enrollment Youth Filters
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<ul> <li>Click the standard reports link on the navigation menu.</li> <li>Click ES-327 Validation - Unique Youth Filters</li> </ul>	Click the standard reports link on the navigation menu.     Click ES-237 Validation Unique Group Encollment Youth Filters
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### CALCULATING THE TOTALS

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







### 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	ES-237 Validation - Unique Group Enrollment Youth Filters
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Click the standard reports link on the navigation menu.     Click ES-237 Validation - Unique Youth Filters.	<ul> <li>Click the standard reports link on the navigation menu.</li> <li>Click ES-237 Validation-Unique Group Enrollment Youth Filters.</li> </ul>
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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
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### 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.





## 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.



### **CALCULATING THE TOTALS**

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





## **TEXAS 4HONLINE MANAGER GUIDE**

# ANNUAL PROGRAM REPORT ES-237 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.

### PULLING THE REPORTS AND PIVOT TABLE INSTRUCTIONS

ES-237 Validation -	<b>Unique</b> Ye	outh Filters
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• 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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### **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.

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- 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.

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# **TEXAS 4HONLINE MANAGER GUIDE**

ANNUAL PROGRAM REPORT ES-237 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 report.

PULLING THE REPORTS AND	PIVOT TABLE INSTRUCTIONS
This report can be downloaded from the county, district and state levels.	ES-237 Validation - Unique Group Enrollment Youth Filters
Click the standard reports link on the navigation menu. Click ES-237 Validation - Unique Youth Filters.	<ul> <li>Click the standard reports link on the navigation menu.</li> <li>Click ES237 Validation-Unique Group Enrollment Youth Filters.</li> </ul>
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CALCULATIN	G THE TOTALS
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## **TEXAS 4HONLINE MANAGER GUIDE**

ANNUAL PROGRAM REPORT ES-237 PAGE 1



### **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.

ES-237 Validation - Unique Youth Filters	ES-237 Validation - Unique Group Enrollment Youth Filte
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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 4HONLINE MANAGER GUIDE**

ANNUAL PROGRAM REPORT ES-237 PAGE 4



### 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.

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

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







### 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

### **Group Enrollment**

**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.



Select the Table/Range default Table option

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 Drag the MEMBER ID to the Rows area and the PROJECT ID to the Values area.

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1																	PNOL	Die Pielus	
2 3 Bow Labels	Count of Member M																Choose fiel	ds to add to report.	0
4 Aquatic Science	199																		
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32 Poultry - Chickens and Turkeys	2245	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	Project N	ene •   Court	tof Me

- 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 ENROLL-MENT REPORT.

	CALC	ULA	IING	IHE	IOIA	LS							
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PROJECT - CUSTOM REPORT TOT	B	C D			E	GROU	P ENPOLIMENT TOTALS	F	0	-	TOTAL		
w Labels	Count of Member Id		Row Labels			ditoo		im of M: Gender: Court	Sum of M: Gender	Unidentifie	TOTAL		
untic Science	106		Dainy Cattle	USE THE FILTER				1005	John of M. Gender		1905	<b>R</b>	
of Cattle	5002		Entomology					18	0		18		
izenshin	895		Ecods and Nutri	tion				547	0		547		ADD A TOTAL COLUMN
over Kids	3920		Group Enrollme	nt - Food and Fiber f	or the 21st Century	(Curriculum)		677	0		677		FOR GROUP ENROLIMENT
mmunity Service	2743		Group Enrollme	nt - Give Water A Ha	nd (Curriculum)	(,		345	0		345	-	
mputer Science	237		Group Enrollme	nt - Hatching in the (	lassroom (Curriculi	um)		48	0		48		
nsumer Education	898		Group Enrollme	nt - High School Fina	ncial Planning Prog	ram (Curricul	um)	5	29	/	34		
iry Cattle	265		Group Enrollme	nt - Science of Agricu	ulture (Curriculum)			90	0	/	90		
g Care and Training	1251		Health and Pers	onal Safety	,,			1370	0	-	1370		
ergy	33		Junior Master G	ardener				106			105		
tomology	425		Meat Science, Fr	oods and Nutrition.	Beef Cattle			58	0		58		
shion and Interior Design	2246		Swine, Sheep, P	oultry - Chickens and	d Turkeys, Horticult	ure, Forestry	Foods and Nutrition, Ene	566	0		566		
ods and Nutrition	7244		Water Conserva	tion and Education				15	0		15		
restry	190		Dairy Cattle, Wa	ter Conservation and	d Education, Soil an	d Crop Scienc	e, Poultry - Chickens and	1548	0		1548		
bal Citizenship	88		Dairy Cattle, Wa	ter Conservation and	d Education, Swine.	Soil and Crop	Science, Sheep, Photogr	341	0		341		
ats (Dairy)	325		(blank)					4020	2716		56		
ats (Meat)	3618		Grand Total					11559	2745	//	14304		
ats (Mohair))	95												
oup Enrollment - After School	7						EXAMPLE						
alth and Personal Safety	329		PROJECT - CUSTO	OM REPORT TOTALS									
rse	2374		Dairy Cattle					265			265		
rticulture	732		PROJECT - GROU	P ENROLLMENT REP	ORT TOTALS								
nior Master Gardener	406		Dairy Cattle					1805	0		1805		
adership	1601		Dairy Cattle, Wa	ter Conservation and	d Education, Soil an	d Crop Scienc	e, Poultry - Chickens and	1548	0		1548		
estock Judging	2538		Dairy Cattle, Wa	ter Conservation and	d Education, Swine,	Soil and Crop	Science, Sheep, Photogr	341	0		341		
at Science	358				Towns 4 M Youth Door			-	TOTAL DAIRY CA	TTLE TOTALS	3959		
tdoor Education and Living Skills	793				Texas 4-A Total Prog								
otography/Videography	4185		ld	National Title	Title	Number	Count						
ultry - Chickens and Turkeys	2751				Group Enrollment -								
blic Speaking	1291		111	Classroom	Pood and Piper for the 21st Century		424						
bbits	4966				(Curriculum) Onnun Fonderent -								
nge Science	169		9	255: Ag in the Classroom	Science of Agriculture		90						
botics	1605				(comodum)								
cketry	209		"	256: Animals	Beef Cattle		6959						
ence, Technology, Engineering, and Math (STEM)	1247		20	258: Animala	Dairy Cattle		2050						

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

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.

### 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.

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					PivotTable I	Fields ~	×
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	Row Labels	Sum of M: Gender: Count	Sum of M: Gender: Unidentified		Choice news 19 Am	a ra reporte	co
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6	Foods and Nutrition	543	7 0		IT IN Gender No.	dinary Net Dall	and a local
2	Group Enrollment - Food and Fiber for the 21st Century (Curriculum)	673	7 0		The Gender Met	timet	
	Stroug Enrollment - Give Water A Hand (Curriculum)	343			C bh Camine Mar	I have Developed on	
2	Group Enrollment - Hatching in the Classroom (Curriculum)	4			C M Cander Met	E interd New Country	
11	Group Enrollment - High School Financial Planning Program (Curriculum)	1	5 29		C In Garden free	Contra receivages.	
i.	Group Enrollment - Science of Agriculture (Curriculum)	*					
1	Health and Personal Safety	1370			M Gender Ob	er Dupticates	
1	Junior Master Gardener	300			M Gender Ob	er Non Suprozen	
5	Vest Science, Foods and Nutrition, Beef Cattle	50			M Gender Pre	ferVotToState	
1	Swine, Sheep, Poultry - Chickens and Turkeys, Horticulture, Forestry, Foods and Nutrition, Energy	566			M Gender Pre	RefVetTeState Dup	
1	Water Conservation and Education	12			M Gender, Fre	fehialicitas Nor	4
ı.	Water Conservation and Education, Soil and Crop Science, Poultry - Chickens and Turkeys, Horticulture, Horse, Goats (Meat), Foods and Nutrition, Dairy Cattle, Beef Cattle	154			M Gender Un	identified	
1	Water Conservation and Education, Swine, Soil and Crop Science, Sheep, Photography/Videography, Horse, Goats (Meat), Dairy Cattle, Beef Cattle	343			M: Gender: Co	unt	
ī.	(Dark)	4020	2715		M Cender Nor	n Duplicide Count	
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### **TEXAS 4HONLINE MANAGER GUIDE MONTHLY REPORT**



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	Group Enrollment									
This report can be downloaded from the county, district and state levels.	This report can be downloaded from the county and state levels.									
<ul> <li>Click the Enrollment link on the navigation menu.</li> <li>Click the Clear Filters link</li> <li>Click the blue search button.</li> <li>Click the Download Excel button.</li> </ul>	Click the Group Enrollment link from the navigation menu.									
Nome         2033000         Characteries           Managers         Approved         Approved         Characteries           Participation         Regentation         Regentation         Regentation           Broadwats         Approved Enrollments         Characteries         Classifier           Enrollments         Control         Paragent         Classifier           Compt travitions         Control         Paragent         Classifier           Approved Enrollments         Control         Paragent         Classifier           Provides         Control         Data         Rule         Classifier           Control         Classifier         Classifier         Classifier         Classifier           Provides         Classifier         Classifier         Classifier         Classifier           Classifier         Classifier         Classifier         Classifier         Classifier	<ul> <li>Select the program year from the Program Year drop-down menu.</li> <li>Click the blue Download Excel button.</li> </ul> Image: Select the fall the data including the column titles. <ul> <li>Click to insert a Pivot Table</li> <li>Select the Table/Range default Table option.</li> <li>Click the OK button.</li> </ul>									
<ul> <li>Highlight all of the data including the column titles.</li> <li>Click to insert a Pivot Table</li> <li>Select the Table/Range default Table option</li> <li>Click the OK button.</li> </ul> Image: A state of the table option of table option option of table option o	<ul> <li>Orag the County Title to the Rows area and</li> <li>Drag the following to the Values area: M: Gender: Male, M: Gender: Female, M: Gender: Female, M: Gender: Other, M: Gender: Mortisted, M: Gender: PreferNotToState and M: Gender:</li> </ul>									
	Unidentified. While the tight of all the data. $\frac{1}{10000000000000000000000000000000000$									

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The data from the	Α	В	С	D	F	F	G	Н
two reports above			PAID ENROLLMENT REPORT		GROUP ENROLLMENT			
monthly report								
in that specific								
column.								
							-	
	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