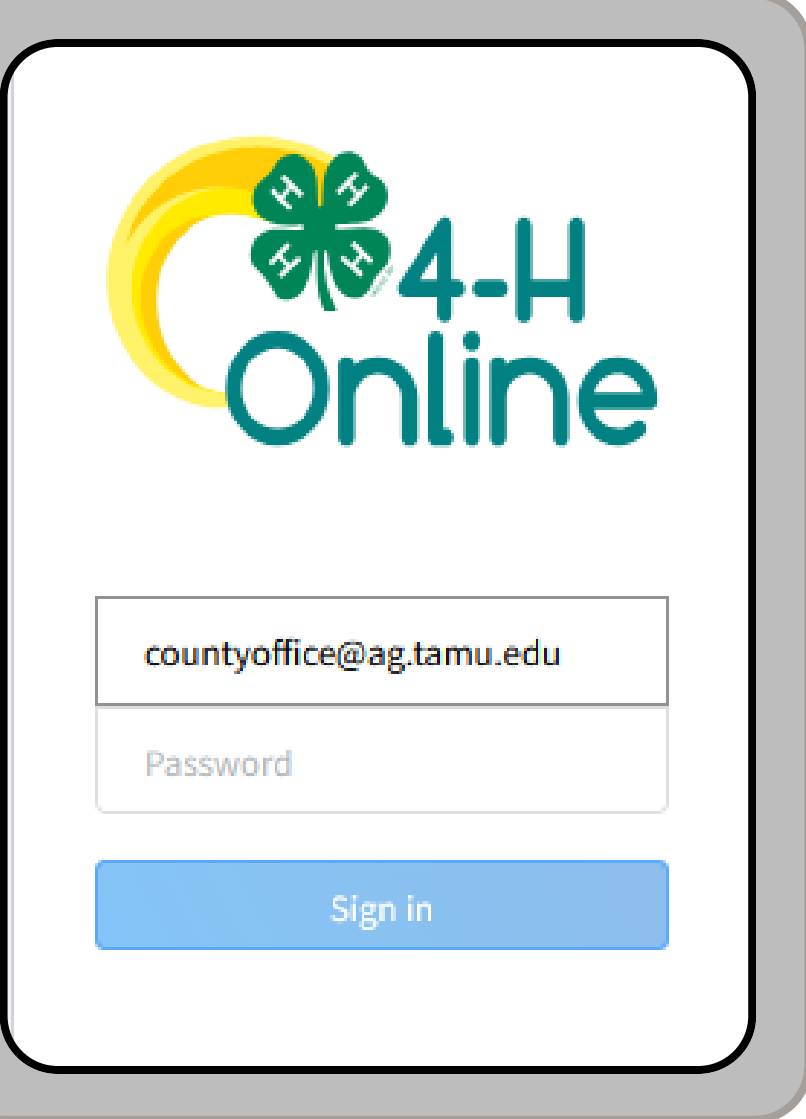


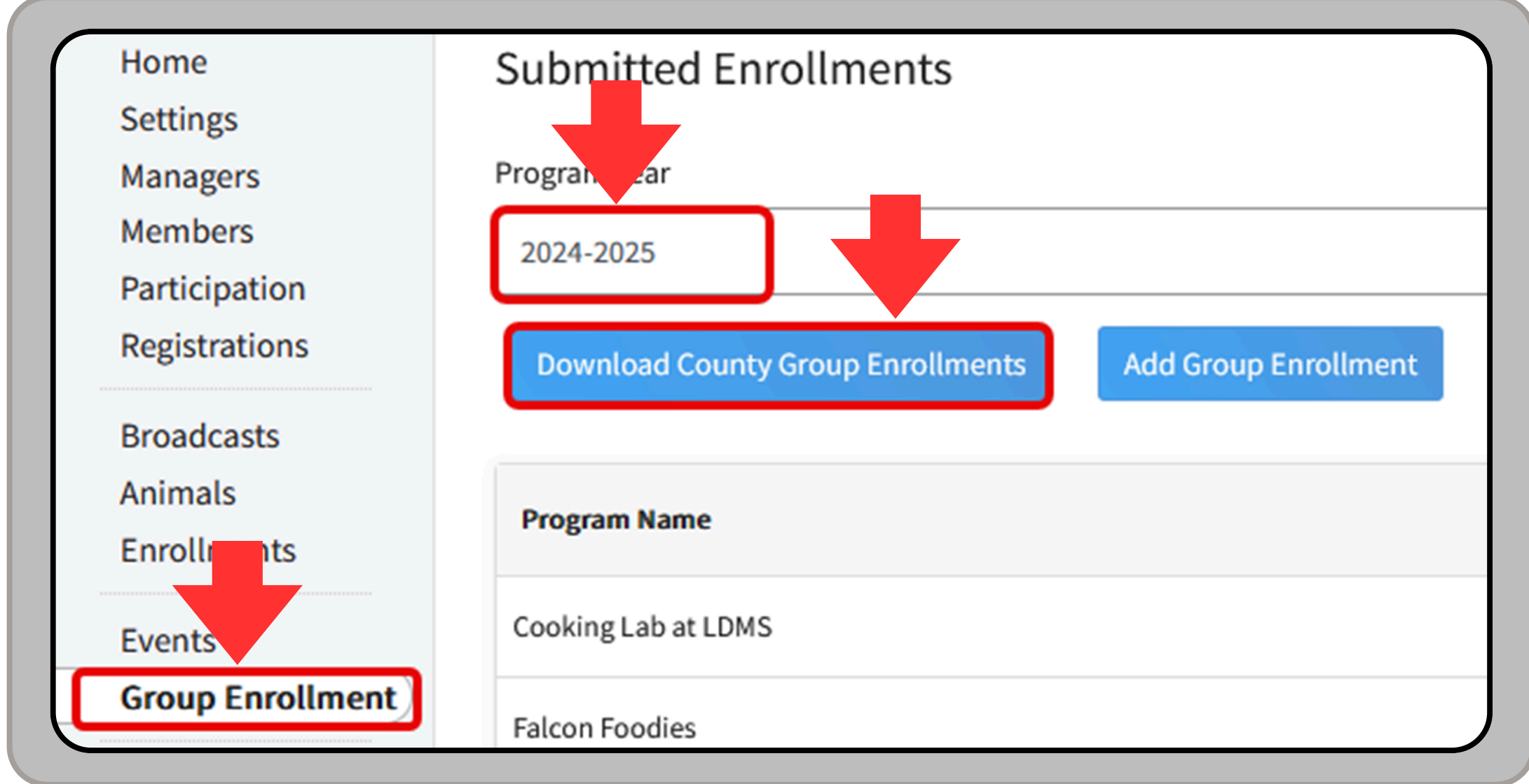
# PROJECT GROUP ENROLLMENT TOTALS

Group Enrollment is entered by the county office and is the total number of youth reached through local programming efforts.

## 1. LOGIN TO MANAGER ACCOUNT

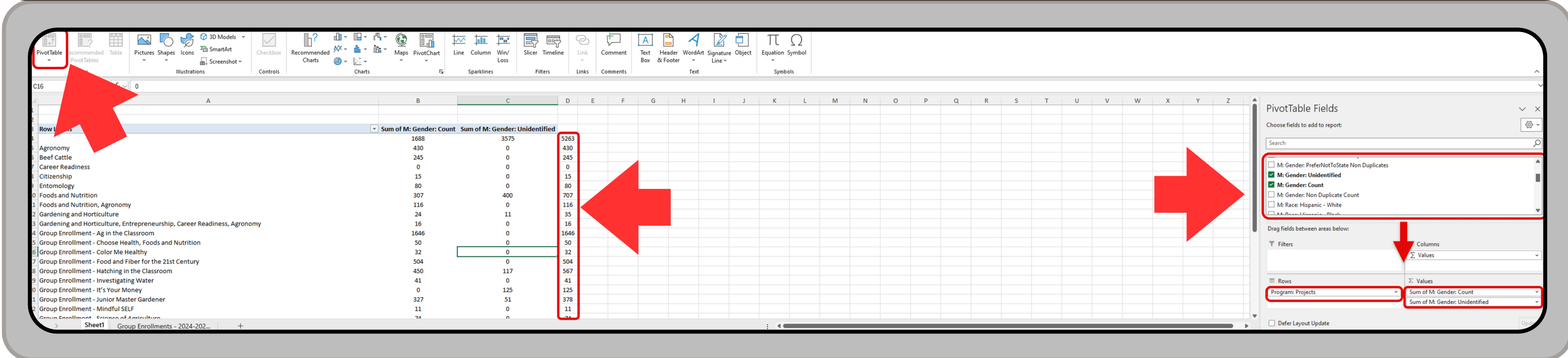


## 2. NAVIGATE TO THE GROUP ENROLLMENT SCREEN, SELECT THE PROGRAM YEAR AND CLICK DOWNLOAD GROUP ENROLLMENTS

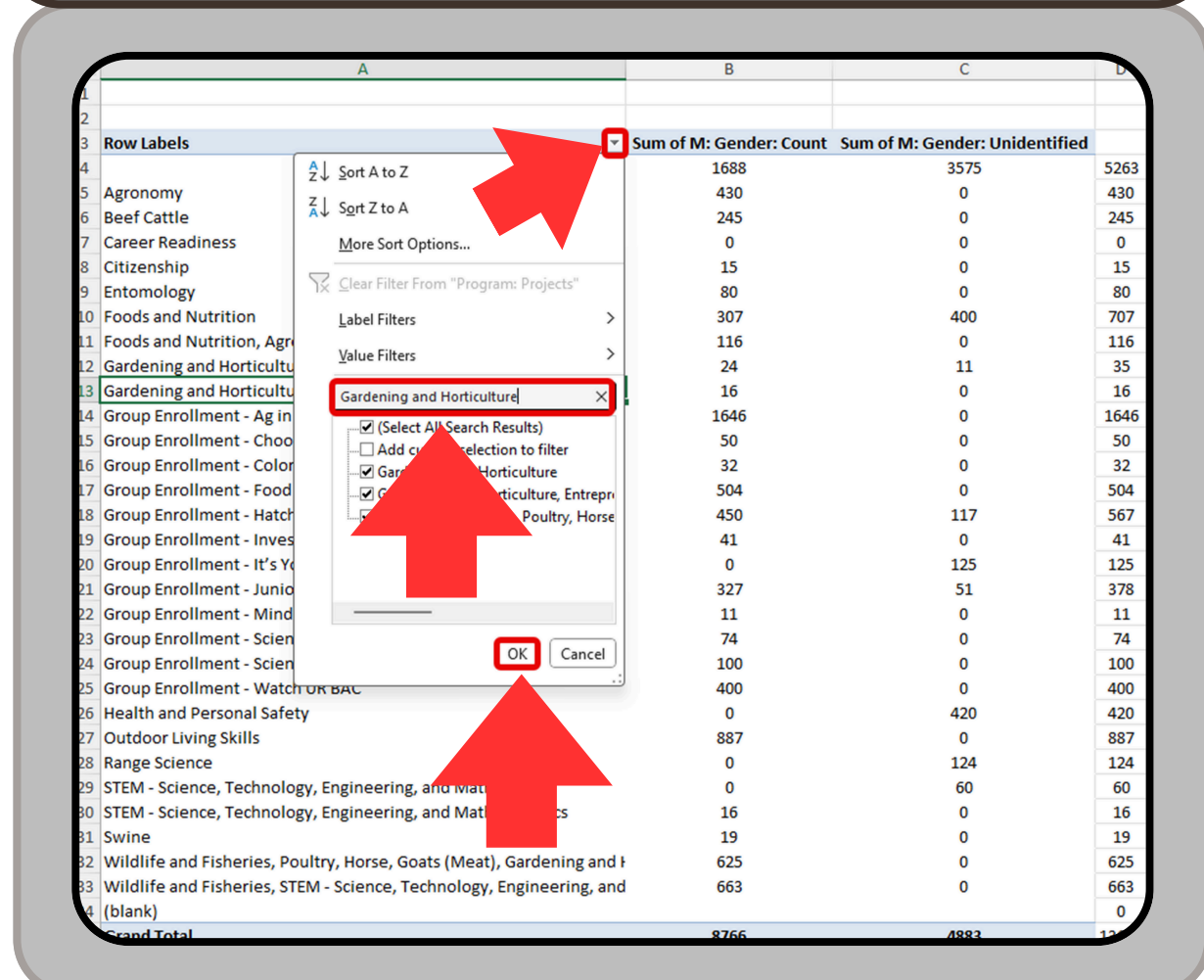


## 3. OPEN EXCEL FILE AND INSERT PIVOT TABLE

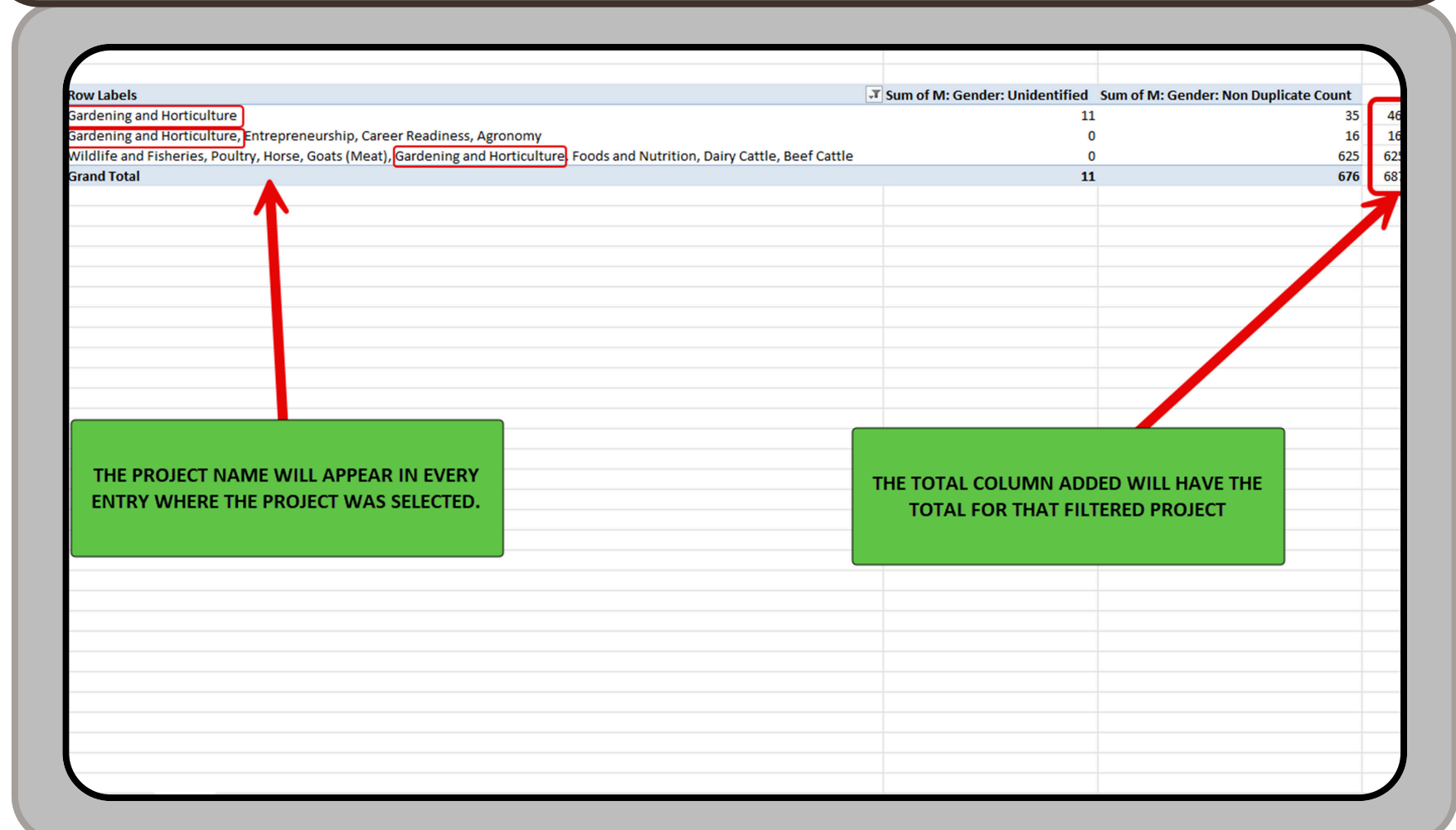
Drag the Program Projects into the Rows area and M: Gender: Count and M: Gender: Unidentified into the values area of the pivot table settings. Enter an extra column to sum up the two gender columns.



## 4. FILTER THE PROJECT COLUMN



## 5. USE THE ADDED COLUMN FROM STEP 4 FOR THE TOTAL



### DISCLAIMERS:

TOTALS CAN VARY UNTIL THE FINAL DEADLINE DEPENDING ON COUNTY ENTRIES, DELETIONS AND CORRECTIONS