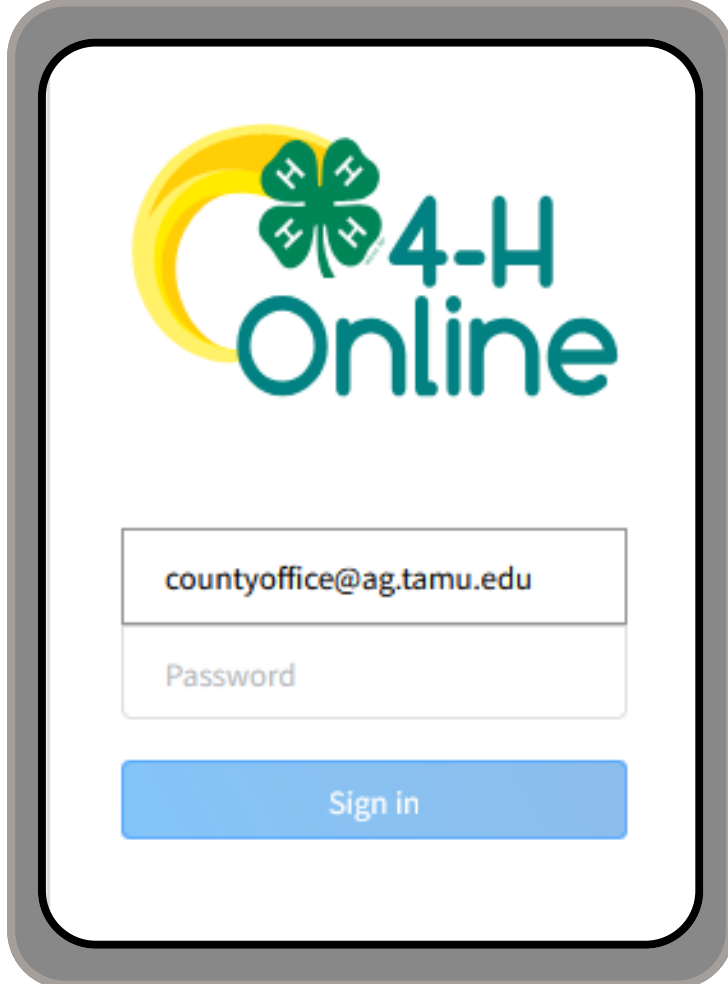


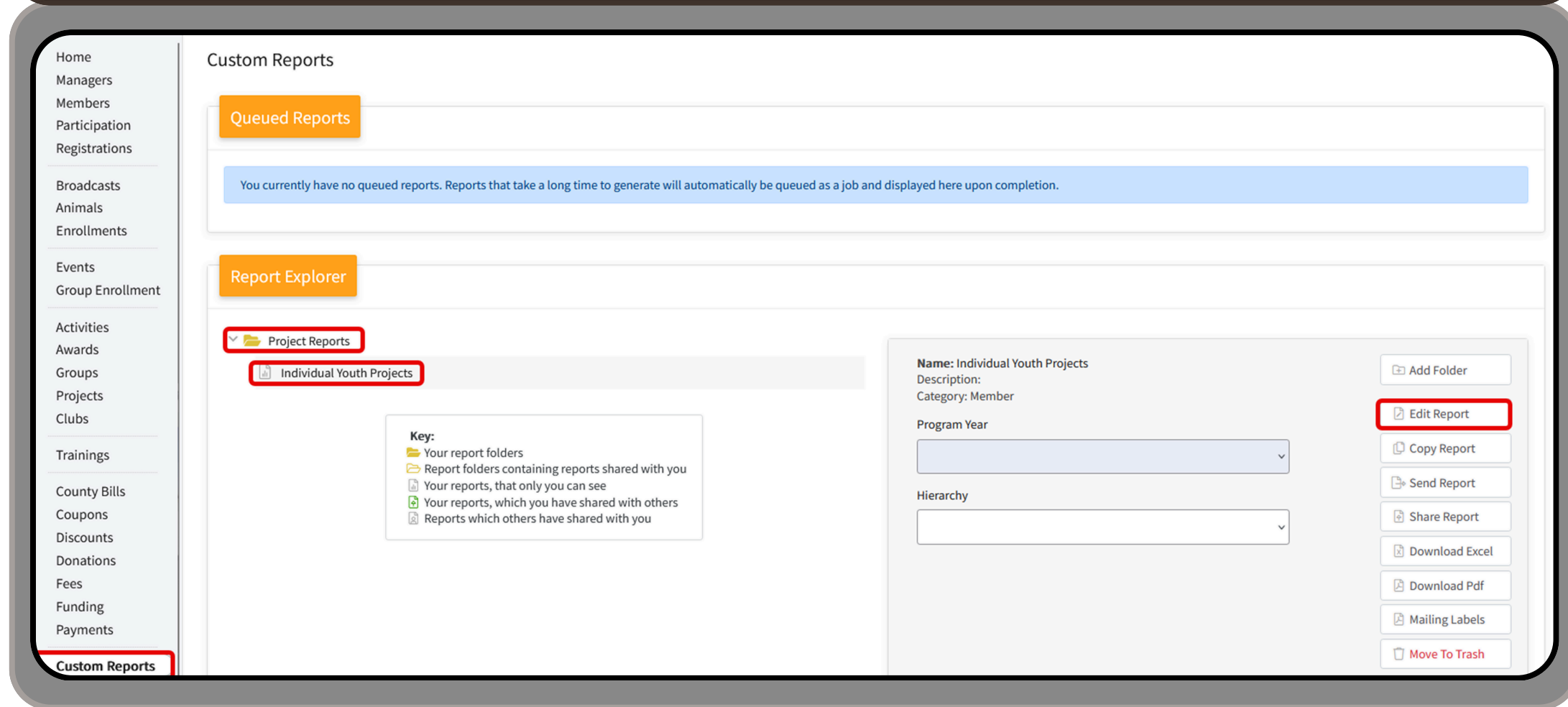
PROJECT YOUTH ENROLLMENT TOTALS

An active youth member is paid with a family credit card or the county/club check has been received in the 4HOnline Business Office.

1. LOGIN TO MANAGER ACCOUNT

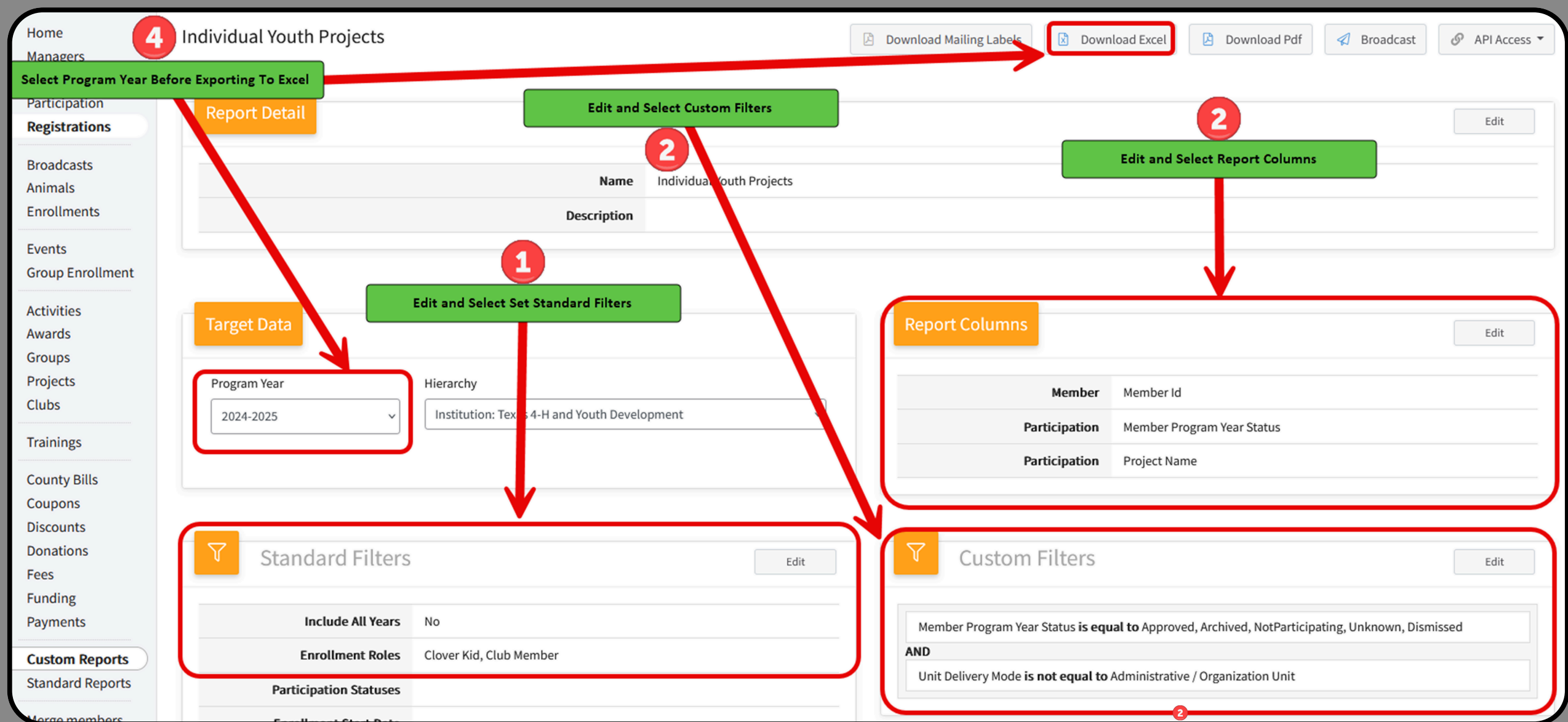


2. NAVIGATE TO THE CUSTOM REPORT LINK TO CREATE A FOLDER, REPORT AND EDIT



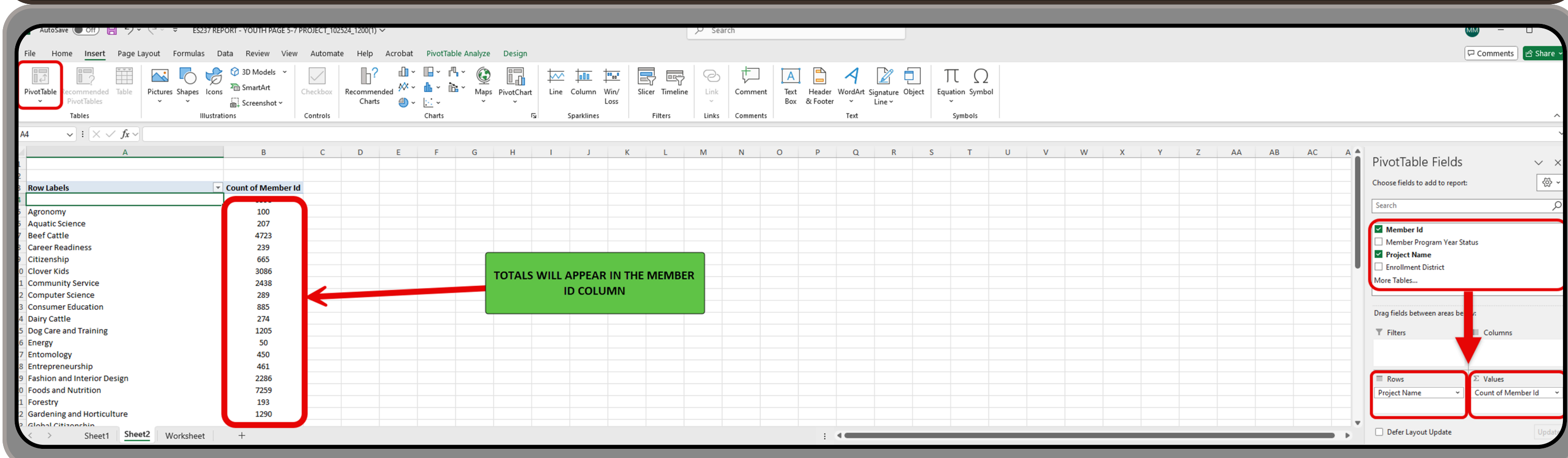
3. EDIT THE COLUMNS, FILTERS, YEAR AND EXPORT TO EXCEL:

STANDARD FILTERS - Enrollment Roles: Club Member, Clover Kid
 CUSTOM FILTERS - Member Program Year Status is equal to Approved, Archived, Not Participating, Unknown, Dismissed AND Unit Delivery Mode is not equal to Administrative
 REPORT COLUMNS - Member: Member Id, Participation: Member Program Year Status and Project Name.



4. OPEN EXCEL FILE AND INSERT PIVOT TABLE TO VIEW TOTALS

Drag the Project Name into the Rows area and Member ID into the values area of the pivot table settings.



DISCLAIMERS:
 TOTALS CAN VARY THROUGHOUT THE DAY DEPENDING ON PAYMENTS RECEIVED
 TOTALS CAN INCREASE AND DECREASE WHEN COUNTY TRANSFERS OCCUR