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. NAVIGAT	E TO THE CUSTOM REPORT LIN	K TO CREATE A FOLDER, REPO	DRT AND EDIT
% 4-H Online	Home Managers Members Participation Registrations Broadcasts Animals Enrollments Events Group Enrollment Activities	eports Reports ently have no queued reports. Reports that take a long time to generate will automatically be que Explorer	eued as a job and displayed here upon completion.	
countyoffice@ag.tamu.edu Password	Awards Groups Projects Clubs Trainings County Bills Coupons	Individual Youth Projects Key: Your report folders Report folders containing reports shared with you Your reports, that only you can see Your reports, which you have shared with others Reports which others have shared with you	Name: Individual Youth Projects Description: Category: Member Program Year Image: Copy Report Hierarchy Share Report	
Sign in	Discounts Donations Fees Funding Payments Custom Reports			V Since Report Download Excel Download Pdf Mailing Labels Move To Trash

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.

Home Individual Your	th Projects	🖄 Download Mailing Labels 🔀 Download Excel 🖄 Download Pdf 🛛 🗐 Broadcast 🔗 API Access 🔻
Select Program Year Before Exporting To Exc Participation Registrations	el Edit and Select Custom Filters	Edit and Select Columns
Broadcasts Animals Enrollments	Name Individuation Proje	ects
Events Group Enrollment	1	
Activities Awards Groups	Edit and Select Set Standard Filters	Report Columns Edit
Projects Program Year Clubs 2024-2025	Wierarchy Institution: Tex \$4-H and Youth Development	Member Member Id Participation Member Program Year Status
County Bills Coupons		Participation Project Name
Discounts Donations Fees	dard Filters	Edit Custom Filters Edit
Funding Payments	Include All Years No	Member Program Year Status is equal to Approved, Archived, NotParticipating, Unknown, Dismissed
Custom Reports Standard Reports Parti	Enrollment Roles Clover Kid, Club Member	Unit Delivery Mode is not equal to Administrative / Organization Unit

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