



## 2024-2025 4H ONLINE ENTRY CHECKLIST

ENTER A BASIC NAME FOR THE PROGRAM. IF THERE ARE MULTIPLE WITH THE SAME NAME CREATE A NUMBERING SYSTEM TO INCLUDE FOR EASIER EDITING.

ENTER A GOOD DESCRIPTION OF THE PROGRAM TO HELP THE STATE OFFICE WITH ENTRY CHECKING. THE NAME OF THE CURRICULUM USED IS SUGGESTED.

ENTER PROGRAM WITH DATES THAT TAKE PLACE BETWEEN **9/1/2024 AND 8/31/2025**.

SELECT THE **2024-2025** PROGRAM YEAR DROP-DOWN MENU.  
ERROR IN THE INITIAL CREATION WILL REQUIRE DELETION AND RE-ENTRY

SELECT THE PROJECT FROM THE PROJECT DROP-DOWN MENU. PROJECTS ARE INCLUDED IN THE ES237-ACTIVITIES REPORT TOTALS.  
EMAIL MISTY CATHEY TO SEE IF A PROJECT CURRICULUM CAN BE ADDED.

THE GENDER, RACE, RESIDENCE AND GRADE DISTRIBUTIONS MUST MATCH AND BE ENTERED TO BE INCLUDED IN THE YOUTH TOTALS.

CLICK TO SUBMIT THE FORM AND CLICK TO SAVE