

Helpful Reports: Not Active Enrollments

The screenshot shows a dashboard with a 'Reports' icon highlighted in a red box. Below the dashboard, there are 'Quick Videos', 'Quick Exports', and 'Quick Reports' dropdown menus. The main content area is divided into 'Enrollment Reports' and 'Manager Reports'. Under 'Enrollment Reports', there are categories: Custom, Memorized, Shared, Standard, and Trash. A red arrow points to the 'Shared' category. In the 'Manager Reports' section, there is a 'Current 4-H Year' dropdown and a list of reports. The following reports are highlighted with red boxes: 'Club Enrollment: Adult Pending, Incomplete or Confirmed NOT ACTIVE', 'Club Enrollment: Youth Active & Pending', and 'Club Enrollment: Youth Pending, Incomplete or Confirmed NOT ACTIVE'.

Club Enrollment: Active & Pending

This report will show ALL members in your club and their enrollment status.

Pending & Incomplete enrollments need to be completed or rejected if they will not be participating.

- If you have the required forms and fees for members but have not confirmed them in the system. Please do so, ASAP.
- If you have not turned in Volunteer Self Disclosure forms to the 4-H Office please send ASAP.
- IF MEMBER IS NOT ON THIS LIST but have turned in required forms and fees, they have not enrolled on-line. Contact them and advise them to enroll.
- PLEASE NOTE: Youth should not be participating in the program and adults should not be participating as volunteers if they are not active in the system

Club Enrollment: Pending, Incomplete or Confirmed NOT ACTIVE:

This report will show all of youth or adults that enrollment has not been finished.

Incomplete enrollments need to be completed or rejected if they will not be participating.

Helpful Reports: Project Enrollments

The screenshot shows a software dashboard with a 'Dashboard' tab at the top. Below the tab are four main menu items: 'Search', 'Confirm Members', 'Members', and 'Reports'. The 'Reports' item is highlighted with a red box. Below these are 'Quick Videos', 'Quick Exports', and 'Quick Reports' dropdown menus. The main content area is divided into 'Enrollment Reports' and 'Manager Reports' tabs. Under 'Enrollment Reports', there is a sidebar with 'Custom', 'Memorized', 'Shared', 'Standard', and 'Trash' categories. The 'Shared' category is selected, and a list of reports is displayed. The report 'Project Enrollment: Youth Active & Pending' is highlighted with a red box. Other reports in the list include 'Club Enrollment: Adult Active & Pending', 'Club Enrollment: Adult Pending, Incomplete or Confirmed NOT ACTIVE', 'Club Enrollment: Youth Active & Pending', 'Club Enrollment: Youth Pending, Incomplete or Confirmed NOT ACTIVE', 'Club Project Email Lists', 'Project Leader List: Enroll Status', and 'Projects Enrolled (With Parent Names)'. A red arrow points from the 'Shared' category in the sidebar to the 'Project Enrollment: Youth Active & Pending' report.

Project Enrollment: Youth

This report will produce a list of projects with youth members enrolled in the project.

- Provide Project Leader with list for their project
- Project Leaders should confirm that all members attending the project are active and enrolled in the project.
 - If they have members participating but not on the list as ACTIVE by 11:59PM on November 23rd, the youth member will not be eligible to show and sell a market animal at Tehama District Fair in the 4-H Divisions as a 4-H Member. All members participating must show on this list, regardless of their wish to show at the Tehama District Fair.

Project Leader List: Enroll Status

Please use this report to see the status of your project leaders and why they may not be active. Many Project Leaders may not be active. Use this list to confirm what they are missing and need to turn into the UCCE 4-H Office.