

Printing an enrollment report

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OVERVIEW

Sometimes it's helpful to print a report that includes all of a youth or adult member's enrollment information.

MEMBER REPORT TOOL

After logging in:

1. Navigate to the [Member List] screen.
2. In the Member Reports section, select a [Member]
3. Click on [Member - Enrollment History]
4. A PDF report will pop up, or display in your browser.

IMPORTANT NOTES

- When the family logs in, they will see these same [Member Reports] options and can print the same report.
- Do not use the [Member - Enrollment Form] report for this purpose - it will (automatically and temporarily) INCREMENT the member's school grade and years in 4-H

Member List

For assistance with 4HOnline or the enrollment process, please contact your county 4-H staff.

Aardvarck Family [Edit Family](#)

123 Main
Duluth, MN 55555
111-111-1111
sharky@waverly.com [\[send mail\]](#)
Zarlog County - Todd M - Gmail Account County [\[contact info\]](#)

Add A New Family Member

select a member type...

ReActivate An Archived Family Member

select a member...

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Abby Aardvarck	Youth	339366	Active	2011-2012	<input type="button" value="Edit"/>
2)	Billy Aardvarck	Youth	345025	Active	2011-2012	<input type="button" value="Edit"/>
3)	pamela Aardvarck	Youth	339254	Active	2011-2012	<input type="button" value="Edit"/>
4)	Susie Aardvarck	Youth	335014	Active	2011-2012	<input type="button" value="Edit"/>

Member Reports

Member:

Report:

Select a report ...

Member - Enrollment Form

Member - Enrollment Form (Español)

Member - Enrollment Form (New Youth Member - Español)

Member - Enrollment Form (New Youth Member)

Member - Enrollment History

Member - Health Form

Project - Listing With Aliases

Quality Assurance - Certificate

4HOnline

STANDARD REPORT OPTION

As a Manager, you can print enrollment reports for a batch of members, based on filter criteria of your choosing, as follows:

1. Click on the [Reports] icon
2. Click on the [Standard Reports] and choose the [... Current 4-H Year] version
(the [... Next 4-H Year] version will increment school grade and years in 4-H)
3. Click on [Memorize Report] to save a copy of this report, where you can then apply Standard or Custom Filters to print these reports for a selected group of members.

The screenshot displays the 4-H system's main navigation bar at the top, featuring icons for Search, My Account, Options, Confirm Members, Schools, Clubs, Project Aliases, Activities, Awards, Groups, Group Enrollment, and Reports. The Reports icon is highlighted with a red box labeled '1.'. Below the navigation bar, the 'Enrollment Reports' and 'Manager Reports' tabs are visible. The 'Manager Reports' tab is active, showing a tree view of report categories. The 'Member' category is expanded, and the 'Member - Enrollment Form (Adult Member): Enrolling in the Current 4-H Year' report is selected, highlighted with a red box labeled '2.'. To the right of the tree view, the 'Report Options' panel is visible, with the 'Memorize Report' button highlighted by a red box labeled '3.'. The interface also includes dropdown menus for 'Current 4-H Year' and 'Select A Club (overrides club standard filter)...'.