Printing a member (youth or adult) health form
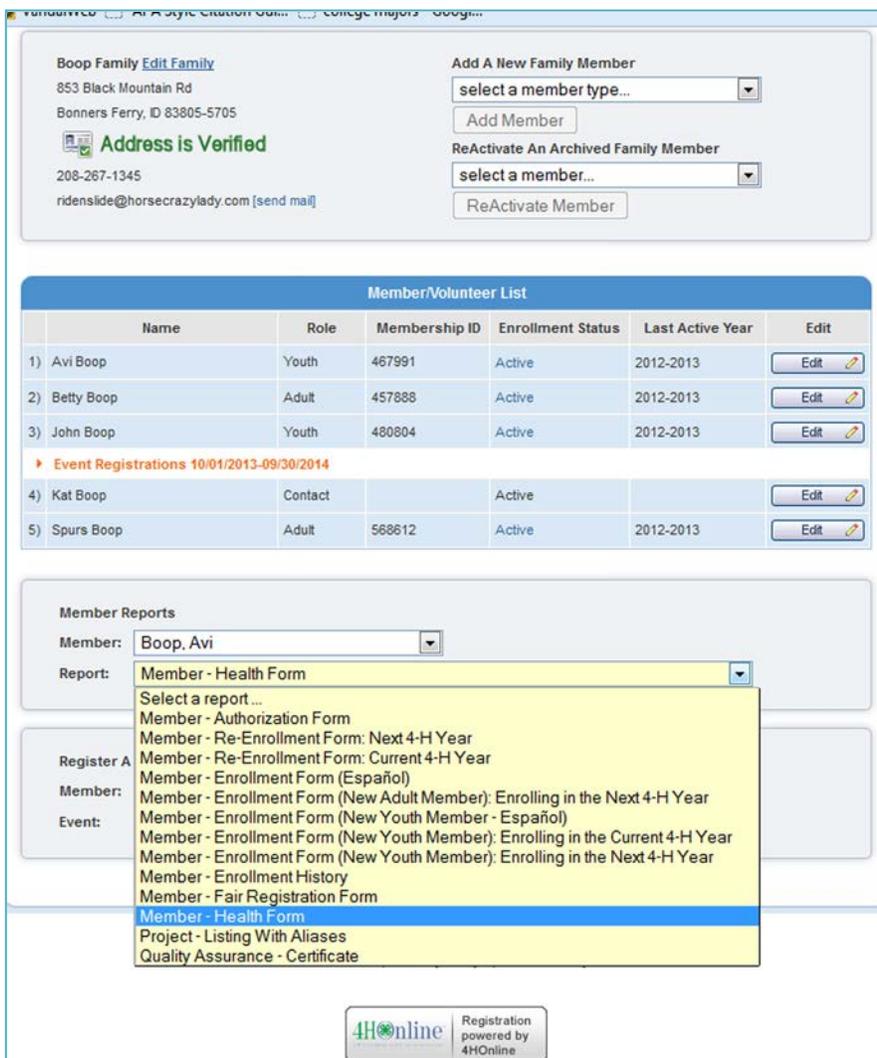
Created: August 2012
Updated:

OVERVIEW

Health and emergency contact information can be printed in one of two ways – either for one member (youth or adult) or for a group of members.

FOR ONE MEMBER

After logging in:

1. Navigate to the [Member List] screen.

2. In the Member Reports section, select a [Member]

3. Click on [Member – Health Form]

4. A PDF report will pop up, or display in your browser. If the PDF does not pop up, check any popup blocker settings and/or try a different web browser.

Note - When the family logs in, they will see these same [Member Reports] options and and can print the same report.

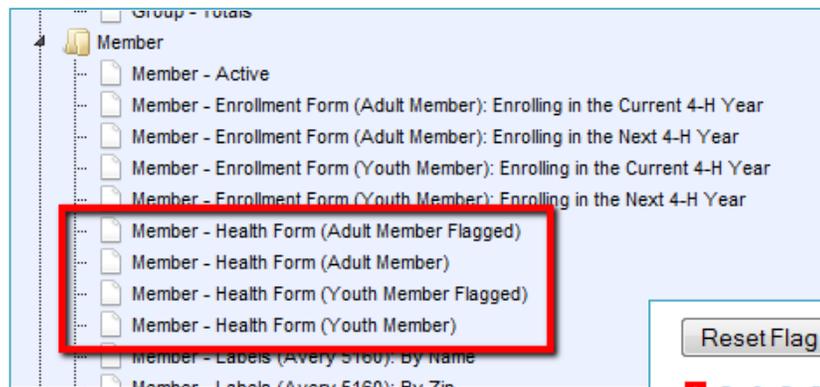**FOR MULTIPLE MEMBERS**

As a Manager, you can print health forms 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]

3. At the top are two quick filters that can be applied (4-H Year and Club)
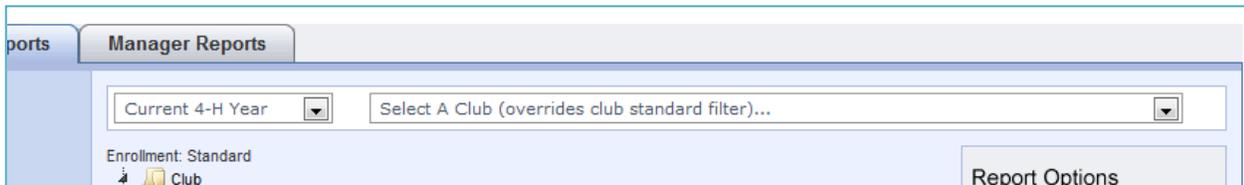
4. Looking under the [Member] folder there will be four [Health Form….] options

5. The two options without [Flagged] will generate one long PDF with all [Adult] or [Youth] members, with above mentioned filter(s) applied, if chosen.

6. The [Flagged] options will generate one long PDF with only those [Adults] or [Youth] who have been flagged on the main [Search] screen.

Generating multiple health forms represents a major load on the server, so it may take longer than expected before they appear on the screen.

While it is possible to [Memorize] a [Health Form…] report, there is no point in doing so, as a memorized [Health Form] report will not offer any usable options.