STATUS	EXPLANATION	HOW IT IS SET
Inactive	Was active last year but has not begun the re-enrollment process for this year.	The computer sets this status at rollover. Also, a manager can "delete this year's record" of a re-enrolling member, essentially setting them back to "Inactive", as if they had not re-enrolled
Incomplete	The enrollment or re-enrollment process was started (by the family or a manager) but the "submit enrollment" button has not been clicked yet. It may mean there are missing bits of information, or just that the button was not clicked.	An enrollment/re-enrollment that is "returned" by a manager will go from Pending to Incomplete
Pending	The "submit enrollment" button was clicked, but the county manager has not yet approved the enrollment. That may be because of missing paper forms, etc.	A family or manager moves the enrollment to this status.
Active	A manager has approved the enrollment. This status is necessary for young people to be able to register for events, print some of the standard forms, etc.	A manager sets this status.
Not Participating	The person was Active at one time, but later dropped out. They are still eligible to be counted on the current es237.	A manager sets this status.
Archived	This person is definitely NOT re-enrolling this year (Graduating Seniors) or they did not re-enroll all year and now it's time for next year.	A manager sets this status.

Additional notes/explanation:

At rollover, all records are inactive. However, each person has a record for the previous year that shows them as active with all their projects, etc. That's so that whenever you need to print the ES237 (or other reports) for that year, the data still exists as it was on the day before the rollover. You just can't SEE that record without printing a report. If you reactivate a member, then all of the data from last year's record is copied into the new record—projects, clubs, grade incremented, etc.

AFTER rollover, if you activate a member, that's effectively creating a new record for the current year, in place of the "inactive" one that was there.   Changes made to the Member table (address, etc.) would be saved in the record even if you put them back to inactive.

"Archive" removes the records from the screen. You can still reactivate an archived member at any time, and their records for previous years still exist. They just don't show up on your "inactive" list. You can see them if you select "Archived" from the search screen, make sure to clear search filters after you are done. It is better to archive the individual record. Don't archive the family record. An example would be let's say a youth joins this year (active) and then doesn't re-join next year (inactive). Staff archives his record (correct) but in year 3, he changes his mind and rejoins. He can be reactivated at that time.

The only way to get those previous years' information is to print a report. There is a drop-down menu on the report screen to select the year you need to print.

Thank you Becky Nibe, Iowa State University