Recording 4-H event participation in 4-H Online from an external registration process

Purpose

When 4-H members sign up for an event in a system other than 4-H Online, there is no record of their participation in their 4-H member profile. This guide explains how to add an event to member 4-H Online profiles, so event participation is accurately included in a member's history. Utilizing the Activities feature allows for the easy download of health and consent forms for event participants. This process will also allow reports of event participation to be pulled in the future by any educator, county manager, or administrator.

Confirming or creating the activity in 4-H Online

To utilize this process, you must have a 4-H Online staff profile. If you need to have a profile set up, please contact the 4-H Online Data System Coordinator.

1. Login to your 4-H Online staff profile. In the upper right corner, confirm that you are in the **State-Wide Region**. If you are at a different level in the hierarchy, use the dropdown arrow to **Change Hierarchy.**

2. Using the navigation menu on the left, open **Activities.**

3. Look through the list to check for your event. Event names can be sorted A to Z or Z to A by clicking the **Activity Name** column header. If your event exists in the list, skip to the next section of instructions.

4. If your activity is *not* on the existing list, click the **+Add Activity** button in the upper right.

   a. **Activity Name** – please do *not* include "4-H", "Michigan" or the year in the name. This name will be added to the master list. The event is already within the Michigan 4-H system. The current program year will automatically be included in member records when this activity is utilized.

   b. **Description** – this helps other educators and managers know just a bit about the activity.

   c. **Status** – select **Active**. For this process, other options are not needed.

   d. **Code** – ignore.

   e. **Allow Members to Register** – leave blank for this process.

   f. Click **Save.**

Adding registrants to the activity

Now that you have confirmed or created the activity in 4-H Online, it is time to add the activity to member profiles.

1. Using the navigation menu on the left, open **Members.**

2. Click the **Clear Filters** link.

3. Click the **Flag Options** button. On the menu, click **Clear All Flagged Results.** This is an important

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step, so you start with a clean list.

4. Type in the name of a registrant and click **Search**.

5. Confirm which returned result is the correct member and click the **Flag** to the left of their data to activate. The flag should turn green.

6. Repeat steps 4 and 5 until you have flagged all youth registrants. This process can also be utilized to flag approved volunteer profiles if desired.

7. Click the **Clear Filters** link.

8. Activate the **Flagged** box and click **Search.** This will return all flagged profiles.

9. Click the **Flag Options** button. On the menu, click **Add Flagged to Activity.**

10. In the popup window, find your **Activity** in the drop-down menu and select. Add the **Activity Date** – utilize the first day for multi-day events.

11. Click **Save.**

Search for activity participants

To find activity participants use the following instructions. Note that you can apply additional filters to the search as needed or necessary.

1. Using the navigation menu on the left, open **Participation.**

2. Click the **Clear Filters** link.

3. Use the **Activities** list to add your desired activity to this filter.

4. Click **Search.**

Broadcast emails, member lists, health forms, and consent records

To send a broadcast email, download a roster, consents or health forms for activity participants, use the following instructions. Note that you can apply additional filters to the search as needed or necessary.

1. Utilize the "Search for activity participants" instructions above.

2. Once your search displays the participant list, utilize the appropriate button for your needs. **Health Forms** and **Consents** can be downloaded as PDF or Excel files.

Important note

Staff can only bulk add add youth to activities through the instructions given above within hierarchy levels that they can access. For a *county* manager to add youth to a *statewide* activity, they must individually open each member profile and manually add the activity. There is no option to do the bulk "Add Flagged to Activity" described above.