

4HOnline FAQ's & Updates

Oklahoma 4-H Youth Development

4HOnline Group Enrollment Reminder

The state/district has already generated an extensive list of "Groups" which will meet the county needs for entering Group Enrollment. The Level (state and district) just means the group name was generated at the state or district level. **Use existing groups before creating a county group for Group Enrollment.** 99% of all programming at the county level will be reported against one of the "parent" groups. This list can be seen from the Dashboard and down loaded for reference.



The screenshot shows the 4HOnline dashboard with the 'Enrollment' tab selected. The 'Groups' icon is highlighted in the navigation menu. Below the navigation menu, there is a search bar and a table titled 'GROUPS'.

Level	Group Type	Title	Delivery Mode	Description	Edit
County	Camp	Day Camp:CULINARY DAYS	4-H Special Interest / Short-Term Program	3 Day Food Day Camp for 4hours/day covering food safety and culinary skills	Edit
County	Group	Day Camp:PHOTOGRAPHY	4-H Special Interest / Short-Term Program	4 TWO HOUR SESSIONS FOR 4 WEEKS.	Edit
County	Group	Day Camp:SEWING	4-H Special Interest / Short-Term Program	2 hours each Monday for 6 weeks.	Edit

If in doubt where a county program fits on the master list, contact the district or state office. **There is no need to create "county" level groups for group enrollment unless you need to "communicate" with that group.** Save time entering Group enrollment use the state/district Groups.

As per training, we want all groups, group enrollment and activities to tie back to an existing "parent" Group for activities and events. If you feel the need to create a group, other than a workshop or day camp list please check with your DPS or the state office.

Excerpt from Website: <http://4h.okstate.edu/for-educators/4honline-enrollment-and-event-registration/groups-and-group-enrollment>

[How to Enter and Manage Group Enrollment](#) (5/11/2016) Instructions - Group enrollment includes school enrichment, special interest/short term programming, day camps, overnight camps, county events/activities such as county speech contest, county judging contests, etc. All youth "educational" programming conducted by OCES is reported under group enrollment. Master Gardeners, Ag Educators and FCS Educators doing youth programming will report the educational hours and youth reached. The county will not enter EFNEP/FNP numbers. This will be done at the state level.