Timely Topics

This publication will be used to share timely topics and tips from the county, district and state staff.

The primary purpose is to share the wealth of knowledge being gained by the data managers using the system. Send ideas, tips and topics for inclusion.

All issues will be archived on the Oklahoma 4-H Website at http://4h.okstate.edu/for-educators/4honline-enrollment-and-event-registration.

Enrollment

**Adult Volunteers**—Must be 21 years old. The system will not accept adult volunteers under the age of 21.

Be sure volunteers receive a Position Description as part of the enrollment process. This is in support of a new federal law the University is required to follow. [http://4h.okstate.edu/literature-links/lit-online/others/4henrollment](http://4h.okstate.edu/literature-links/lit-online/others/4henrollment)

**Teen Leaders**—Teen’s can now be entered as “Project Leaders” in the enrollment system under Participation/Project.

**Nine Year Olds**—Youth turning nine between January 1 and August 31 each year.

Enter youth in 4HOnline. The system will recognize them as a Cloverbud, OK 4-H will recognize them as a 4-H member. A report will be provided for pulling these members.

This will include youth currently in the system enrolled as a Cloverbud, as well as new enrollees.

**New Enrollee**—Youth (third and/or fourth graders) enrolling for the first time in 4HOnline and who turn 9 between January 1 and August 31 during the current program year are considered 9 for the entire year.

**Enrolled Cloverbud**—Enrolled Cloverbuds turning 9 between January 1 and August 31 during the current program year are considered 9 for the entire year.

**Cloverbuds**—Youth who turn five between January 1 and August 31 each year can not...
be entered in 4HOnline because of system parameters. These individual will have to enroll using the paper enrollment packet. The individual’s enrollment cannot be entered in 4HOnline until the start of a new program year when the system recognizes the individual as a five year old.

All “Shooting Sports” projects have been turned off to Cloverbud enrollment. They will not appear in the dropdown menu.

Hunter Education Number—Per training request, a field has been added to the “Additional Information” page. For youth over the age of 10, record their number and date course completed. A copy of the card can be uploaded.

Youth under the age of 10 are not issued a hunter education card. Upload the certificate to the individual’s profile until they are old enough to be issued a HE number.

Family Profiles—DO NOT put the word “family” in the box when asked to [Enter Family Name]. If “Addams Family” is entered the family name will appear that way on labels and reports.

Example: Members of the Addams family should appear as Fester Addams, Morticia Addams, Gomez Addams, etc. With the word “family” included, reports and labels will print as Fester Addams Family, Morticia Addams Family, Gomez Addams Family etc.

Joint Living Facilities—Create a Family Profile for facilities who house groups of children enrolled in 4-H. This is the easiest way to manage enrollment and authorizations when the facility has legal guardianship of the child. If and when a child is no longer the responsibility of that facility the child’s enrollment can be transferred to existing/new “Family Profile.”

In a situation where the facility is not the legal guardian and a parent/guardian is responsible for signing paperwork, create a Family Profile for the child and the child can be enrolled in the “Presbyterian Girls Home 4-H Club” or
whatever club the youth at the facility are associated.

Transferring Enrollment—The family/member notifies the county office where the membership resides. On the family/individual profile, go to county and change “county” to where enrollment is being transferred. The 4HOnline system will send an internal message to the new county.

Approving Enrollment

Auto Reply—Oklahoma has temporarily turned off the “enrollment pending” auto reply to the county admin. This will keep your inbox from being inundated with enrollment messages. The feature will be turned back on in November.

Enrollment should be checked regularly during this time.

Approving Volunteers—Do not approve any volunteer (youth or adult) from only the information on the “County Review” screen. This screen DOES NOT display everything that must be completed before enrollment can be approved.

Check all pages—Personal Information; Additional Information; Health Form and Participation. Upload forms and include dates as provided by instructions.

New Volunteers must complete and submit an application. The form will be uploaded to their profile. [http://4h.okstate.edu/literature-links/lit-online/others/4henrollment](http://4h.okstate.edu/literature-links/lit-online/others/4henrollment)

Family Enrollment—Correct typo’s. For example, if a name was not capitalized make the correction.

Email’s are automatically sent to any family who enrolls on-line: Enrollment Pending and Enrollment Approved. The messages will not be sent to families entered at the county level.

Review each Page.

Things to check:

- Did the family/extension office check “Update member records with the same address” on the Family Information page. Keeps data consistent.

  The only reason not to check is if someone in the family profile lives at a different address.

- Medical Release Form—One of the four options must be marked and supporting documentation part of the profile.

  Option 3—Health form on file in the Extension Office. A feature has been added for recording the date the health form was received.

  Option 4—Online Health Form. Be sure it is thoroughly completed and the insurance card is uploaded.

  No signature needed at the bottom of the Health Form page if option 4 was not selected.

- Return incomplete enrollment using the “Message to Member” box at the bottom of the County Review page. See instruction sheet Enrollment: Enrollment Application.

Family Enrollment

Instructional materials are posted at [http://4h.okstate.edu/for-educators/4honline-enrollment-and-event-registration](http://4h.okstate.edu/for-educators/4honline-enrollment-and-event-registration).
Locked fields—
The county will be able to edit any field locked to the family once enrollment is submitted and still in pending status.

To learn more about resetting authorizations see the General System Management—

Incomplete—Return to Family for more information.

This box will not be visible if the enrollment was entered by the Extension Office.

Enrollment will have to be returned by mail, email or club leader.

Schools

All Oklahoma public schools were uploaded from a national database. Counties will begin enrollment with the schools populated. Refer to General System Management: Schools-Adding and Editing to add Charter Schools, Homeschool groups, Alternative Schools, etc.

When a FAMILY profile is created, the COUNTY is selected for where 4-H membership is to be held.

Under each individual profile in the SCHOOL SECTION, there will be a pull down menu to select the COUNTY where the member attends school. Once the county is entered, the individual can choose from schools in that county.

Resources:
http://4h.okstate.edu/foreducators/4honline-enrollment-and-event-registration

Group Enrollment and Groups

Reminder—Do not enter ANY group enrollment or groups (activities) until district training is conducted. Remain focused on enrollment.