4HOnline
4HOnline Tip Sheet: Group Enrollment

Group Enrollment
Adding members to a group does not automatically make them show up on the ES237 report. In order for group enrollment to be included on the ES237 report, a group enrollment form must be completed and submitted.

- o Click on Group Enrollment icon (spreadsheet) under enrollment tab
- o Click "Add Group Enrollment" (top left side / above 4-H Year)
- o Enter Program Information
- o Select project from pull down menu
- o Click "Add Project"
- o Click Continue
- o Enter gender, racial, residence and grade distribution
    - ▪ All totals must match!
    - ▪ For gender distribution: Total = Total Participants in Group
      Duplicates = Number of participants in group that are involved in 4-H in some other capacity (*if you know).
    - ▪ For racial, residence and grade distribution, only total number of "new youth" (those not involved in 4-H in another capacity) are included in these sections. This helps prevent enrollment duplication.
    - ▪ Add Volunteer Information (*teachers should be counted as direct volunteers)
- o Click Submit Enrollment