



## 4HOnline Tip Sheet: What is Rollover in 4HOnline

### What is Rollover

- 4HOnline is a zero-base enrollment system – meaning that the system zero’s out at the end of a 4-H programmatic year (NC 4-H uses the calendar year). Thus, members (youth and volunteers) will need to annually re-enroll. This process is simple and allows families / volunteers the opportunity to update their own profile information annually.

### What happens at Rollover

- At midnight on December 31, all of the individual records in your county database are set aside and a snap shot is taken of them and a new record, with a certain amount of old information is created in an inactive status.
- The only exception is contacts. Contacts are unique in that they do not become inactive at rollover. They stay active until you delete them.

### Rollover from the Family Perspective: What A Family Will See After Jan 1<sup>st</sup>.

- On family member screen, they will see all of their family members listed as inactive. They will need to click Edit and then click “Enroll for 2020 - 2021.”
- Some Personal Information rolls over from the previous year however, not everything transfers over re: university guidelines. Thus families are shown all Personal Information screens so, that they can make changes if necessary and / or required.
- Health form information will be empty (i.e. it will need to be completed again for the 2020 – 2021 program year). *Note: We are exploring whether this form can be rolled over annually with a confirmation check-off box.*
- All authorization fields will be empty (i.e. Photo Release, etc.). Thus, the family member will need to review and provide consent annually.
- Clubs will rollover from a previous year so, they will need to be make changes if necessary.
- Youth members must designate at least one (1) project annually (this is a project the youth anticipates completing this year). \*Previous clubs and projects will remain a part of their permeant record and can be accessed by the local 4-H office or the family by going to the family screen, under member reports and clicking on the family member’s name and Member – Enrollment History.
- Groups do not rollover.
- Pending / Incomplete status accounts will **not** rollover. Please update all “pending” profiles before rollover.