



4-H Online: Reviewing Member Enrollments

Purpose

It is imperative that all staff who work with 4-H enrollments understand that data must be correct before approval is granted. This includes uploading scans of paper enrollments as these must be attached to the member's record before submitting and enrolling the approval.

Viewing enrollments awaiting review

The primary 4-H Online county-level manager will receive an email when a new enrollment has been received. Enrollments for **Club Member** and **Clover Bud** member types must be approved or sent back for corrections promptly.

- Login to <https://mi.4honline.com/#/user/sign-in>.
- On the left menu, open **Enrollments**, then across the top, open the **Awaiting Review** tab.
- This screen will display all enrollments, member and volunteer, that have been submitted by families and by staff entry from paper enrollment forms.
- Click on a row to open a submitted enrollment.

Name: Is the member's name in proper case format?

- Chris Clover vs. chris clover
- If not, make a note to edit the member's name in their member record after approval.

Clubs: Are the club selections logical?

- Members may select one or a few clubs. Click on the table to access the details **Edit Unit** view.
 - During this initial enrollment, when a member wants to enroll in at least one chartered club plus additional club types, make sure a chartered club is designated as **Primary**.
 - Note: The primary club designation may, but is not required to, be adjusted if new clubs are added after the initial enrollment is approved.
 - If a club was selected that is not a fit for this member, such as a nine-year-old selecting a collegiate club, delete the club using the trash icon.
- If **Youth Teen Leader** or **Youth Club Officer** has been selected but should not have been, click the table row for that club and make the change in the **Edit Unit** view.
- Make a note for yourself if you need to alert the club leader of a new member.

Projects: Are the project area selections logical?

- Project areas represent *expected engagement* with learning experiences related to that project through the club, not a wish list. If edits need to be made, use the **Edit** button in the **Projects** area.
 - Every club listed in the previous section needs to have at least one project area selection.

To contact an expert in your area, visit extension.msu.edu/experts or call 888-MSUE4MI (888-678-3464)

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For additional information, visit extension.msu.edu

- If the member selected the General 4-H Experience Club and selected a lot of project areas, reach out to the family and try to narrow down the list before approving the enrollment.
 - Examples:
 - A member going to Exploration Days would use the Independent Living/College Readiness project.
 - A member enrolling for a 4-H event/camp/workshop/independent study would use the projects areas related to that event/camp/workshop/independent study's topics.
- Should additional projects be added? (The project may first need to be added to the club.)
 - Examples:
 - If the member is working on an animal/food/craft project for auction, keeping a record book, and marketing their project, they are also engaging in Entrepreneurship/Business, Financial Literacy, and potentially Meat & Food Science.
 - If the member is participating in a shooting sports discipline, they are also learning about Safety.
 - If a member is serving in an officer role in their club, add the Leadership and Personal Development project.

Demographics: Only edit the residence and school selections.

- **Residence:** If the member lives in a place where you *know* the population size and they have selected something larger, use the **Edit** button to make the adjustment.
 - Example: The member selected "Town, City or Suburbs 10,000 to 50,000 but your county only has 8,000 total residents, change the selection to "Town Under 10,000 or Rural – Non Farm".
- **School:** Did they select a school from our statewide list, or did they use the default selection of "unable to locate school in the list..." and type in their school's name?
 - If the enrollment shows **School County, School District, School Name** and **School Type**, it was entered from the system list and no action is needed.
 - If the name was manually entered, it will only show data for **School Name** and **School Type**. If the member attends a public or private school in MI, it is likely available for selection on the standardized dropdown list. Use the **Edit** button to change their selection to use the provided school database list.
 - If their school is not on the list or they do school at home, utilizing the text box for their response is appropriate.
- **Note:** If parents/guardians/emergency contacts change during the program year, updates to those areas may be made at that time.

Other Questions

- This section only applies if your county issues Fair Exhibitor or Back Numbers.

Files

- If the enrollment is entered from a paper form, it **MUST BE UPLOADED**.
- The same goes for any paper forms for Proud Equestrian Program (PEP) members.

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Health Form & Consents

- The only consent that can be submitted as a no/decline is the MSU Extension Youth Media Release
 - This status cannot be changed once the enrollment is approved by the county manager. If you suspect a family has declined unintentionally, reach out to them *before* approving the enrollment. If the status selection was an error, **Send Back** the enrollment for the adult to correct and **Resubmit**.
- Consents must be “signed” with the first and last names of the member and a parent/guardian. Members who are 18 years old or older and not under guardianship must sign in place of a parent/guardian.

Send Back or Approve

- If there are errors, **Send Back** with a **Comment** on what needs to be corrected. It is wise to also send an email or call to the family to outline what needs to be fixed. The **Comments** are not in an obvious location in the generated email, and many families don’t notice the instructions/comments.
- When all data has been reviewed and any necessary changes are made, click **Approve**.