



Statewide 4-H Youth Events & 4-H Online Protocol for Hosting Statewide Events

State-wide 4-H Events Using an Outside Registration System

When an Educator hosts a state-wide event and is *not utilizing 4-H Online Events Registration* but instead is using an external registration system, the Educator hosting the event needs to request a state-wide activity be created in 4-H Online for that event.

By creating a state-wide activity and adding it to youth records, the required health forms and consents for those attending the event can be pulled for that specific state-wide Activity.

Important Notes for State Educators:

- Educators must ensure all registrants for their event get added to the 4HO Activity created for their event.
- ***Not having a state-wide event created in 4-H Online and adding youth means the consents and health forms cannot be explicitly pulled for your event.***

To request a state-wide activity be created for an event, contact 4-H Online Manager Shelly Krueger at kruege61@msu.edu

ADULT VOLUNTEERS & CHAPERONES: Adult forms are NOT completed in 4-H Online. Event Hosts need to work with Volunteer Central to pull ALL ADULT forms from the Volunteer Central system.

Adding Members to a 4-H Online State-wide Activity

All youth who register for a state-wide event through a registration system outside of 4-H Online will need to be added to the State-wide Activity in 4-H Online.

This refers to state-wide event registrations created outside the 4-H Online Event Registration feature.

This allows consents and health forms to be accessed by the state Educator/hosts for the specific state-wide Activity created for their event.

Event Hosts: Please follow the steps starting on page two of this document to add youth to a state-wide event activity. *In some instances, you may request assistance with this task from county staff.*

The Educator hosting the State-wide event should Ensure all registrants get the State-wide Event Activity added to their 4-H Online profile.

Important Notes for Event Hosts:

- If registrants are not enrolled in 4-H Online, they will need to be instructed to enroll in their County 4-H.
- If the registrant has not yet selected a traditional 4-H Club, counties can have them enroll in their “County – General 4-H Experience” club. (Example: Sanilac County – General 4-H Experience)
- Each county has or should have a club setup in their county for this type of 4-H Online enrollment.

NOTE: It is the responsibility of Event Hosts to ensure registrants attending their state-wide event get added to the Activity and have completed the required Health Form and Consents in 4-H Online.

Important: Health Forms should always be reviewed by Event Hosts to ensure they are complete.

The Event Host should always ***compare the list of registrations to the list of members flagged*** for their Activity to ensure they match.



Before You Begin

Members need to be enrolled in 4-H Online and in the “Approved” status before you can add them to an activity. If a member is enrolled but has not yet been approved, Hosts will need to contact County Staff to get the enrollment approved.

Adding Members to a State-wide Activity

1. Go to the **Members or Participation search tab** in the navigation pane.
2. Be sure to **clear filters** from previous searches.
3. Enter the member’s name and click on **Search**.
4. **Click** on the member’s name.

NOTE: This will take you to the member’s record.

5. Click on **Activities** in the navigation pane.
6. Click on the **Add Activity tab**.
7. **Select** the correct Activity from the drop-down list.
8. Select the date of the Activity or an add date.
9. Click **Save**

Repeat steps 1 through 9 for each member who needs tagged in the state-wide Activity.

NOTE: This process is **NOT** registering youth for an Event. It is tagging them in a state-wide activity, so the Event Host can pull ALL consents and health forms for those members who registered for their event.



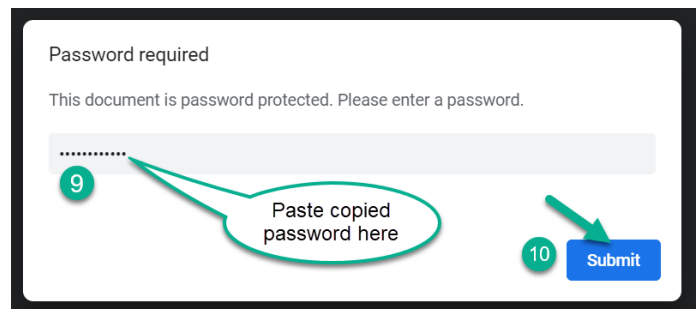
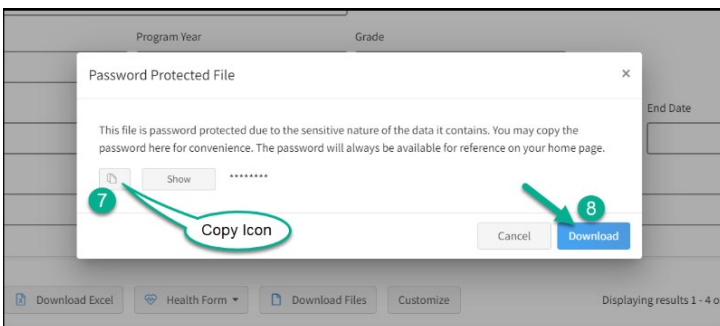
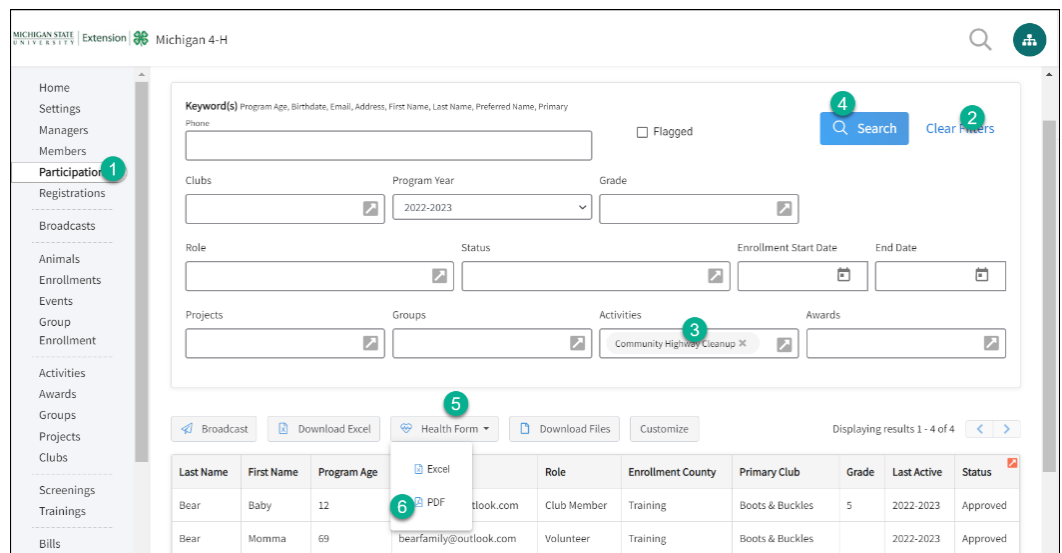
Pulling Health Forms for State-wide Activities

IMPORTANT NOTE: *Only members who have the Activity added to their profile* will be returned in the Health Form results.

If a member attending a State-wide Event did not get the Activity added to their profile, the **Health Form would not pull.**

*** Event Hosts are responsible for reviewing ALL Health Forms to ensure they have been completed. ***

1. Go to the **Participation search tab** in the navigation pane.
2. Be sure to **clear filters** from previous searches.
3. Select the **State-wide Activity** in the Activities Search box & confirm.
4. Click on **Search**
5. Click on the **Health Form** tab
6. Select **PDF** format
7. **Copy** your unique password
8. Click on **Download**
9. Open the file that downloaded & **Paste** the copied password into the password window.
10. Click on **Submit**



A PDF file of the county members tagged in the State-wide Activity search will download to be saved.

NOTE: Files that contain confidential member information should be uploaded to the [MSU FILE Depot](https://filedepot.msu.edu/). This is a secure method to share health forms. <https://filedepot.msu.edu/>



Pulling Consents for State-wide Activities

IMPORTANT NOTE: Only members added to the Activity will be returned in the Consent report.

Event Hosts should always compare the list of registrants to the list of members pulled for the Activity.

If a member attending a State-wide Event did not get the state-wide Activity added to their profile, the consent would NOT appear in the report.

*** Event Hosts must review the Consent report for any "declined" consents. ***

**** Make sure you are in the correct Activity to pull consents for.****

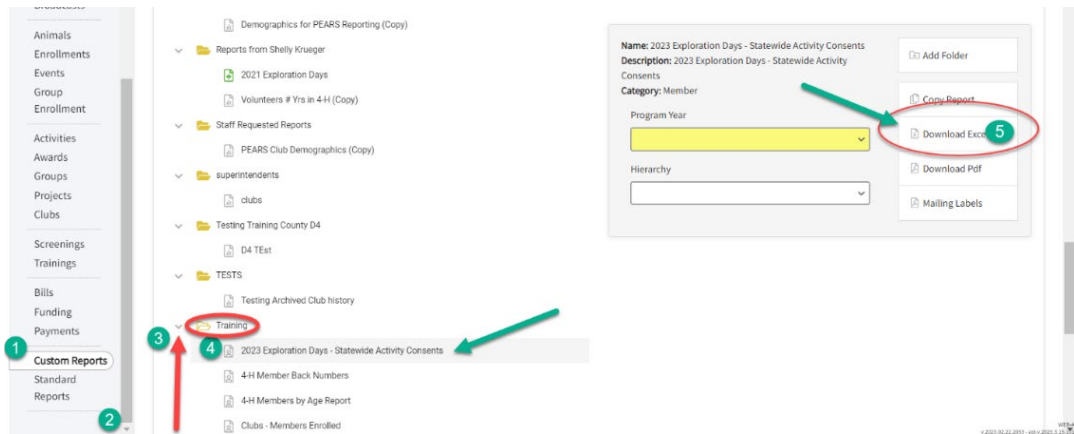
1. Go to the **Custom Reports tab** in the navigation pane.
2. **Scroll down** to the list of reports.
3. **For County Managers:** Click on the Arrow to the left of *your county folder* to see a list of all reports the 4-H Online Manager has created & shared with staff. (Example: *Training County folder* – see screenshots below)

OR

FOR Event Hosts: Click on the **Arrow** to the left of the folder titled **Michigan State University** or **State-Wide Region** to see a list of all reports the 4-H Online Manager has created & shared.



4. **Click on the report** titled for the State-wide Event-Consents. (Example: *2023 Exploration Days – State-wide Activity Consents*)



5. Over to the right-hand side, click on **Download to Excel** tab.

6. **Open** the Excel file.
7. **Save** the Excel report and review for any **"Declined"** consents in column **"H."**

	B	C	D	E	F	G	H
1	Name: Last, First	Actual Age	Enrollment Status	Family Name	Enrollment County	Enrollment Consent Title	Enrollment Con
2	Bear, Fish	16	Approved	Bear	Training	Youth Medical Authorization Release	Agree
3	Bear, Fish	16	Approved	Bear	Training	Youth Consent, Acknowledgement of Risk, Waiver & Release Form	Agree
4	Bear, Fish	16	Approved	Bear	Training	Youth Evaluation Acknowledgement	Agree
5	Bear, Fish	16	Approved	Bear	Training	Youth Media Release	Disagree
6	Bear, Fish	16	Approved	Bear	Training	Youth Code of Conduct	Agree
7	Duck, Benny	12	Approved	Duck	Training	Youth Medical Authorization Release	Agree
8	Duck, Benny	12	Approved	Duck	Training	Youth Consent, Acknowledgement of Risk, Waiver & Release Form	Agree
9	Duck, Benny	12	Approved	Duck	Training	Youth Evaluation Acknowledgement	Agree
10	Duck, Benny	12	Approved	Duck	Training	Youth Media Release	Disagree
11	Duck, Benny	12	Approved	Duck	Training	Youth Code of Conduct	Agree

IMPORTANT NOTE: Filter on the Enrollment Consent Status (column H) to view those members who have DECLINED any consents.

Each youth member you added to the State-wide Event will have **four rows listed** (one row for each Enrollment Consent Titled). You can sort Column "G" for consent type. (Example: Youth Media Release)

Adult chaperone forms are completed in Volunteer Central and will not be found in 4-H Online.