

New Fieldset Templates and Civil Rights Data Collection Information Available in ANR Events Management System

COVID Compliance Field Set Templates:

There are several COVID Field Set Templates for day-long and overnight programs for both adult and youth programs. These can easily be added to your event by adding a new section to your event registration and selecting “addfieldset” and then the appropriate choice for your program. The images below demonstrate the buttons that need to be selected to “addfieldset” specifically for the COVID19 language, but you can follow the same process for demographic or 4-H information fieldsets. Go to configure registration process, click on registration forms and then the page where you’d like to add this information. From there, follow the steps below.

Registration Forms: Bob’s Test Event

Registration Process: Participant

Page: 1

Add Page Section

Add Page Section: Bob’s Test Event

Registration Process: Participant

Page: 1

Section: 3

Administrative Use Only

If checked, this page section is not displayed for public registrants; it is only displayed if an operator is logged into the application. Use administrative use only sections for back office checklists, notes, etc..

Section Label

Section label is displayed at the top of a section.

Instructions:

File	Edit	View	Insert	Format	Tools	Table
B	<i>I</i>	<u>U</u>	X	^X	A	☰

POWERED BY TINY

Create Registration Page Section

Cancel

[Edit Section](#)

[Delete Section](#)

[Move section Up](#)

[Add Fieldset](#)

[Return to List of Registration Form Pages](#)

Add Fieldset: Bob's Test Event

Registration Process: Participant

Page 1, Section 3

Note that some fieldset templates may be greyed out. These cannot be added to the registration process because they contain form input fields that are already present in this registration process.

Available Fieldset Templates

Actions	Name	Label	Output Fields
Add	4-H Overnight Housing Parent/Guardian Permission	4-H Overnight Housing Parent/Guardian Permission	checkboxx10, textbox1, textbox2
Add	4hInfo	4-H Information	demo4hAge, demoEnrolledIn4h, demoWants4hInformation, demo4hCounty
Add	Accommodations	Accommodations	specialNeedsAccommodations
Add	adultDemographics		demoAge, demoMilitaryStatus, demoMilitaryBranch
Add	airTravelInformation		airTravelPickup, travelCheckboxGroup, specialNeedsTravel, arriveAirline, arriveFlight, arriveAirport, departMichiganFlyer, departAirline, departFlight, departAirport, departDateTime, departMichiganFlyer
Add	AVNeeds		audio, avHardware, avSoftware, avConnectivity
Add	COVID -4-H Overnight Accommodations	COVID - 4-H Overnight Accommodations	checkboxx9, sponsorLastName, sponsorFirstName
Add	COVID 19 Guidelines		presentPublish
Add	COVID 19 Guidelines 10/21	COVID-19 Considerations	radioChoice10, textbox5, textbox6, textbox7
Add	COVID Overnight Accommodations	COVID Overnight Accommodations	checkboxx9, roommate1, roommate2, phone3
Add	COVID19 Guidelines 8-21	COVID-19 Considerations	radioChoice9
Add	DonorInformation	Name & Address	donorID, firstName, lastName, address1, address2, city, stateProv, country, zipcode, phone, email
Add	DonorInformation_Free	Name & Address	donorID, firstName, lastName, email
Add	emptyFieldset		

Click on add, next to the proper "fieldset" you need.

The day-long program fieldset offers an option for a participant to select "no" to the policies and should be properly monitored by the event organizer using custom reports. An image of the new fieldset template is available below:

COVID-19 Considerations

As a condition of attending a Michigan State University (MSU) Extension program, all employees, contractors, vendors, volunteers, and participants, regardless of vaccination status, must wear a mask while indoors on MSU property or any property that is reserved or rented exclusively for an MSU activity. Please do not attend this or any event if you feel ill.

I agree to follow these guidelines: *

Yes

No

Emergency Contact

In the event something were to happen onsite or contact tracing is needed.

* First Name

* Last Name

* Phone Number

The overnight policy offers a complete review of the language provided in the [pdf form](#) with an additional section for the participant to agree to the COVID requirements along with providing emergency contact information.

Agreement Information

* I understand that my typed name below designates the appropriate signatures

Emergency Contact Information

* Emergency Contact First Name

* Emergency Contact Last Name

* Emergency Contact Phone Number

The youth template offers the same policy language with information about a space for parents or guardians to provide agreement and signature.

Agreement Information

* I understand that my typed name below designates the appropriate signatures

* Member Signature

* Parent/Guardian Signature

If you have trouble inserting the fieldset please contact ANR Event Services at events@anr.msu.edu for support. These fields need to be included before activation or a written an exemption must be provided by your institute director prior to activation. There are no exemptions allowed for the overnight COVID requirements.

Standardized Demographic Fieldsets Templates:

ANR Event Services and ANR Technology Services have worked over the past year to review the data collected from various youth and adult programs to determine the type of demographic data consistently collected. After the review the groups worked with MSU Extension administration and the evaluation team to determine the proper categories for federal demographic reporting and worked to develop a consistent set of questions to be used in registrations. The consistent use of data will make federal reporting easier on an individual event basis but will now also allow for aggregated systemwide reporting. Similarly, the other fieldset templates these templates can be modified to meet your specific needs. You can change both the text and collection choices, but please note any changes to the actual data entry/collection will prevent the data from being used in an aggregated report.

The adult demographics fieldset template collects: Residence Type, Age and Military Status and Branch.

Adult Demographics Information

MSU Extension is interested to know more about who is attending programs to help identify potential gaps in audience reach. The following questions are optional to answer but we would appreciate any information you would be willing to give to help us understand more about our audiences served.

* Residence Type

* Age

Military Status: *

No one in my family is serving in the military

I am serving in the military

I am a veteran

I have/had a parent serving in the military

I have/had a sibling serving in the military

Prefer not to state

* Branch and Component of Service

There are several new fields and fieldset templates available for youth programming as well. The first two most important fields are related to 4-H enrollment and age.

4-H Information

- * 4-H Age (age as of January 1)
- * The youth is enrolled in 4-H Online
- * If you selected no, are you interested in learning more about 4-H?
- * County Enrolled in 4-H

These questions have been standardized at the request of CYI administration to help make the collection and aggregation of data easier for event organizers. These new fields will be added to the basic youth templates, but event organizers can manually add the fields to any event currently in development. The age field can be modified to collect only the age range allowed for your specific group.

Registration Process: Youth
Page 1, Section 2
Form Input Label: 4-H Age (age as of January 1)
Input Type: integer
Output Fieldname: demo4hAge
Field Length: 10

Input Information **Input Validation** Pricing Rules

Numeric Input Range

To restrict user input to a specified range, enter minimum and/or maximum integer values to use in input validation.

Minimum Value:

Maximum Value:

In addition, a youth demographics fieldset was developed that will allow for the collection of residence type, grade, special education enrollment, military status and branch of parents and siblings.

Youth Demographics Information

MSU Extension is interested to know more about who is attending programs to help identify potential gaps in audience reach. The following questions are optional to answer but we would appreciate any information you would be willing to give to help us understand more about our audiences served.

Parents or guardians will need to fill out demographic information for the youth if a youth is under the age of 18.

* Residence Type

* Grade

* The youth is enrolled in a special education program

Military Status - Parent: *

- No one in my family is serving in the military
- I have/had a parent serving in the military
- Choose Not To Respond

* Branch and Component of Service - Parent

Military Status - Sibling: *

- No one in my family is serving in the military
- I have/had a sibling serving in the military
- Choose Not To Respond

* Branch and Component of Service - Sibling

Civil Rights Updates:

ANR Event Services and ANR Technology Services have worked over the past few months to modify the civil rights fields to match the reporting requirements more accurately in PEARS for both adult and group youth registrations. The new process is PEARS II and it will be the default setting on all new events created. **This change does mean that event organizers will need to determine by registration process if the process is designed to collect youth information or adult information.** If the program is intended for youth use the youth civil rights collection form. If the program is intended for adults use the adult civil rights collection form.

Civil Rights

Funding Line: CANR

Department/Institute: CANR_Admin

Program:

Target audience role:

Target age group:

Civil rights data collection: PEARS II

Do not ask about Civil Rights at the end of registration

Civil rights data collection: MIPRS PEARS PEARS II

Age Group: Adult Youth Ask Registrants

Audience Role: External Internal Ask Registrants

The adult form has slight changes from what has been collected in the past and still allows event organizers to determine if the audience is fully external/internal or request participants to self-select.

Civil Rights Survey Information

MSU Extension programs are open to everyone. We are required, to ensure civil rights policy adherence, to report program participant race and gender data to the United States Department of Agriculture (USDA). Only aggregated information (total numbers across all programs) about race and gender are reported to the USDA. Providing the following information is **voluntary** and will be maintained strictly for reporting purposes. By answering the questions below, you help us to provide a snapshot of who participated in our program, support our commitment to providing programs to all segments of our community and help us to maintain continued funding for programs like the one you registered for today. While these questions are required, you are welcome to select "choose not to provide" as your response. All participant records are stored securely and kept confidential. Thank you for taking the time to provide us with this information.

For more information about MSU Extension Civil Rights commitment, please visit: https://www.canr.msu.edu/od/civil_rights_diversity_multiculturalism/

* Please indicate if you are attending this program as part of your role at Michigan State University:

Race

Race (check all that apply): *

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific islander
- White or Caucasian
- Choose not to provide

If you checked American Indian or Alaskan Native above please provide your Tribal Affiliation:

Ethnicity

Ethnicity Hispanic/Latino: *

- Hispanic/Latino
- Non-Hispanic/Non-Latino
- Choose Not To Respond

Ethnicity Middle Eastern/Arab: *

- Middle Eastern/Arab
- Not Middle Eastern/Not Arab
- Choose Not to Respond

Provide any other information about your race and ethnicity that you would like to share:

Gender / Gender Identity

* Please indicate your Gender / Gender Identity

Provide any information about your gender or gender identity that you would like to share

Additional Information

Please share anything else that is important for us to know about your identity:

The youth form has been designed to nearly match the adult form but will allow for the direct correlation to 4-H enrollment.

Civil Rights Survey Information

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* Youth is enrolled in 4-h Online for the current 4-H year:

Race
Race (check all that apply): *

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific islander
- White or Caucasian
- Choose not to provide

If you checked American Indian or Alaskan Native above please provide your Tribal Affiliation:

Ethnicity
Ethnicity Hispanic/Latino: *

- Hispanic/Latino
- Non-Hispanic/Non-Latino
- Choose Not To Respond

Ethnicity Middle Eastern/Arab: *

- Middle Eastern/Arab
- Not Middle Eastern/Not Arab
- Choose Not to Respond

Provide any other information about your race and ethnicity that you would like to share:

Gender / Gender Identity
* Please indicate your Gender / Gender Identity

Provide any information about your gender or gender identity that you would like to share

Additional Information
Please share anything else that is important for us to know about your identity:

In addition, a zip code field has been added to the section for county of residence to help with further refinement of tracking civil rights by county and zip code at both the event and systemwide level.

Location Information

* County of residence:

* Zipcode

Civil Rights Reporting:

ANR Technology Services is still in the process of developing the reporting side for the new civil rights fields but will have the reporting in place before the end of the first quarter. The reporting outputs will provide the data necessary to complete the PEARS reporting for both adult and group youth events.

There will be additional reporting implemented in the second quarter of the year to assist with district and county reporting using the county and new zip code fields at both the event and systemwide level.

Implementation and Support:

All events scheduled to start after January 1, 2022, that had not yet received registrations were switched to the new civil rights fields for all adult events. Similarly, the youth civil rights has been implemented for youth processes where civil rights was being collected but no registrations had yet been submitted.

Over the course of the next few weeks ANR Event Services will be working to update some of our standard event templates to include the COVID and demographic templates. If you need something specific more immediately, please don't hesitate to reach out to [ANR Event Services](#) for support in creating a specific event template or event.

For those that have active events we encourage you to review the civil rights selections to ensure the correct information is being collected.

If you are working on building an event and need assistance making the correct selections for civil rights, demographics or COVID fieldset templates for your event please be sure to reach out to ANR Event Services for support at events@anr.msu.edu.