

MICHIGAN STATE | Extension

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, <u>the Educator hosting the event needs to request a state-wide activity be</u> <u>created in 4-H Online for that event.</u>

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 <u>are NOT completed in 4-H Online</u>. Event Hosts need to work with Volunteer Central to <u>pull ALL ADULT forms from the Volunteer Central system</u>.

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: <u>Sanilac County General 4-H Experience</u>)
- 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 <u>reviewed by Event Hosts</u> 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.



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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	Kinstati Extension & Michigan 4-H
the navigation pane.	Home Participation Search
6. Click on the Add	Settings Managers Keyword(s) Program Age. Birthdale, Email, Address, First Name, Lest Name, Prierred Name, Primary 2
Activity tab.	Participation Dear Barticipation
7. Select the correct	Broadcasts Clubs Program Year Grade
Activity from the drop-	Animals Enrollments Role Status Enrollment Start Date End Date
down list.	Events Group Development
8. Select the date of the	Activities Awards
Activity or an add	Awards Groups
date.	Projects Clubs Image: Clubs <tr< th=""></tr<>
9. Click Save	Screenings Trainings Last Name First Name Program Age Email Role Enrollment County Primary Club Grade Last Active Status
	Bills Bear Baby 4 12 ckrueger61@outlook.com Club Member Training Boots & Buckles 5 2022-2023 Approved Funding • • • • • • • •
Michigan 4-H Member List Profile Events Michigan 4-H Enrollment About You Activities 5 Animals Consents Groups Health Invoice Projects Questions	Activities Add Activity aining County TEST Activity Date mean 3/8/2023 aining County TEST Activity Date mean 3/8/2023 aining County Test Activity - bulk flag opton 7/202 aining County Test Activity - bulk flag opton 7/202 activity Date mean Cancel 2// 2// Cancel 2// 2// Cancel 2// 2// 2// 2// Cancel 2// 2// 2// 2// 2// 2// 2// 2/
Repeat steps 1 through 9 for a	each member who needs tagged in the state-wide Activity.

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

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7. Copy your unique password	Home Settings	Kevword(s)	Program Age, Birth	hdate, Email, Address	, First Name, Last Nar	ne, Preferred Name	e, Primary			4			
8. Click on <i>Download</i>	Managers	Phone								Q Sea	rch Clea	r Huers	
9. Open the file that	Participation 1 Registrations	Participation 1 Registrations					Program Year Grade						
downloaded & <i>Paste</i> the copied password	Animals	Role				Status		Enrollment Start Date End Date					
into the password	Enrollments Events Group	Projects	Projects Groups					Activities Awards					
10 Click on Submit	Enrollment							Community Highway Clean	up X				
	Awards Groups Projects	<table-cell> Broadca</table-cell>	ast 🚺 Do	ownload Excel	5 ⊗ Health Fo	orm 👻 🗋	Download File	s Customize		Displaying	results 1 - 4 of 4	• < >	
	Clubs	Last Name	First Name	Program Age	🛛 Excel		Role	Enrollment County	Primary Club	Grade	Last Active	Status	
	Trainings Bills	Bear	Baby Momma	12 69	6 PDF bearfamily@o	tlook.com	Club Member Volunteer	r Training Training	Boots & Buckle	es 5	2022-2023	Approved Approved	
Program Vear	Grade												
Password Protected File			×		Pass	word red	quired						
This file is password protected due to the sensitive r password here for convenience. The password will a	nature of the data it contains. You Ilways be available for reference o	i may copy the on your home page	e. End I	Date	This c	locument	is passwo	ord protected. Pl	ease enter	a passwoi	rd.		
Show Copy Icon	Ca	8 Incel Down	load	ults 1 - 4 of	9			Paste co password	pied here		10	Submit	
A PDF file of the cou	anty members	s tagged	in the	e State	-wide	Activit	ty sear	ch will dov	wnload	to be	saved		

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



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.**

- Go to the *Custom Reports tab* in the navigation pane. 1.
- 2. Scroll down to the list of reports.

tab.

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)

FOR Event Hosts: Click on the Arrow to the 📂 Michigan State University 😕 State-Wide Reg left of the folder titled Michigan State 2023 Animal & Vet Science Camp - Stat 2023 Animal & Vet Science Camp - Statewide Activity Consents 2023 Exploration Days - Statewide Activity Consents University or State-Wide Region to see a list 2023 Exploration Days - Statewide Activity Consents 2023 World Food Prize - Statewide Activity Consents 2023 World Food Prize - Statewide Activity Consents of all reports the 4-H Online Manager has created & shared. Demographics for PEARS Reporting (Copy) Animale Name: 2023 Exploration Days - Statewide Activity Consents Reports from Shelly Krueg 4. **Click** on the report Enrollments Add Folder Description: 2023 Exploration Days - Statewide Activity Events 2021 Exploration Days titled for the State-Category: Member Volunteers # Yrs in 4-H (Copy) Enrollment Program Yea wide Event-Staff Requested Reports Download Ex Activities PEARS Club Demographics (Copy) Consents. (Example: Awards Groups superintendente 2023 Exploration Projects Clubs A Mailing Labels Clubs Testing Training County D4 Days – State-wide Screenings D4 TEst Activity Consents) Trainings TESTS Bills Testing Archived Club histor Funding 5. Over to the right-2023 Exp Ioration Days - State hand side, click on Custom Reports 4-H Member Back Nu Standard Download to Excel 4-H Members by Age Report Reports

Clubs - Members Enrolled G 6. **Open** the Excel file. 1 Name: Last, First 💌 Actual Age 💌 Enrollment Status 💌 Family Na e 💌 Enrollme nt County 💌 Enrollment Con<u>sent Title</u> Enrollment Co Bear, Fish Approved Training Youth Medical Authorization Release Bear Agree 16 Bear, Fish Bea Training Youth Consent, Acknowledgement of Risk, Waiver & Release Form Approved Agree 7. Save the Excel report Approved Youth Evaluation Acknowledgement 4 Bear, Fish 16 Bear Training Agree 16 Youth Media Release Bear, Fish Training Youth Code of Conduct Approved Bear Disagree and review for any Bear, Fish 16 Bear Training 6 Approved Agree Duck, Benny 12 Approved Duck Training Youth Medical Authorization Release Agree "Declined" consents Training Youth Consent, Acknowledgement of Risk, Waiver & Release Fo Duck, Benny 12 12 Approved Duck Agree 9 Duck, Benny Approved Duck Training Youth Evaluation Acknowledgement Agree in column "H." 12 Disagree 10 Duck, Benny Approved Duck Training Youth Media Release Approved 11 Duck, Benny Duck Training Youth Code of Conduct Agre

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.

OR