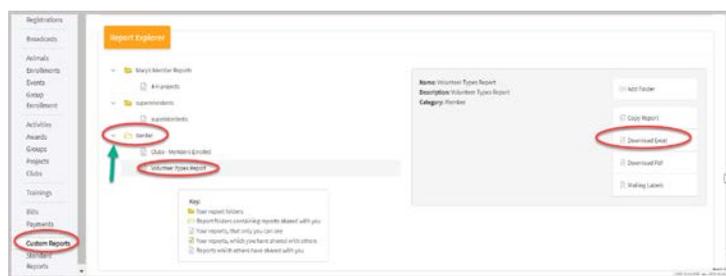


## How to Check Which Volunteer Types Your County Volunteers Selected

A shared report has been created for county managers to run and see which volunteer types their enrolled volunteers selected.

1. Click on **Custom Reports** in the **Navigation Pane**.
2. Click on the > next to **Your County Name Folder** to get a list of shared reports.
3. Click on the **Volunteer Types Report**.
4. Click on **Download to Excel**.



**NOTE:** Once the report has been downloaded to excel, you can sort and filter by volunteer types. Volunteers will be listed multiple times for each club and project area they selected.

The **“Unit Volunteer Type”** column would be blank if a volunteer did not add the **CLUB** volunteer-type/role to their enrollment. Thus they may NOT have selected a club, and the Primary Unit column will also be blank.

The **“Project Institution Volunteer Type”** will also be empty if a volunteer did not add the **PROJECT** volunteer-type/role to their enrollment. Thus they may NOT have selected a project, and the Project Name column will be blank.

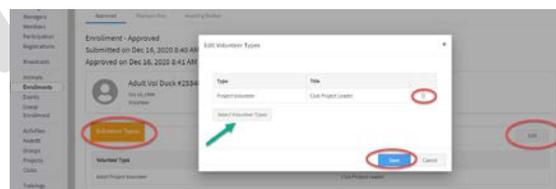
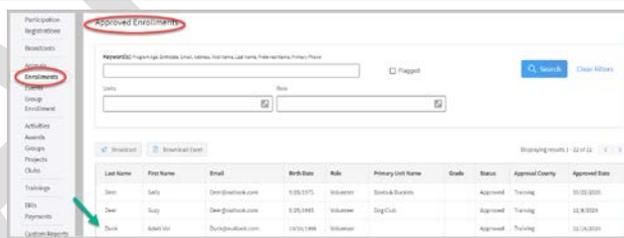
Below are the steps to edit/add volunteer types, roles, clubs, and projects.

**Remember:** An enrollment must be in the “approved” status to make changes to it.

## How to Modify Approved Volunteers

### How to Add/Edit Adult Volunteer Types

1. Go to **Approved Enrollment** List from the **Navigation Pane**.
2. Click on the member’s approved record.
3. Click on the **Edit tab** in the **Volunteer Types section** of the enrollment.
4. Click on **Select Volunteer Types** to add a type.
5. Click on the **Trashcan** to remove a type.
6. Click **Save**.



**NOTE:** If an adult volunteer did not select a **Club Volunteer type**, the club selection section would not be available. You **must first add the appropriate Club Volunteer type** to the approved enrollment before you can add the appropriate club(s).

7. Click on the **Edit tab** in the **Clubs Section**.
8. Click on **Select Units** to add clubs.
9. Click on the **Trashcan** to remove a club.
10. Click **Save**.



**NOTE:** If an adult volunteer did not select a **Project Volunteer type**, the project selection section would not be available. You **must first add the appropriate Project Volunteer type** to the approved enrollment before you can add the appropriate project(s).

11. Click on the **Edit tab** in the **Projects Section**.
12. Click on **Select Projects** to add projects.
13. Click on the **Trashcan** to remove projects.
14. Click **Save**.



For further assistance, please contact 4-H Online Data Coordinator Shelly Krueger at [kruege61@msu.edu](mailto:kruege61@msu.edu)