

4HPlus – Wisconsin Entering New Leader Enrollments



To enter a new leader:
 Select **Goto** then **Leaders**
 Select **Registration**
 Select **Enter New Leader** and then the **Process** button.

Use the Tab key to move between fields.

Enter the leader Name, Address, and Phone. (Selecting the city from the lower right will auto fill the state and zip.)

Enter the Gender.

You will be taken to the **OMB Ethnicity** and **Race** fields. Select the correct boxes and then select the **Save OMB Data** button.

Enter the Residence, 4H Years, Adult Volunteer Type, and Alumni fields. (Current Year will auto fill.)

Enter an email address, if available.

Tab through the Leadership, Parenting, Other, and Active fields. These will auto fill with N, N, N, and Y.

You will be prompted to save the new leader. Select OK.

Web UserID and Web Password will auto fill when you add the record. These are the login credentials for 4H4ME.com.

If the leader has an email address, check the Allow Newsletter Via Email box. This will allow you to send emails through the Newsletter utility.

Select the Leader Class.

There are 3 state fields to record the answers to the 3 questions on the enrollment form. Enter uppercase Y or N.

There are 10 local fields for your county to use as needed.

After completing the main screen, go to **Screening** on the right side of the screen. You must complete this section to have 4HPlus recognize the leader record as “active”.

Enter the dates of the steps the leader has completed and select the appropriate screening status. If the Youth Protection process has not been fully completed, select Pending in the Screening Status Box. The records of pending leaders will be inactive. These records will not be acknowledged for newsletter labels or reports for active leaders. A list of pending leaders can be printed by going to Reports/Utilities on this screen.

When all four Youth Protection steps have been successfully completed, select Accepted or Accepted with Restrictions in the Screening Status box as appropriate. The record will automatically be changed to active. Restrictions should be noted in the Restriction Explanation box. Other notes can be added to the Notes box. *Use caution in the information that is included as this is a public record.*

Select the Registration button to return to the leader record.

To add a Club, Project, and Achievement, select the appropriate button. These 3 screens are available, but not required for leaders.

Wisconsin Extra 2 Leaders Data... Data Set 2010/2010
Goto: Registration Units Projects Achievements SQL Reports/Utilities List Next 50 Available Leader ID Numbers Multi-Leader Assignments

Clubs..

Leader Data (Units/Clubs Selection Screen)

ID: EXB0555 Last: Dog First: TacoBall
Phone: (800)111-1111 MI: []

Leader's Clubs: Count 0/0 Available Clubs: Count 1/11

Club Code	Title
EXB109	Chilton Chickens
EXB107	Davis Doves
EXB101	Filmora Flycatchers
EXB110	Frances Frankfurters
EXB106	Garfield Goggles
EXB108	Johnsonville Bats
EXB104	Langdon Lotteries
EXB111	Leaders only
EXB107	Park Prancers
EXB105	State Stamps
EXB103	Walworth Whistlers

Buttons: << Add <<, >> Club >>, Prior, Next, Projects, Achievements, Communications, Return, Enter, Set Primary Club

Primary: []

To add a club, click on the club button from the main record screen. Select the correct club name, and then click Add in the center. Note that a club is not required for a leader record.

If there are more than one club added, then set the Primary club by selecting the club from the list and selecting the Set Primary Club button.

Note: It is possible to identify more than one club for a leader. Only one of these clubs can be set as the primary club.

When the club selection is done, select the Projects button to add projects.

Wisconsin Extra 2 Leaders Data... Data Set 2010/2010
 Goto: Registration Units Projects Achievements SQL Reports/Utilities List Next 50 Available Leader Id Numbers Build Leader Assignments

Projects..

Leader Data (Projects Selection Screen)
 Id: E20055 Last: Dog First: TecoBall
 Phone: (800)111-1111 MI:

Leader's Projects... Count: 0/2
 Code YIP Act Title

Project Code	Title
60320 01	Air Pistol, Ldr
60370 01	Air Rifle, Ldr

<< Add >>

Prior
Next
Clubs
Achievements
Communications
Return

Maximum allowed number of projects: 10
 Enter Title:

Available Projects... Count: 1/169
 Project Code Title

Project Code	Title
10040	Adult Advisor to Other Leaders
20250	Adventures in Dairyland, L
60100	Adventures, Ldr
60000	Aerospace, Ldr
10050	Afterschool Projects, Ldr
10210	Ambassadors, Ldr
60310	Archery, Ldr
30300	Arts/Crafts, Ldr
10020	Assistant Organizational L
60910	Astronomy, Ldr
60100	Automotive, Ldr
60120	Backpacking & Hiking, Ldr
30470	Basketry, Ldr
20110	Beef Feeder, Ldr
20100	Beef, Ldr
50200	Bicycling, Ldr
60020	Birds, Ldr
50560	Blacksmithing, Ldr
30330	Block Printing, Ldr
10050	Board Member
30150	Books on the Move, Ldr
40420	Breeds, Ldr
20670	Cage Birds, Ldr
40790	Cake Decorating, Ldr

Year In Project... 01

Note: The [Save YIP] button is only used to save changes to the YIP for existing Leader Projects.
 Note: Year In Project (YIP) can be changed by selecting a members project, selecting a new value for YIP, and clicking the [Save YIP] button.

Select all projects for the leader. Left click to select the first project, scroll down to the next project, and use Control left click to select the second project. Do the same for any additional projects. Click Add in the center after projects have been selected. Projects can also be added one at a time.

When you are done with projects, you can continue to Achievements, if appropriate, and select them the same as projects.

When done with Achievements, continue to Communications.

Wisconsin Extra 2 Leaders Data... Data Set 2010/2010
goto: Registration Units Projects Achievements SQL Reports/Utilities List Next 50 Available Leader ID Numbers Multi-Leader Assignments

Communications...

Leader Data Communications
Id: 80555 Last: Dog First: TecoBall
Phone: (600)111-1111 MI: []

Prior Leader []
Next Leader []
Clubs []
Projects []
Achievements []
Registration []

Allow Newsletters Via Email Allow Text (SMS) Messages

Home Phone: (600)111-1111 Cell Carrier: Boost_Mobile
Primary Cell Phone: (600)222-2222 Cell Carrier URL: @myboostmobile.com
Work Phone: [] Office Extension: []
Cell Phone 2: []

Email 1: t.dog@yoquiro
Email 2: []
Email 3: []
Email 4: []
Email 5: []
Leaders Text (SMS) Email Address: 608222222@myboostmobile.com

Know Cell Carriers...

AT&T_Wireless @mmode.com
Adial @message.adial.com
Boost_Mobile @myboostmobile.com
Cingular @cingular.com
Metrocell @page.metrocell.com
Nextel @messaging.nextel.com
Sprint_PCS @messaging.sprintpcs.com
T-Mobile @tcmobile.net
US Cellular @email.uscc.net
USC @uscc.net
Verizon @vtext.com
Virgin_Mobile_USA @vmobl.com

Click on the proper Cell Carrier Name to fill the Members Communications Record Cell Carrier Name and Cell Carrier URL.

Add New Carrier Information...

Cell Carrier Name: []
Cell Carrier Text (SMS) URL: [] Note: The URL must begin with the '@' Symbol
Add New Carrier [] Delete the Selected Cell Carrier []

Add additional phone and email contacts if needed.

To be able to send Text messages to the leader's cell phone, check the Allow Text (SMS) Messages box and select the Cell Carrier from the list. If the company is not listed, you can add it at the bottom.

When done, select Registration to go back to the leader record.

Additional features can be accessed from the leader record:

- Horse – optional field to record any project specific training experiences.
- History – displays clubs and projects. Tab out of the history year for the current year information to be visible. 4HPlus will maintain 20 years of history.
- Shooting Education – optional screen to track Shooting Sports training information.
- Training – optional field to record general leadership training experiences.

Once a record has been added, the leader name will appear on the main Leader Selection page. A leader record marked N in the active field on the main record screen will only be visible on this screen if the Active Status box is marked Inactive or Both. Inactive records have a question mark preceding the name. Inactive records will not be visible when Active is checked in the Active Status box.

If the leader screening status is set to anything other than Accepted, a warning box will appear each time the record is accessed.

Leader Field Descriptions

Print Label	Can be checked on individual records (leader, member and parent information) to print labels for an individual or group of individuals.
OMB Ethnicity and Race	Fields located in lower left of screen to identify appropriate ethnicity and race. 4HPlus will take you to this section of the screen when tabbing between Gender and Residence. Identify both ethnicity and race. Click on Save OMB Data and 4HPlus will take you back to the Residence field.
Residence	Indicates residence category. Selections will appear in the Field Help Box on the lower right of the screen when clicking in the Residence field. Residence categories: <ul style="list-style-type: none"> 1 Farm or ranch 2 Town under 10,000 and rural non-farm 3 Town & city 10,000 – 50,000 4 Suburbs of city over 50,000 5 Central cities of over 50,000
Adult Volunteer Type	Identify the primary role of the volunteer. Click in the Adult Leader Type box to open the list of Leader Type options in the lower right of the screen: <ul style="list-style-type: none"> 80 None 81 Youth Leader 82 Organizational/General 83 Project 84 Activity 85 Resource 86 Key 87 County Committee 88 Club Enrollment 89 Adult Advisor <p>Note: the Adult Volunteer Types can be used as search fields for labels and reports.</p>
Web UserID/Web Password	Will be automatically assigned after saving the record. This will be used when the web companion 4H4ME is launched.
Alumni	An optional field to identify 4-H alumni.

Leader Field Descriptions – Continued

Leadership, Parenting, Other	Fields not being used in Wisconsin, tab through fields and they will autofill N.
Active	Field to identify currently active leaders. The Youth Protection screening record will need to be completed for each leader in order for 4HPlus to recognize them as an active volunteer.
Leader Class	<p>New feature to identify leader records by type of record. All 4-H volunteers should be listed as L01 Traditional. For individuals who are not serving as 4-H volunteers (Adult Leader Type 80 - None), select from the following options:</p> <ul style="list-style-type: none"> L02 Community Partner L03 County Board L04 County Extension Committee L05 Extension Staff L06 FFA Advisor L07 Legislator L08 Media L09 School Contact L10 Youth Organization L11 Miscellaneous <p>Note: the Leader Classes can be used as search fields for labels and reports.</p>
Local Fields	Fields that can be named at the county level to record any type of data that needs to be tracked during the course of the year. Year-long uses might include individuals serving on an executive board or special committee. Shorter-term uses might include workshop registration, forms or payments. Local fields can be named or renamed at any time. Fields will accept text and numerical data. These fields can be searched for labels and reports.
State Fields	Two fields are used to record keeping name private and photo release approval – use N or Y in each. These fields can be searched for labels and reports.