

4HPlus – Wisconsin Entering New Member Enrollments



To enter a new member:
 Select **Goto** then **Members**
 Select **Registration**
 Select **Enter New Member** then the **Process** button.

Use the Tab key to move between fields.

Select the correct Member Class – Traditional, Cloverbud, Special, or Non-Newsletter.

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

Enter the Birthdate, (Age will auto fill) and 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 Gender, Residence, Grade, and School Name. (Grade and School can be selected from the list in the lower right.)

Enter the member 4H Years, (Current Year will auto fill), and Youth Volunteer Type.

Enter an email address, if available.

Enter the Parents' Names.

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

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

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

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

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.

There is a Notes field for you to record anything else about this member.

In the Military Family/Branch box, select the branch or '00 No Military Association'.

After completing the main screen, go to Parent(s) Info on the right side of this screen to add the parent/guardian information.

Then go to Clubs, Projects, Achievements, and Communications on the left side of the screen to add appropriate information.

Wisconsin Extra 2 Members Data... Data Set 2010/2010

Goto Registration Units Projects Achievements SQL Reports/Utilities Multi-Member Assignments List Next 50 Available Member Id Numbers

9 Clubs...

Member Data (Units/Clubs Selection Screen)

Id: EXB3860 Last: Everest First: Linden

Phone: (608)123-4567 M.I.: A Grade: 0

Member's Clubs: Count 0/0 Available Clubs: Count 1/10

Club Code	Title
EXB109	Chilton Chickens
EXB102	Devis Dandys
EXB101	Filmore Flapjacks
EXB110	Frances Franky
EXB106	Garfield Gaggle
EXB108	Johnsonville Brats
EXB104	Langdon Loiterers
EXB107	Pork Francers
EXB105	State Stompers
EXB103	Walworth Whistlers

<< Add <<

>> Delete >>

Prior

Next

Projects

Achievements

Communications

Set Primary Club

Primary

Title

To add a club, select the correct club name, and then click Add in the center.

If there are more than one member 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 member. 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. Members Data... Data Set 2010/2010

Goto: Registration Units Projects Achievements SQL Reports/Utilities Sub-Member Assignments List Next 50 Available Member ID Numbers

Projects...

Member Data (Projects Selection Screen):

Id: [E03366] Last: [Everest] First: [Lorden]
 Phone: [(509)789-4561] MI: [A] Grade: [8]

Hint: All members of a club can be assigned the same project at once on the [Units] screen.

Member's Projects... Count: 0/2

Code	YIP	Act	Title
10351	01		Cloverbuds 1
30001	01		Photography 1

Available Projects... Count: 1/566

Project Code	Title
10101	Adventures
20351	Adventures in Derryland
20359	Adventures in Derryland, Yth Ldr
50109	Adventures, Yth Ldr
50001	Aerospace 1
50002	Aerospace 2
50003	Aerospace 3
50004	Aerospace 4
50009	Aerospace, Yth Ldr
10851	After-school Projects
10859	After-school Projects, Yth Ldr
60321	Air Pistol
60329	Air Pistol, Yth Ldr
60371	Air Rifle
60379	Air Rifle, Yth Ldr
10211	Ambassadors
60472	Aquatic Science
60311	Archery
60319	Archery, Yth Ldr
30301	Art 1
30302	Art 2
.....

Control key: << Add <<

Buttons: <> Delete <>, Prior, Next, Clubs, Achievements, Communications, Return

Year In Project: [01] Save YIP

Note: The [Save YIP] button is only used to save changes to the YIP for existing Member 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.

Maximum allowed number of projects: 66

Select all projects for the member. 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.

Add additional phone and email contacts if needed.

To be able to send Text messages to the member'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 member record.

The member enrollment process is complete in 4HPlus and this member will appear in reports and lists you generate.

Once a record has been added, the member name will appear on the main Member Selection page. A member 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. Note Jerry, Jeff on the right. Inactive records will not be visible when Active is checked in the Active Status box.

Print Label	Can be checked on individual records (leader, member and parent information) to print labels for an individual or group of individuals.
Residence	Type appropriate residence number or select the appropriate category from the box on the lower right when clicking in the residence box. Residence categories: 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
Youth Volunteer Type	For members who are not serving as youth leaders, tab through box to autofill 80 (None). For members who are youth leaders type 81 or click in the Youth Volunteer Type box to select 81 from Leader Type options in the lower right of the screen. Members should only be recorded as 80 or 81. 80 None 81 Youth Leader Note: the Youth Volunteer Type can be used as a search field for labels and reports.
Parent/Guardian	Type in the name of the first parent/ guardian. Select the Parent(s) Info button on the right side of screen and complete the information for all parent/guardians. Six parent/guardian fields (A-F) are available.
Active	Field to identify membership status. Tab through field to autofill Y. Inactive records will be identified as N.
Leadership, Parenting, Other	Fields not being used in Wisconsin, tab through fields and they will autofill N.
Primary Club	Field will autofill after primary club is selected on the Clubs screen.
Web UserID/Web Password	Will be automatically assigned after saving the record. This will be used when the web companion 4H4ME is launched.
Notes	Use this field to record special needs and any other notes regarding the member.
OMB Ethnicity and Race	Identify appropriate ethnicity: Hispanic or Latino, and appropriate race category. Be sure to click on the Same OMB Data button.
Military Family/Branch	
Member Class	Used to identify the member records by membership category. The default is M01 Traditional. M01 Traditional M02 Cloverbud M03 Special Note: the Member Classes can be used as search fields for labels and reports.
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 MAQA attendance, code of conduct forms, individuals serving on a board or committee, or dues payments. Shorter-term uses might include summer camp or trip forms and payments, or workshop registration information. 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	Three fields are used to record keeping name private, photo release approval, and accommodation request – use N or Y in each. These fields can be searched for labels and reports.