

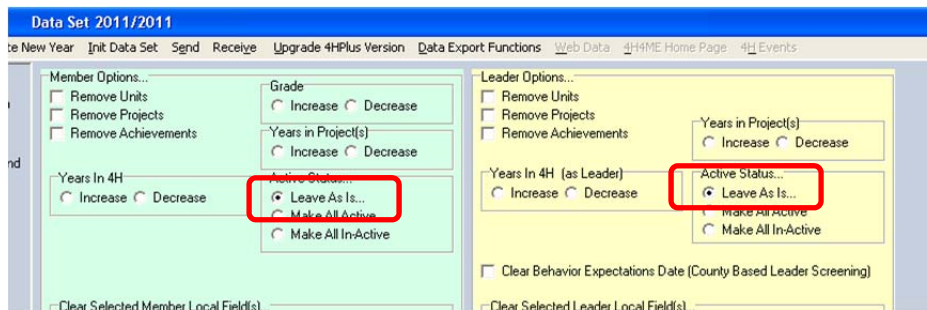


Preparing your county for 4H4ME online re-enrollment

This document will explain the steps necessary prior to having your county members or leaders re-enroll online. All the steps must be completed in order to have a successful online re-enrollment period.

Member and Leader Active Status

When creating the new year in 4HPlus, you must set member and leaders active status as “Leave As Is” when initializing the data at the beginning of the year. This will allow all members and leaders who were enrolled in the previous year to be listed as active this year. Inactive members and leaders cannot use 4H4ME.



Remove any projects you do not offer.

Online users can see the entire set of projects available in 4HPlus.

1. To remove the unused projects, Goto -> Support Data -> Projects (Status Access).
2. Select Project Status to Active.
3. Highlight an unused project and select the Change Project Status button.
4. Repeat for the rest of the projects.

Check Local Field Visibility

One of the steps in the online re-enrollment process is to enter the local and state field information. Only the first three state fields are visible on 4H4ME and they are editable by the member/leader.

Counties can set which of the local fields are visible and which of those are read only. To do this, right click on a local field name in either a member or leader registration screen.

Local Field Name Utility

19

Member's Local Fields's Captions... Web (4H4ME.com) Edit Field Read Only... Web (4H4ME.com) Edit Field Visible... Save / Return

| Local Field Name | Read Only | Visible |
|---------------------|-------------------------------------|-------------------------------------|
| Code of Conduct | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Local Field 2 Name | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Camp Fee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Local Field 3 Name | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Local 3 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Local Field 4 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 5 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 6 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 7 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 7 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 8 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 8 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 9 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 9 | <input type="checkbox"/> | <input type="checkbox"/> |
| Local Field 10 Name | <input type="checkbox"/> | <input type="checkbox"/> |
| Local 10 | <input type="checkbox"/> | <input type="checkbox"/> |

Note: Enter any Field Name changes and then click the [Save / Return] button.

Field Captions:
Set All Captions to 'Un-used'

Read Only Status:
CLEAR All Read Only Check Boxes
CHECK All Read Only Check Boxes

Web Visibility Status:
CLEAR All Visibility Check Boxes
CHECK All Visibility Check Boxes

NOTE: The data in the local fields will not be included in any data transmissions except for 4H4ME.com!

You can change the field caption and the 4H4ME visible and read only attributes by checking and unchecking boxes. If a field is not visible, there is no need to mark it read only.

Do a full upload of your dataset to 4H4ME.

Follow the instructions in the document **Uploading Full County Data Set** found in the 4H4ME Online Manual.

Download and import the member and leader online forms.

There are two forms that need to be downloaded and imported into your 4HPlus database. These forms are available from the 4H4ME on-line manual at <http://4h.uwex.edu/resources/mgt/4H4MEOnlineManual.cfm>. These are the member and leader signature forms.

1. Download the forms into your ckv/dataxfer folder.
2. In 4HPlus, **Goto** -> **Web Interactions** -> **Web Forms** -> **Web Form Creation**.
3. From the list of buttons on the right, select **Import Selected Form**.
4. From the list that appears, select the new form.
5. Select **Create or Modify Form** and select the leader form.
6. Select the Build 4h4me Records button.
7. Repeat for the member form needed.
8. Select the **Exit** button.

Upload the new forms to 4H4ME.

Follow the instructions on page 4 of the document **Synchronizing Your Data** found in the 4H4ME Online Manual to upload local data to the web. You should see numbers in the Web Form box.

Check County Level Parameters

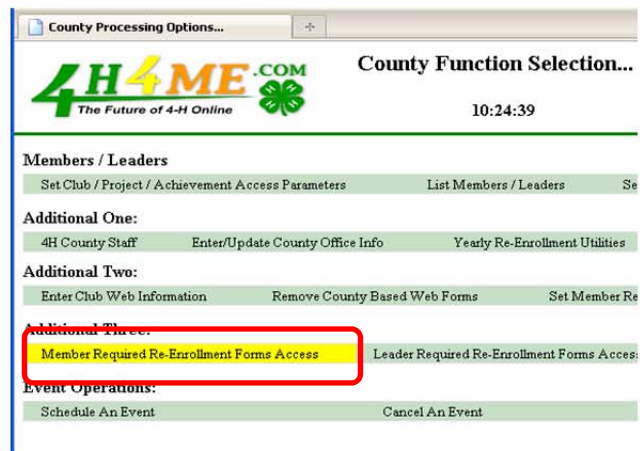
Follow the instructions in the document **Setting County Web Options**, page 3 to check your county level parameters to make sure members and leaders are allowed to re-enroll. Also make sure the new year is listed as the current year on this page.

Set the minimum number of Achievements required to **0** for both members and leaders as shown on page 2 of the Setting County Web Options document.

Set Forms Requirement for Re-Enrollment

Add member and leader signature forms to required Re-enrollment Form Lists

On the 4H4ME **County Direct Access** page, select **Member Required Re-Enrollment Forms Access**.



On the next page, select the form you downloaded and imported and select the **Add Form to Required Member Re-Enrollment Form List**.

Select **Prior Screen** button to return to the menu.

Repeat for the Leader re-enrollment signature form.



An EEO/Affirmative Action employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title IX and ADA requirements. Requests for reasonable accommodation for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. Publications are available in alternative formats upon request.