



Utah State 4-H Office  
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## Bulk updates to participation – Activities, Awards, Groups, and Training

When you have large numbers of members participating in an activity, award, or group you can update each of the members participation files through this process. Using this feature you do not have to individually login to each members file to update their participation records.

The screenshot shows the 4HOnline system interface. A red arrow points to the 'Search' button in the top navigation bar. A second red arrow points to the 'Search' button in the search filter section. The search filter section includes a 'Keyword(s)' field, a 'Search' button, and various filters for 'Enrollment Date', 'Flagged', 'Gender', 'Role', 'Status', and 'Volunteer'. Below the search filter, a table titled 'MEMBERS/VOLUNTEERS' displays a list of members with columns for Name, V, Years, Member #, Status, 4-H Age, Role, Gender, Primary Club, Enrollment, Approved, and Login.

Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
contact, Stan				Active		Contact	Male		May 10, 2013		Login
demo family 4, little demo	1		516277	Active	12	Youth	Male	demo club 2	Feb 04, 2013	Feb 04, 2013	Login
Demo, Adult 1		1	484951	Incomplete		Adult	Female	Demo Club	Feb 21, 2013		Login
Demo, Phillip		1		Incomplete	12	Youth	Male		Jan 30, 2013		Login
Demo, Youth 1		2	484950	Active	9	Youth	Female	demo club 2	Dec 05, 2012	Dec 05, 2012	Login
Demo, Youth 2		1	485015	Incomplete	12	Youth	Female	Demo Club	Jun 05, 2013		Login
Guy, Changes	V	1	554401	Active	12	Youth	Male	demo club 2	Apr 30, 2013	Jun 05, 2013	Login

1. Log in as a Manager
2. Select the Search button

Utah 4-H Youth Development Powered by 4HOnline Utah State University Extension (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Options Confirm Members Schools Clubs Project Alliances Activities Awards Groups Group Enrollment Payments Reports

Quick Exports Quick Reports

Members/Volunteers Families Projects Activities Awards Groups Training

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Select a county ...

Enrollment Date From To Clear Dates

Flagged Gender Yes No Male Female

Role Status Volunteer Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term Yes No

19 Records Returned

Reset Flag Add Flagged Add Family

Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
<input checked="" type="checkbox"/> contact, Stan				Active	Contact	Male			May 10, 2013		Login
<input checked="" type="checkbox"/> demo family 4, little demo	V	1	516277	Active	Youth	Male	demo club 2	demo club 2	Feb 04, 2013	Feb 04, 2013	Login
<input checked="" type="checkbox"/> Demo, Adult 1		1	484951	Incomplete	Adult	Female	Demo Club	Demo Club	Feb 21, 2013		Login
<input checked="" type="checkbox"/> Demo, Phillip		1		Incomplete	Youth	Male			Jan 30, 2013		Login
<input checked="" type="checkbox"/> Demo, Youth 1		2	484950	Active	Youth	Female	demo club 2	demo club 2	Dec 05, 2012	Dec 05, 2012	Login
<input checked="" type="checkbox"/> Demo, Youth 2		1	485015	Incomplete	Youth	Female	Demo Club	Demo Club	Jun 05, 2013		Login
<input checked="" type="checkbox"/> Guy, Changes	V	1	554401	Active	Youth	Male	demo club 2	demo club 2	Apr 30, 2013	Jun 05, 2013	Login

3. Check the box(s) next to the members names to "flag" the members that will have their participation records updated.

4. Click the "Add Flagged" button.

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Members/Volunteers Families Projects Activities Awards Groups Training

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Select a county ...

Enrollment Date From To Clear Dates

Flagged Gender Yes No Male Female

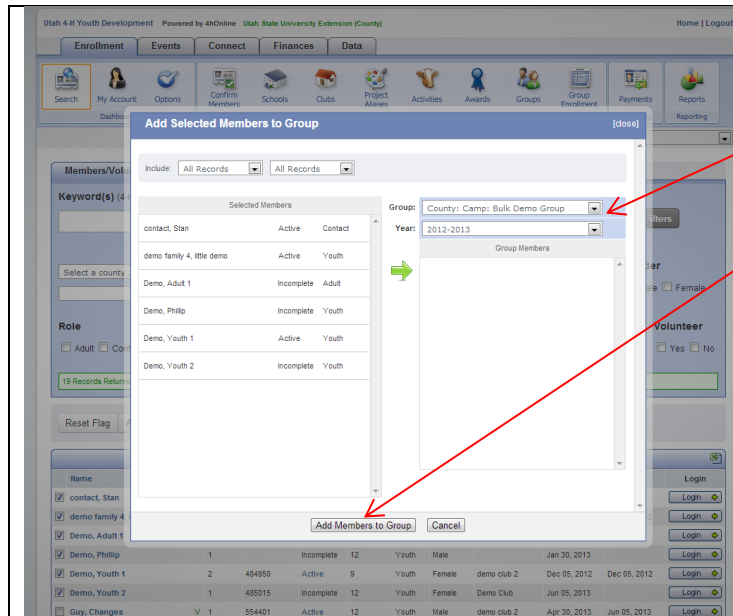
Role Status Volunteer Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term Yes No

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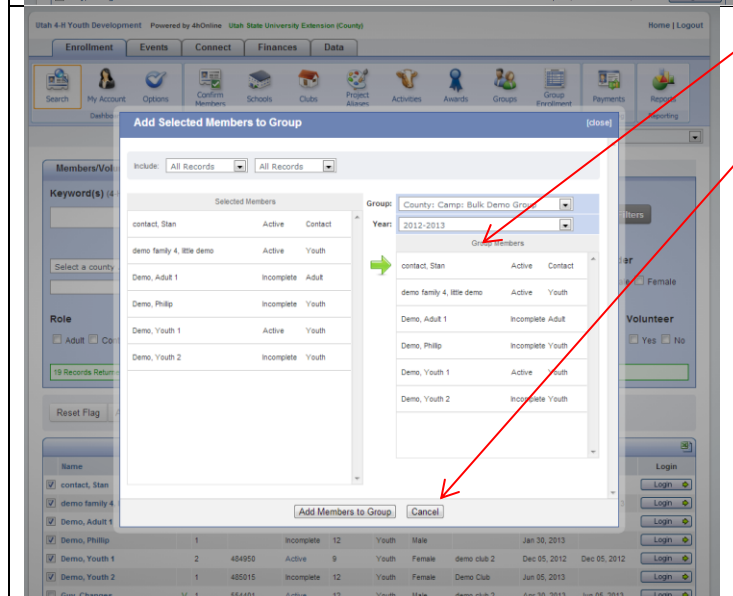
5. Click on the participation category where the flagged members will be added.



The names flagged will appear in the list on the left side of the popup box.

7. Select, the award activity, or group (the category will correspond to what you selected in step 5) and year from the dropdown menus.

8. Press the Add Members to [Activity, Award, Group, Training]



7. The flagged names are moved to the list on the right side.

8. Click Cancel.

The members' participation records are now updated.