



Utah State 4-H Office  
4900 Old Main Hill  
Logan, UT 84322-4900  
(Local) 435-797-4444  
(Toll Free) 1-888-4H-YOUTH (1-888-449-6884)

## Running Club or Project Reports

Utah 4-H Youth Development Powered by 4hOnline Utah State University Extension (County) Home | Return to the Admin account | Logout

Enrollment Events Connect Finances Data

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

New Messages	Author	Sent
New State Forum Topics	Author	Posted

Queued Reports	Type	Status	Start Time	End Time
Queued Bulk Downloads	Type	Status	Start Time	End Time

Announcements & Newsletters

Demo Newsletter  
Nov 01, 2012 Demo County

Items to Review

- 1 Enrollments Pending
- 0 Event Registrations Pending
- 0 State Forum Replies

Items to Order / Pay

- 0 Enrollment Checks Due
- 0 Event Checks Due

2012-2013 Enrollment Snapshot

Youth Club Enrollment	0
Adult Volunteer Enrollment	0
Youth Volunteer Enrollment	0
Group Youth Enrollment	0

Click on the Reports Icon

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Dashboard Enrollment Screening Reporting

Quick Exports Quick Reports

Enrollment Reports Manager Reports

Custom Current 4-H Year Select A Club (overrides club standard filter)...

Memorized Shared Standard Trash

Enrollment: Custom

- Broadcast Email - All Active
- Broadcast Email - All Active
- club report
- club roster
- Custom Report Demonstration
- demo club list
- email list
- jyc
- Members Active
- Project list
- Test email

Report Options

- Run Report
- Edit Report
- Copy Report

File Options

- Create Report
- Delete Report
- Create Folder
- Rename Folder
- Delete Folder

Click Standard

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Current 4-H Year Select A Club (overrides club standard filter)...

Enrollment: Standard

- Club
  - Club - Directory (Primary Club)
  - Club - Leader Directory
  - Club - Totals
  - Club - Totals (Primary County Only)
- ES237
  - ES237 (All Reports)
  - ES237 - Activity Count
  - ES237 - Ethnicity Count
  - ES237 - Participation Count (Duplicates Included)
  - ES237 - Volunteer Count
  - ES237 - Youth Count
- Family
  - Family - Labels (Avery 5160): By Name
  - Family - Labels (Avery 5160): By Zip
- Group
  - Group - Enrolled
  - Group - Totals
- Member
- Project
  - Project - Enrolled
  - Project - Leaders (Adult)
  - Project - Leaders (Youth)
  - Project - State List With National Categories
- Statistics

Report Options

- Run Report
- Memorize Report

Click on the type of report you want (in this example we are doing mailing labels) and then click on Memorize Report (Memorize report allows you to modify standard reports.)

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Custom Memorized Shared Standard Trash

Current 4-H Year Select A Club (overrides club standard filter)...

Enrollment: Standard

- Club
  - Club - Directory (Primary Club)
  - Club - Leader Directory
  - Club - Totals
  - Club - Totals (Primary County Only)
- ES237
  - ES237 (All Reports)
  - ES237 - Activity Count
  - ES237 - Ethnicity Count
  - ES237 - Participation Count (Duplicates Included)
  - ES237 - Volunteer Count
  - ES237 - Youth Count
- Family
  - Family - Labels (Avery 5160): By Name
  - Family - Labels (Avery 5160): By Zip
- Group
  - Group - Enrolled
  - Group - Totals
- Member
- Project
  - Project - Enrolled
  - Project - Leaders (Adult)
  - Project - Leaders (Youth)
  - Project - State List With National Categories
- Statistics

Report Options

- Run Report
- Memorize Report

Copy Report

Title

Description

Share Club

Copy

Enter a title and description for your report. In this example "Project" was entered for the title and description. If you check the Share Club box then your club leaders will be able to run this report.

Enrollment Events Connect Finances Data

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

Report Standard Filters View Report

Report: Family - Labels (Avery 5160): By Name (Project)

Clubs (Units) Projects

4-H Afterschool:project alias for H state project 4-H Aft...  
Automotive:demo county project...  
Beef:Market Beef  
Ceramics  
Character Education  
Chemistry  
Childdev/Care/Babysitti...  
Citizenship  
Clothing And Textiles  
Clovebuds Tobacco

Project: Animals

>><<

Click on Clubs (Units) or Projects tabs then on the club or project that you want for this report. Use the >> button to move the club or project to the box on the right.

Click the Save button at the bottom of the screen. This will save your report to your Memorized folder.

Click the View Report

with the current 4-H year)

Participating  Pending  Short-Term

0  11  12  13  14  15  16  17  18  19

Male  Female

Ethnicity

Hispanic  Not Hispanic

Race

White  Black  American Indian Or Alaskan Native  Native Hawaiian Or Pacific Islander  Asian  Balance Of Other Combinations

Military Service

I have a parent serving in the military  Myself, and/or my spouse, is currently serving in the military  No one in my family is serving in the military

Residence

Farm  Town under 10,000 and rural non-farm  Town/City 10,000 - 50,000 and its suburbs  Suburb of city more than 50,000  Central city more than 50,000

School Grade

Kindergarten  1  2  3  4  5  6  7  8  9  10  11  12  Post High School Education  Not in School  Special

Volunteer

Volunteer  Not Volunteer

Save Delete

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Dashboard Enrollment Screening Reporting

Report View Report

Page 1 of 1 Pdf

THE DEMO FAMILY 4 FAMILY 99999 NORTH LOGAN, UT 84341	THE GUY FAMILY 2014 N 1400 E LOGAN, UT 84341-2046
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This is the report. Click on the disk icon to save it to your computer as a PDF file.

Click on the Reports icon to return to the reports screen.

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Quick Exports Quick Reports

Enrollment Reports Manager Reports

Custom Memorized Shared Standard Trash

Current 4-H Year Select A Club (overrides club standard filter)...

Enrollment: Memorized

- Club
  - (Club - Directory (Primary Club)): demo club directory (demo club directory)
- Family
  - (Family - Labels (Avery 5160): By Name): Family Labels by Name (Family labels 4/3/2013)
  - (Family - Labels (Avery 5160): By Name): Family Labels by Name (Family labels 4/3/2013)
  - (Family - Labels (Avery 5160): By Name): Project (Project)

Report Options

- Run Report
- Edit Report
- Memorize Report

File Options

- Delete Report

Here is the report in your memorized folder. (The green check mark means it is a shared report so club leaders can run this report.)

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