

Adding Activities, Groups & Awards to Member Records

You can add (and delete) activities, groups, and awards to member records, regardless of the current status of that member (active, inactive, incomplete, pending).

Activities may include 4-H activities that occur within your county such as committee meetings, demonstration day, interview judging, leadership training.

Groups are non-project activities that meet regularly but are NOT clubs. Groups do not count on ES237.

Group Enrollments is the form we fill out to capture participation/race/demographic data for educational events. This form impacts ES237.

On the search screen, all names are click-able links. Clicking on a member's name is NOT the same as clicking Login on the right side of their record, however.

- **Login** takes you to the family/member record, allowing you to edit all information as before.
- **Clicking the name** brings up a mini-screen with only that specific member, allowing you to specify if you wish to add an activity, award, or group. Notice that there is a [close] and Cancel option to return you to the previous screen.

Tips:

- On the Search screen, if you click directly on the Activities tab (without first clicking a member) ONLY records that have activities associated with them will show up on the Activities Search screen—same for awards & groups.

MEMBERS/VOLUNTEERS									
Name	V	Membership ID	Status	4-H Age	Role	Gender	Primary Club Title	Enrollment	Login
Anderson, Mike	V	291001	Active		Adult	Male	WingWalkers	01/14/2011	Login
Contact, Joe			Active		Contact	Female		02/16/2010	Login
Dirksen, Joanna	V	226750	Active		Adult	Female	WingWalkers	09/20/2010	Login
Dirksen, Sophie		226642	Incomplete	14	Youth	Female	WingWalkers	09/20/2010	Login

Member Options [close]

#226642
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 Zdemo

Activities | Awards | **Groups** **Click-able links**

Cancel



To Add an Activity:

- Click on the Activities Icon (Cow Head) on the Dashboard
- Click Add Activity
 - Enter Activity Title/Description (you can indicate if the activity is project related)
- Click Save
- Go to the Search tab – Members
- Click the names of the participants for the activity
- Then click Add Flagged and click on Add to Activity – this allows you to do a bulk add to an activity ☺
- A pop up window will appear.
- In the right hand column select the Activity and Select the year
- Click “Add Members to Activity”

To create a Group click on the Groups Icon from the Dashboard

To create an Award click on the Awards Icon from the Dashboard

Follow the steps to enter participants to groups or awards from the steps above starting at the Search tab

Benefits – This would be a way to build member data that we did not have transfer over from 4-H plus as far as different activities/awards participation. In a lot of ways this set of records captures information you would see in the Involvement report. There is the ability to select earlier years.

If you have questions on Activities/Awards/Groups please contact Erika ethiel@uidaho.edu