Using the Flags function – Trainings and Activities

Flagging members/volunteers is an easy way to add the ‘flagged’ records to the following items

- Activities
- Awards
- Groups
- Trainings

**TRAININGS:**
This returns a list of all the members of your count (Active/Pending). To get this list to generate perhaps only active leaders you will want to check the “Adult” box under ‘Role’ and “Active under “Status”

At this point trainings can only be created at the state level. The following trainings are in the system and can be used as a way to monitor what leaders have participated in these trainings

- Child Protection Policies Training
- New Leader Orientation
- Shooting Sports – Level 1
- Shooting Sports – Level 2
- WSU E-Learning Modules
In this sample we will be adding a group of active adult leaders (Demo county) as participants to the Child Protection Policies Training.

- I have filtered the group to be Active
- Role = Adult

1. Add checkmarks to the participants in this group (in this case the 11 records checked have participated in a training)
2. Click “Add Flagged” icon and select “Add to Training”
3. From the dropdown list select the desired training. In this case I am going to select “Child Protection Policies Training”
4. Once you have selected the training click "Add Members to Training"

5. Click "Close"

6. To verify this you can go to the Training Tab, select the training from the dropdown menu and the current year. If a person was mistakenly added you can select the record(s) and click the "Remove All Checked from Training". As training information is added this will build a database for you to search on what trainings leaders/youth have participated in.
**ACTIVITY:**

If you have a county-wide activity (contests, events) you can create an Activity.

To create an activity

1. Click on the “Activities” icon on the Enrollment tab on the dashboard
2. Click “Add Activity”

3. Enter in the pertinent activity information. In this same it is a First Aid/CPR Training – noted as a leader training.
4. Click “Save”

5. To add participants add a check to the appropriate records (make sure you are in the Search section and clicked on Member/Volunteer)
6. Click “Add Flagged” click on “Add to Activity”

**TIPS:**

- If working on a variety of events/activities be sure to click “Reset Flag” - the system will remember your selections
7. In the popup window select the Activity Title
8. Click “Add Members to Activity” You will see the member names appear to the right of the green arrow.
9. Click “Close”

To view participation in Activities click on Enrollment Tab from the Dashboard and click the Activities Tab. You can Search by Activity Type, 4-H Year and all of the other parameters i.e. Keywords/Role/Status

Custom reports can be created to either filter by Activity titles/years which may be helpful as more data is entered in the system