

## Printing a member (youth or adult) health form

Created: August 2012

Updated:

### OVERVIEW

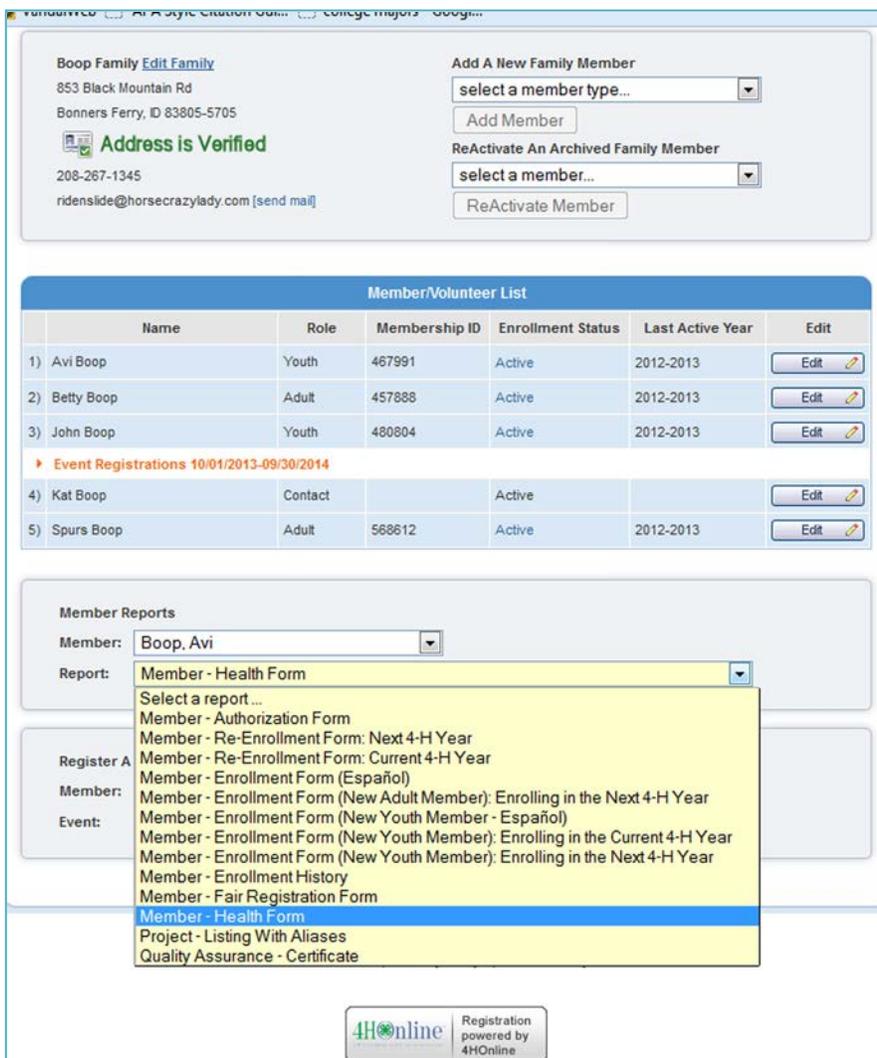
Health and emergency contact information can be printed in one of two ways - either for one member (youth or adult) or for a group of members.

### FOR ONE MEMBER

After logging in:

1. Navigate to the [Member List] screen.
2. In the Member Reports section, select a [Member]
3. Click on [Member - Health Form]
4. A PDF report will pop up, or display in your browser. If the PDF does not pop up, check any popup blocker settings and/or try a different web browser.

**Note - When the family logs in, they will see these same [Member Reports] options and can print the same report.**



The screenshot shows the 4-H Online interface for a family named 'Boop Family'. It includes a 'Member/Volunteer List' table and a 'Member Reports' dropdown menu.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Avi Boop	Youth	467991	Active	2012-2013	<a href="#">Edit</a>
2)	Betty Boop	Adult	457888	Active	2012-2013	<a href="#">Edit</a>
3)	John Boop	Youth	480804	Active	2012-2013	<a href="#">Edit</a>
▶ Event Registrations 10/01/2013-09/30/2014						
4)	Kat Boop	Contact		Active		<a href="#">Edit</a>
5)	Spurs Boop	Adult	568612	Active	2012-2013	<a href="#">Edit</a>

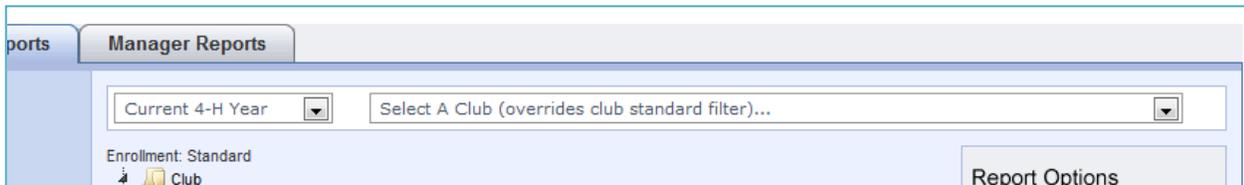
The 'Member Reports' dropdown menu is open, showing the following options:

- Member - Health Form
- Select a report...
- Member - Authorization Form
- Member - Re-Enrollment Form: Next 4-H Year
- Member - Re-Enrollment Form: Current 4-H Year
- Member - Enrollment Form (Español)
- Member - Enrollment Form (New Adult Member): Enrolling in the Next 4-H Year
- Member - Enrollment Form (New Youth Member - Español)
- Member - Enrollment Form (New Youth Member): Enrolling in the Current 4-H Year
- Member - Enrollment Form (New Youth Member): Enrolling in the Next 4-H Year
- Member - Enrollment History
- Member - Fair Registration Form
- Member - Health Form
- Project - Listing With Aliases
- Quality Assurance - Certificate

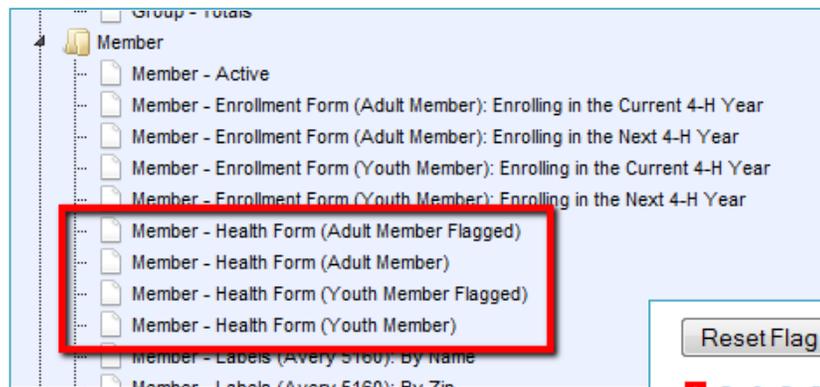
## FOR MULTIPLE MEMBERS

As a Manager, you can print health forms for a batch of members, based on filter criteria of your choosing, as follows:

1. Click on the [Reports] icon
2. Click on the [Standard Reports]
3. At the top are two quick filters that can be applied (4-H Year and Club)



4. Looking under the [Member] folder there will be four [Health Form....] options



5. The two options without [Flagged] will generate one long PDF with all [Adult] or [Youth] members, with above mentioned filter(s) applied, if chosen.
6. The [Flagged] options will generate one long PDF with only those [Adults] or [Youth] who have been flagged on the main [Search] screen.

**Generating multiple health forms represents a major load on the server, so it may take longer than expected before they appear on the screen.**

**While it is possible to [Memorize] a [Health Form...] report, there is no point in doing so, as a memorized [Health Form] report will not offer any usable options.**

