

Timeline and Data Management (Updated August 20, 2020)  
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You can do the following at **any time\***:

- enroll youth and volunteers
- add clubs or change club name
- update enrollee's data
- update potential club demographics data
- change enrollee's status
- assign activities (county, regional, state)
- create lists
- manage interest, activity and awards

SUPER Enrollment User Guide and Help can be found at:

<http://super.tennessee.edu/Help/Default.aspx>

**Reporting year: 2021**

**August 19th:** SUPER Enrollment Data Roll-up

**After August 19<sup>th</sup> - a new 4-H year starts:**

- Prepare for the new 4-H year: Make copies of current year blank enrollment forms (F860 and F861) for each school. All forms are on the website. You can add county specific content on the back of the form. **You can also use the online form; a template can be found at [tiny.utk.edu/4Henrollmentform](http://tiny.utk.edu/4Henrollmentform).**
- Update club list for new 4-H year. (Manage clubs/groups feature)
  - All clubs remain from last year, but are emptied. Re- name clubs or add new clubs, as needed.
  - Add **Unit Activities** you want to track. (Do not use any activity name used on the Standard List of Activities. If will affect how data is pulled into the county report.)
  - Add **Unit Awards** you want to track for members in your county. (Manage awards feature)
- When **enrolling youth**, there are two ways to start. All enrollees will be **“active”** after Roll-up.
  1. No action is required to start with all of your enrollees as **“active.”** To enroll, first search and check to see if the prospective enrollee is in the system.
  2. **OR**, You may first set a group of enrollees (i.e. a grade level), or all enrollees, as **inactive**. Then, to enroll, search and check to see if the prospective enrollee is in the system. If the youth **IS** in the system, then switch their status to **“active.”**
  - **Regardless of the method you choose above, you will need to do this for each continuing enrollee:**
    - **verify** and update all data

- **verify** grade: SUPER 2.0 should advance the grade – **CHECK** please! (An error in grade can affect participation in competition and earning awards)
    - re-assign to club
    - enter and/or change project(s). De-select projects enrollee has not selected for the current year.
  - If a **prospective enrollee is not in the system**, proceed to complete a new enrollment for the enrollee.
- Check data entered under the **Enrollment Stats** tab. This allows you to assess data and see if it reflects the size and scope of the county 4-H program. You no longer need to create the annual enrollment report to see data entered.
- When entering activity/event participation:
  - Use **reporting year date** so data will appear in current annual report.
    - Ex. Activities/events that take place during August, September, October, November and December 2020, when reporting in SUPER, report using the year **2021** instead of 2020.
    - Use the **Assign** feature: Assign participation *frequently and consistently* during the year (See the **Assign Feature** in the Enrollment User’s Guide).
- Once you have enrolled youth in clubs, you can create lists by using the “*List*” feature.
  - list 4-H members in a specific club
  - list 4-H members interest in a specific project
  - ☆ You can create a list of members for each club and take it with you to club meetings to record youth participation in demonstrations, public speaking, contest, etc.

### September\*

- Continue entering activity/event participation (county, regional, state)

### October\* ① ✓ (first Enrollment Stats check point)

- *Enter/Update potential club demographics. School data can be updated every year. Community club data, once entered, may not be available until a community census is updated and published.*
- Check activity data for accuracy. Is activity data entered correctly?
- As activities are assigned to members, check *Enrollments Stats* at least once a month or every two months to verify accuracy (random sampling check). This allows time to correct data as it increases.
- Check volunteer enrollment – are all documents for volunteers finalized or updated?

### January\*

- Enrollment entries completed (at least the majority should be entered by the end of January).

- Check to make sure new clubs appear in Civil Rights compliance report.

**March\*****2**

- **Check Enrollment Stats for accuracy.**
- Does this data reflect a clear picture of the county 4-H program and youth participation?
- Congress delegates/competitors: create Excel file from registration module, **verify grade, gender** and address. Record competition outcome. Print and file for your county awards program.
- Continue entering activity/event participation (county, regional, state).

**End of May\* (or approximately two weeks after completed in-school club meetings) 3 ✓**

- Complete data entry for all events/activities implemented or attended up until now.
- **Check Enrollment Stats for accuracy**

**Camp:** overnight camp (Jr. and Jr. High camp) and day camps

- Create Excel file from registration module. Use for labels and camp roster for camp manager. When returning from camp, update roster, print and file for Civil Rights compliance.
- Enter camp in the enrollment module.

**End of June\***

- Enter events/activities data for the month of June.
- **Check Enrollment Stats for accuracy 4 ✓**

**End of July\***

- Continue entering events/activities data for the month of July.
- Roundup delegates/competitors: create Excel file from registration module, verify grade, gender and address. Record competition outcome. Print and file for your county awards program.
- **Check volunteers status (active/inactive)**. If someone is no longer a volunteer, change status to inactive.
- Review *Enrollment stats* and then create the **Annual Enrollment Report**. (Click “refresh” if new data is entered in the Enrollment Module after report was created.)

**5**

- Submit report on or before August 7, 2021.

**NOTE:** Your **County Director** should review report **before** submitting to **region**.

**ADDITIONAL NOTES: SUPER 2.0 Features and Behaviors**

1. Super 2.0 will alert you to a potential duplicate. Ignoring the alert can potentially produce duplicates.
2. Youth enrolled in 4th – 11th grade will have their grade increased by 1 (Ex: if you have youth enrolled in 7th grade, after the Roll-Up, they will be listed in 8th grade)
3. Youth enrolled in 12th grade prior to the Roll-Up will have the following actions performed:
  - a) The grade will be removed.
  - b) Their Youth Volunteerism record will end.
  - c) They will be changed from 'Youth' status to 'Adult' status.
  - d) They will be marked as 'Inactive' (Their record will remain complete. Individuals that remain engaged as an 'Adult' can be re-activated through the regular activation process.)
4. With the exception of the process mentioned above (#3), no other youth or adult will be marked as '**Inactive**'.
5. Deleting a club will delete all enrollees automatically.
6. When creating a **Unit Activity**, do not name the activity using the same name for activities that appear on the **Standard List of Activities**. Doing so, will cause the program to ignore **Unit Activity** data. For the state report, SUPER 2.0 aggregates the data you enter minus **Unit Activities**. **Unit Activities** only shows up on the county report.
7. You will enter **Group Enrollment** in the report. There is a **Save** button at the bottom of the box. **Save** is only available for the Group Enrollment box. You could add numbers there if you needed to. If you did, you would click **Save** and that would update the group enrollment. **Update** will pull in any new data that may be entered if a county were to have an issue and update their report. Once the report is locked no additional data can be entered.
8. Agents do not need to create the Annual Report to assess data entered. View county data "live" under the **Enrollment Stats** tab. Impact of this feature:
  - a) This means that as soon as data is entered it can be viewed and it should show what was just entered.
  - b) The data entered reflects all programming efforts - the size and scope of the 4-H county program as the year progresses. Data entered is "painting a picture" of the county program. Enter program data systematically and consistently to ensure the picture captures the essence of programming efforts. Every detail of the program is not expected to appear, make sure enough of it is captured to adequately represent programming efforts, opportunities offered to youth in the county, and participation in the program.
  - c) Administration can view and extract data, without interrupting county agents for information, as reporting situations emerge.
9. When the Annual Enrollment Report is submitted, it will go to Regional staff for review. Regional staff will release the report to the state 4-H office for the report to be locked before the next Rollover.