Interest, Activity, Award or Project Report in Enrollment
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Business Case: I am an Extension Agent in Knox County. A list of all 4-H members enrolled in the Companion Animal project is needed. How would this list of members be generated?

Solution: Click Enrollment | Lists. Before creating any new list, click the orange Clear Search Criteria button. To view all 4-H members from the Enrollment module that are enrolled in a particular project, click the Contact Info/Volunteerism tab. Under the Gender section, de-select Any and select Female Youth and Male Youth (Figure 1).

Click the Clubs/Groups tab. Change the Membership Type to 4-H Youth Development. Select Any for Club Name if all clubs are to be included in the search. Select Companion Animals (cat, dog, rabbit) for Project. Click the orange Search button.

The search results will return all male and female youth members enrolled in the Companion Animal project. A summary of racial/ethnic statistics and gender statistics is shown with the individual names (Figure 3). The individual names can be selected to edit or verify information. The list can be exported to an Excel spreadsheet (orange Export to Excel button) or the search criteria can be saved for future use (orange Save Search Criteria as New Unit List button).

This process can be amended to include/exclude any of the search criteria. Make selections based on the needed report.

Addresses blocked for privacy
**Business Case:** I am an Extension Agent in Knox County. A list of all people on the Beef Interest list is needed. How would this list of people be generated?

**Solution:** Click Enrollment | Lists. Before creating any new list, click the orange **Clear Search Criteria** button. The default view is **Any Race/Ethnicity** and **Any Gender** (adult and youth) under the Contact Info/Volunteerism tab (Figure 4). Customize any needed selections.

![Figure 4. Race/Ethnicity & Gender selections](image)

Click the **Interests/Activities/Awards** tab to select the standard Interest of **Beef**. Click the orange **Search** button to return the search results (Figure 5).

![Figure 5. Interest, Activity and Award selections](image)

Using the same process, lists can be generated for any unit interests, standard interests, unit activities, standard activities, unit awards and standard awards. Changes to criteria under the Contact Info/Volunteerism tab can also be used to customize the search.

The search results will return all enrolled individuals in the Beef Interest list. A summary of racial/ethnic statistics and gender statistics is shown with the individual names (Figure 6). The individual names can be selected to edit or verify information. The list can be exported to an Excel spreadsheet (orange **Export to Excel** button) or the search criteria can be saved for future use (orange **Save Search Criteria as New Unit List** button).

![Figure 6. Interest Search Results](image)