<table>
<thead>
<tr>
<th>Module/Feature</th>
<th>What it Does</th>
<th>How feature can work for you</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment/ Enroll</td>
<td>Populates database with individual enrollees data</td>
<td>• Enrollee data is available for other features in the SUPER.</td>
</tr>
</tbody>
</table>
| Enrollment/ Manage Clubs/Groups | Establish clubs/groups with Civil Rights data                             | • Populates the database with club/group information  
• Feeds into Civil Rights Report.  
• Create list of club membership with CR data. Allows you to accurately enter data in Delivery Module. Once entered, system remembers audience data. |
| Enrollment/ Manage Awards | Tracks awards earned by enrollees (standard list & unit)                   | • Create list of awards earned that can be used for the awards banquet and achievement record for individual members.                                    |
| Enrollment/ Manage Activities | Collects participation data for specific activities (standard list & unit) | • Illustrate program scope and diversity.  
• Use data for grant proposals, donors and sponsors.  
• Use data for marketing.  
• Use to track enrollees in a pilot program                                                                            |
| Enrollment/ Manage Interest | Connects enrollees to an interest (standard list & unit)                     | This is used more for adult audience, but is useful for all audiences.  
• Create list of volunteers/teachers by interest (labels)                                                                 |
| Enrollment/ Manage Committees | Establish active committees in county                                       | • Feeds into Civil Rights report.  
• Create list of committee members* (see List uses below)                                                                                                   |
| Enrollment/ List        | Allows user to create specific criteria to create a list of enrollees for both active and inactive. After Rollover, facilitates changing the status of inactive enrollees to active. | • Create list of each club/group with member’s Race/Ethnicity and gender to use for reporting contacts in Delivery module.  
• Create Club roster. Export list to Excel and create a working document to collect participation data. Also, facilitates club management (locates inactive enrollees in clubs you want to delete.)  
• Create list of enrollees by awards, activities, interest (contact information, labels)  
• Create list of enrollees by committees  
• Create list of volunteers  
• Any list can be exported to Excel to create a working document with various uses: contact information, participation, labels, etc. *                                                                                                                                 |

* denotes optional feature in List uses below.
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<td>Enrollment/Assign</td>
<td>Assigns awards and participation in activities/events to a group of enrollees at one</td>
<td>• Streamlines work involved to connect specific data to individual enrollees.</td>
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| Enrollment/Volunteerism | Identifies enrollees as a volunteer: youth and adult Enrollees identified as volunteers are covered by liability insurance. Failure to identify an enrollee as a volunteer can have great financial consequences for the unit responsible for the volunteer. | • Data feeds into UTIA’s master list of volunteers that is reported to Risk Management. This ensures that volunteers are covered by UT liability.  
• Tracks start date and end date of volunteer service, if an application is on file, and if they earned certification.  
• Tracks data for teen volunteers |
| Training/Registration | Platform to register enrollees and general audience for a training session or event | • When an enrollee is registered, the system transfers contact information, Race/Ethnicity, grade and gender from the Enrollment module.  
• Additional information can be collected through questions inserted in the registration design.  
• Once county delegates are registered in an event/training, a roster can be created and exported to an Excel file to create a working participant document. This document can be used to make:  
  • Rosters, name tags, mailing labels, assign housing, track participation in different activities within the event/training, track awards/placing of individual participants, create Civil Rights required documents, and other items according to need and the user’s ability to use Excel.  
• The key is to create the registration to accurately collect participant data needed, specifically through the question feature. |
### SUPER Enrollment Features at a Glance

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| **4-H Annual Enrollment/Document** | Summary of agent’s efforts in providing a quality and diverse educational program for youth in the county.  
  In addition, allows agent to report educational programs offered to non-4-H member (Group Enrollment)                                    | Document summarizes the size and scope of the county 4-H program. Data paints a picture of the quality and diversity of a planned and implemented educational program. Data can be used for grant proposals, seeking funding from donors to sponsor a program, an event or scholarships, CR compliance, County needs assessment, marketing, requesting participation in pilot programs, agent recognition and promotion, accountability assessments, etc.  
  The report document should be created in January. The agent can assess accuracy of data entry. Data also reflects all programming efforts... just as a bank statement allows assessment of status of funds and how funds have been used.  
  It is more than a report, it’s a working document you can use.  
  The key is to enter data correctly and consistently: have a data management system in place! (What to collect, how and when to collect, strategies for consistent and frequent data entry, and frequent assessment of document to ensure data is reflecting agents programming efforts.) |
| **SUPER Rollover**          | Mechanism to improve efficiency and keep database current.  
  Deletes information for individual enrollees who are no longer involved in Extension programs. (Prevents system from crashing)  
  Establishes a standard re-enrollment process for the coming year for accurate counts for county programs and various annual reports.  
  3 things happen with the rollover:  
  • The status of all active enrollees will be set to inactive.  
  • The records for enrollees, who were not volunteers, will be deleted.  
  • Volunteers who were inactive during the year will have an end date that will automatically be set to the date of the rollover.  
  • Allows data to be revised for accuracy each year providing an opportunity to upgrade enrollee’s data.  
  • Youth enrollee data: once entered in the system and after each rollover: change status to active, check address, change grade, project selection and club.  
  • Volunteer data: identify volunteers, track required data, track ending dates.  
  • Enrollees cannot be deleted from the system, except by remaining inactive for one whole year. Rollover functions as a way to refresh database and delete enrollees no longer active in Extension programs. |