Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.
UT Extension provides equal opportunities in programs and employment.
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Pop-Up Blocker

*Note:* Before using the Enrollment module, ensure your pop-up blockers are set to allow pop-ups for super.tennessee.edu. *This only needs to be done once per computer.*

Using Internet Explorer 7.0: Click the **Tools** button on the upper right side of the screen and select **Pop-up Blocker** | **Pop-up Blocker Settings**.

In the new window enter the following for the address of website to allow: **super.tennessee.edu**. Click the **Add** button to add the SUPER site to your allowed sites. Finish by clicking the **Close** button.

Search

Search to verify the person you want to enroll is not in the system. Searching for a client is similar to searching for an Extension employee where as you can use a wild card of * to search for variants of a person’s name, i.e., John* will display Johnson, Johns, Johnston etc.

*Note:* The default is to search for active records. If you need to find an enrollee who is inactive click the check box **Include all inactive records**.

Manage

SUPER Enrollment includes standard statewide Interests, Activities, Awards, and Committees.

The standard items should be used for enrollment. To see a list of these standards, see **Appendix A**. However, if you have an item that is not on the standard list you will be able to add Interests, Activities, Awards, Committees and Clubs/Groups using the **Manage** tab. These will be known as **Unit Activities**, for example, because they are specific to your office. A client can be added to multiple items, i.e., have Interests and be on a Committee, as well as be added more than once to an individual item, i.e., serve on more than one committee or be in more than one group.
Manage Interests
If your office will be tracking interests not on the standard list, here are directions to define unit interests:

1. After selecting the Manage tab at the top, click on the Manage Interests tab on the right and then the orange Add button to the bottom left of the list. An Edit Item pop-up box will appear.

2. Enter the Name of the Interest and select at least one Base Program.

3. Click Save.

4. Interests may be set to inactive by clicking the link of the name of the Interest, un-checking the Active box and clicking Save. The Interest may be deleted by clicking the delete link next to the name of the interest on the main page of unit interests.

Manage Activities
If your office will be tracking activities not on the standard list, here are directions to define unit activities:

1. Click on Manage Activities tab on the right and then the orange Add button to the bottom left of the list. An Edit Item pop-up box will appear. This will be the same type of screen used for Interests.
2. Enter the Name of the Activity and select at least one Base Program.

3. Click **Save**.

4. Activities may be set to inactive by clicking the link of the name of the Activity, un- checking the **Active** box and clicking **Save**. The Activity may be deleted by clicking the **delete** link next to the name of the activity on the main page of unit activities.

**Manage Awards**
If your office will be tracking awards not on the standard list, here are directions to define unit awards:

1. Click on **Manage Awards** tab on the right and then the orange **Add** button to the bottom left of the list. An Edit Item pop-up box will appear. This will be the same type of screen used for Interests and Activities.

2. Enter the Name of the Award and select at least one Base Program.

3. Click **Save**.

4. Awards may be set to inactive by clicking the link of the name of the Award, un- checking the **Active** box and clicking **Save**. The Award may be deleted by clicking the **delete** link next to the name of the award on the main page of unit awards.

**Manage Committees**
If your office manages committees not on the standard list, here are directions to define unit committees:

1. Click on **Manage Committees** tab on the right and then the orange **Add** button to the bottom left of the list. An Edit Item pop-up box will appear.
2. Enter the Name of the Committee, select at least one Base Program and enter a Description of the committee.

3. Click **Save**.

4. Committees may be set to inactive by clicking the link of the name of the Committee, un-checking the **Active** box and clicking **Save**. The Committee may be deleted by clicking the **delete** link next to the name of the Committee on the main page of unit committees.

**Manage Clubs/Groups**

1. Click on **Manage Clubs/Groups** tab and then the orange **Add** button to the bottom left of the list. An Edit Club pop-up box will appear.

2. Enter the Name of the Club/Group, Membership Type, Delivery Mode and Established Year.
3. Check the box(es) “Check if this is a racially integrated club” and/or “Check if this club is in a racially mixed community” as appropriate.

4. Enter the Club Racial/Ethnic Potential and Club Gender Potential according to the directions on the Edit Club pop-up box. (This information may be added at any time after you have added the club/group.)

5. Click Save.

6. Clubs/Groups may be set to inactive by clicking the link of the name of the Club/Group, un-checking the Active box and clicking Save. The Club/Group may be deleted by clicking the delete link next to the name of the Club/Group on the main page of unit clubs/groups.

7. In addition to 4-H and FCE clubs/groups, make sure you have at least one club/group for Master Gardener and TNCEP, as in “Example County Master Gardener” and “Example County TNCEP”.
Enroll

To enroll a person, navigate to the **Enroll** tab and click. The Edit Contact window will pop-up. Complete the form as needed. The items with a red asterisk (*) are required. The asterisks will hide as the information on the form is completed. If you are adding someone into 4-H Youth Development Clubs and Groups you **must complete** the Residence, Grade and Date of Birth information at the bottom of the form.

![Contact Info -- Edit - Internet Explorer](image)

**Required Fields (red asterisk)**

After you click **Save**, you will be returned to the Contact Information screen of the person you just entered. If you need to make changes click the **Edit** button to bring up the Edit Contact window.
Enroll Menu

Along the left side of the screen are tabs for Interests, Volunteerism, Committees, Activities, Awards, and Courses/Events. Each of these has a set of standard items such as County Ag and Natural Resources: Goats, Agriculture Committee, FCS: Fashion Review or 4-H: All Star. You will also have the opportunity to enter your own unit items (see Manage section). **Wherever possible choose from the standard items.** This will help everyone in your office to enter data and create lists quickly. This ensures that data is not only consistent in your office, but statewide as well.

Add Clubs/Groups.

Below each Contact information listing is the Club/Group links. The links to add Clubs/Groups are: **4-H Youth Development,** **Master Gardener,** **Family and Community Education,** and **Tennessee Nutrition and Consumer Education Program.** A link to add 4-H Youth Development Clubs/Groups will only be visible if the person is enrolled as a 4-H member on the Edit Contact Info pop-up box.

**Master Gardener**

To add a person to a Master Gardeners Group, click the Add Master Gardener link. Select the club Name, Rank, and Year from the dropdown lists. Click Save to return to the main Enroll screen.
4-H Youth Enrollment
To add a person to a 4-H Youth Development Club, click the **Add 4-H Youth Development** link. Select the Club Name, enter a Parent/Guardian name and select one or more Projects. Click **Save** to return to the main Enroll screen.

Family and Community Education
To add a person to a Family and Community Education Club, click the **Add Family and Community Education** link. Select the club Name, Membership Type and check one or more Degrees of Membership. Click **Save** to return to the main Enroll screen.

Tennessee Nutrition and Consumer Education
To add a person to a TNCEP group, click the **Add Tennessee Nutrition and Consumer Education Program** link. Select the group Name and check one or more Roles. Select the appropriate Year for the Roles checked. Click **Save** to return to the main Enroll screen.
Add Interests

Click on **Interests | Edit** to add an Interest. Standard Interests are statewide. Unit Interest are those unique to your county and can be created using **Manage**. Select the appropriate Interest(s). Click **Save**.

Delete any existing Interests for a person by clicking the *delete* link to the right of the interest. This located on the main Interests page.

Add Volunteerism

Click on **Volunteerism | Edit** to add a volunteer. Fill in applicable data. Click **Save**.

Add Committees

Click on **Committees | Add**. Select the committee name from the drop down list. Standard committees are state wide and unit committees are committees that are unique to your county. These can be added under Manage. Fill in applicable data. Click **Save**.
Add Activities/Awards

Click on Activities or Awards tab and then Add to add an activity or award. Standard activities/awards are state wide and unit activities/awards are those activities/awards unique to your county. These can be added under Manage. Fill in applicable data choosing between Standard and Unit activity/award. For each activity/award be certain to select the correct year and level. Click Save.

Add Courses/Events

Click on Courses/Events tab. Courses the person is currently enroll or completed will be listed at the top under the name. Fill in appropriate dates and click on Search to display courses/events to register for. Locate the desired Course/Event. Click on Register Client located to the right of the course/event. Complete the registration form. Click Register.

To unregister a person for an event, click the Unregister link to the right of the course/event.

Courses/Events for an individual person
Lists

The List feature can be used to pull out data for a report, mailing labels, and more.

- Click on **Contact Info/Volunteerism**, **Interest/Activities/Awards**, **Committees**, **Clubs/Groups**, or **Courses/Events** tab.
- If you mark specific data in any orange box, remove the checkmark from the **Any** selection box.
- Click **Search**.

**Note:** Be sure to click the orange **Clear Search Criteria** button between searches.

---

Example of **Contact Info/Volunteerism** list selection tab
Examples of using List feature:

Example One: Mailing List for Interest of Cotton

- Click Enrollment | Lists
- Click Interest/Activities/Awards tab
- Click the orange Clear Search Criteria button to remove any previous searches
- Under Standard Interests:, select Cotton
- Click orange Search button
- Scroll down, click orange Export to Excel button
- Click Open or Save at pop-up window
- Follow steps from Blackboard for creating labels
Example Two:  Listing of County Ag Committee

- Click Enrollment | Lists
- Click Committees tab
- Click the orange Clear Search Criteria button to remove any previous searches
- Select Name of Committees from drop-down list
- Click orange Search button
- Scroll down, click orange Export to Excel button
- Click Open or Save at pop-up window
- Follow steps from Blackboard for creating labels or other lists
Example Three: List of 4-H members in a specific club
- Click **Enrollment | Lists**
- Click **Clubs/Groups** tab
- Click the orange **Clear Search Criteria** button to remove any previous searches
- In the Club Name box (first orange box) click the specific Club Name
- Unmark the **Any** checkbox (first in the list)
- Click orange **Search** button
- Scroll down, click orange **Export to Excel** button
- Click **Open** or **Save** at pop-up window
- Follow steps from Blackboard for creating labels or other lists
Example Four: Contact 4-H members interested in Horse Judging

- Click **Enrollment | Lists**
- Click **Club/Groups** tab
- Click the orange **Clear Search Criteria** button to remove any previous searches
- In the Club Name box (first orange box) click **Any** for Club Name
- In the Project box select **Judging-Horse**
- Click orange **Search** button
- Scroll down, click orange **Export to Excel** button
- Click **Open** or **Save** at pop-up window
- Follow steps from Blackboard for creating labels or other lists

<table>
<thead>
<tr>
<th>General</th>
<th>Contact Info/Volunteerism</th>
<th>Interests/Activities/Awards</th>
<th>Committees</th>
<th>Clubs/Groups</th>
<th>Course/Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Type</td>
<td>Club Name</td>
<td>MB Rank</td>
<td>4-H Grade</td>
<td>Project</td>
<td>FCE Degree of Membership</td>
</tr>
<tr>
<td>Membership Type</td>
<td>Club Name</td>
<td>MB Rank</td>
<td>4-H Grade</td>
<td>Project</td>
<td>FCE Degree of Membership</td>
</tr>
<tr>
<td>Membership Type</td>
<td>Club Name</td>
<td>MB Rank</td>
<td>4-H Grade</td>
<td>Project</td>
<td>FCE Degree of Membership</td>
</tr>
<tr>
<td>Membership Type</td>
<td>Club Name</td>
<td>MB Rank</td>
<td>4-H Grade</td>
<td>Project</td>
<td>FCE Degree of Membership</td>
</tr>
</tbody>
</table>

- **Search**
- **Clear Search Criteria**
Assign

The Assign feature in SUPER Enrollment allows you to add activities and awards to all individuals in a club. To use the Assign feature click Enrollment | Assign.

Select the appropriate Membership Type (4-H, FCE, TNCEP, or Master Gardener). Click the black arrow in the Club/Group box. Select the appropriate club, and search for members in the club. Check the box Include all inactive records to include both active and inactive enrollees. Click Search.

A list of activities and enrollees will appear. Click the Assign Activity radio button and select the activity to be assigned next to Standard Activities. Select the appropriate Year and Level.

Review the list of people returned from the search. If there are any that the activity is not to be assigned, uncheck the box next to their name. Click the orange Assign button to assign the activity to all of those who participated. If these assignments are correct, then click Save. A pop-up window will display “Items have been successfully saved”.
Appendix A:
Standard Interests, Activities, Committees and Awards

Agriculture and Natural Resources Interests

<table>
<thead>
<tr>
<th>Interest</th>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horse</td>
<td>Cotton</td>
<td>Manage Participants</td>
</tr>
<tr>
<td>Sheep</td>
<td>Grains</td>
<td>Tax School</td>
</tr>
<tr>
<td>Goats</td>
<td>Tobacco</td>
<td>Rural Business</td>
</tr>
<tr>
<td>Beef</td>
<td>Forage</td>
<td>Agri-Business</td>
</tr>
<tr>
<td>Dairy</td>
<td>Horticulture</td>
<td>Master Gardner</td>
</tr>
<tr>
<td>Swine</td>
<td>Comm. Vegetable</td>
<td>Master Logger</td>
</tr>
<tr>
<td>Master Beef</td>
<td>Orchard</td>
<td>Master Farmer</td>
</tr>
<tr>
<td>Forestry</td>
<td>Small Fruits &amp; Nuts</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>Wildlife</td>
<td>Viticulture</td>
<td>County Forestry Assoc.</td>
</tr>
<tr>
<td>Gardening</td>
<td>Organic</td>
<td>Aquaculture</td>
</tr>
<tr>
<td>Agri-Tourism</td>
<td>Urban Forestry</td>
<td>Dairy Herd Improvement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Association, DHIA</td>
</tr>
</tbody>
</table>

Agriculture and Natural Resources Awards

- State Rural Development
- Swisher / Sweet Southeastern Farmer of Year
- Outstanding Agri-business
- Outstanding Forage Producer
- Small Farmer of Year
- Environmental & Stewardship
- YF&R Farmer of Year
- DHIA Recognition Program

Family and Consumer Sciences Activities

- Cultural Arts Day
- Fashion Review

Family Consumer Sciences Awards

- Best of the Best
- Heart of FCE
## 4-H Youth Development Activities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baking Exhibit</td>
<td>Judging – Dairy Products</td>
</tr>
<tr>
<td>Beef Heifer Show</td>
<td>Judging – Forestry</td>
</tr>
<tr>
<td>Beef Heifer Showmanship</td>
<td>Judging – Horse</td>
</tr>
<tr>
<td>Beef Heifer Skill-a-thon</td>
<td>Judging – Land</td>
</tr>
<tr>
<td>Bread Baking Contest</td>
<td>Judging – Life Skills (6th-8th)</td>
</tr>
<tr>
<td>Breeding Ewe Show</td>
<td>Judging – Life Smarts</td>
</tr>
<tr>
<td>Breeding Ewe Showmanship</td>
<td>Judging – Livestock</td>
</tr>
<tr>
<td>Clothing Camp</td>
<td>Judging – Meat</td>
</tr>
<tr>
<td>Clover Bowl</td>
<td>Judging – Plant &amp; Seed Identification</td>
</tr>
<tr>
<td>Clover Collection</td>
<td>Judging – Poultry</td>
</tr>
<tr>
<td>Craft Exhibit</td>
<td>Judging – Wildlife</td>
</tr>
<tr>
<td>Crop Exhibit</td>
<td>Make it with Wool</td>
</tr>
<tr>
<td>Dairy Bowl</td>
<td>Market Hog Show</td>
</tr>
<tr>
<td>June Dairy Month</td>
<td>Market Hog Showmanship</td>
</tr>
<tr>
<td>Dairy Poster</td>
<td>Market Lamb Show</td>
</tr>
<tr>
<td>Dairy Show</td>
<td>Market Lamb Showmanship</td>
</tr>
<tr>
<td>Dairy Showmanship</td>
<td>National 4-H Conference</td>
</tr>
<tr>
<td>Demonstration</td>
<td>Officer Training</td>
</tr>
<tr>
<td>Dog Show</td>
<td>Photo Search</td>
</tr>
<tr>
<td>Ewe Show</td>
<td>Posters</td>
</tr>
<tr>
<td>Ewe Showmanship</td>
<td>Poultry Show</td>
</tr>
<tr>
<td>Explore 4-H Project Books</td>
<td>Project Books/portfolio</td>
</tr>
<tr>
<td>FACE for Wildlife</td>
<td>Rabbit Show</td>
</tr>
<tr>
<td>Food and Nutrition Exhibits</td>
<td>Service Learning</td>
</tr>
<tr>
<td>Fun with Fashion</td>
<td>Sewing Exhibit</td>
</tr>
<tr>
<td>Goat Show</td>
<td>Speech Contest</td>
</tr>
<tr>
<td>Goat Showmanship</td>
<td>Share-the-Fun</td>
</tr>
<tr>
<td>Home Improvement Exhibit</td>
<td>Sheep Show</td>
</tr>
<tr>
<td>Horticulture Exhibit</td>
<td>Sheep Skill-a-thon</td>
</tr>
<tr>
<td>Horse Bowl</td>
<td>Steer Show</td>
</tr>
<tr>
<td>Horse Hippology</td>
<td>Steer Showmanship</td>
</tr>
<tr>
<td>Horse Show</td>
<td>Swine Show</td>
</tr>
<tr>
<td>Horse Speech</td>
<td>Swine Showmanship</td>
</tr>
<tr>
<td>Judging – Consumer Decision Making</td>
<td>Swine Skill-a-thon</td>
</tr>
<tr>
<td>Judging – Dairy</td>
<td>State Beekeeping Essay</td>
</tr>
<tr>
<td>Vegetable Exhibit</td>
<td>Wool and Woolies</td>
</tr>
<tr>
<td>Committee Name</td>
<td>Committee Description</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>County Agriculture Committee</td>
<td>This group advises the County Extension Program and secures funding from local government for extension work. The group consists of three county commissioners, two farmers and two farm women.</td>
</tr>
<tr>
<td>County 4-H Advisory Council</td>
<td>This group is selected by local Extension Agents to help plan programs and/or advise agents in planning 4-H youth development programs.</td>
</tr>
<tr>
<td>County FCS Advisory Council</td>
<td>This group is selected by local Extension Agents to help plan programs and/or advise agents in planning family and consumer science programs.</td>
</tr>
<tr>
<td>County Agriculture and Natural Resources Advisory Council</td>
<td>This group is selected by local Extension Agents to help plan programs and/or advise agents in planning agriculture and natural resource programs.</td>
</tr>
<tr>
<td>County Resource Development Committee</td>
<td>This group is selected by local Extension Agents to help plan programs and/or advise agents in planning resource development programs.</td>
</tr>
<tr>
<td>County Extension Advisory Council</td>
<td>This group is selected by local Extension Agents to help plan programs and/or advise agents in planning the total Extension program in the county.</td>
</tr>
<tr>
<td>County FCE Council</td>
<td>This group represents local FCE clubs and helps plan programs and/or advise agents in planning family and consumer science programs.</td>
</tr>
</tbody>
</table>
Joseph L. Donaldson  
Extension Specialist  
Extension Evaluation and Staff Development

John Toman IT  
Specialist  
Extension Evaluation and Staff Development

Shawn Weir Extension Area  
Specialist Information Technology

David Yates Extension Area  
Specialist Information Technology