SUPER Enrollment

Manage Edition

Clubs/Groups

When the manage button is selected, the user will have the option to manage content related to clientele interests, clubs/groups, committees, activities and awards. To manage clubs/groups follow the steps below.

Manage

Interests	Clubs/Groups	Committees
Manage Interests by creating, viewing, updating or deleting interest items specific to the unit only.	Manage Clubs/Groups by creating, viewing, updating or deleting interest items specific to the unit only.	Manage Committees by creating, viewing, updating or deleting interest items specific to the unit only.
Manage Interests	**Manage Clubs & Groups**	**Manage Committees**

Activities	Awards
Manage Activities by creating, viewing, updating or deleting interest items specific to the unit only.	Manage Awards by creating, viewing, updating or deleting interest items specific to the unit only.
Manage Activities	**Manage Enrollee Awards**

1

To add a new club or group, clink on the create club or group button.

Create Club or Group

Showing 1 to 7 of 7 entries

Search:

Name	Membership Type	Delivery Mode	Established	Integrated	Racially Mixed	Edit
Central Region Committee of 4-H Volunteer Leaders	4-H Youth Development	4-H Community Club	2009	true	true	
Downtown Master Gardener Club	Master Gardener	4-H Community Club	2006	true	true	

2

Complete the required options (noted by *) As numbers are entered, the two numbers on the right, the "total" number as well as the "percentage" breakdown, will adjust. When the information has been entered, click save.

Club Group Information

* Club Title

[   ]

* Membership Type

[Select One ▾]

* Delivery Mode

[Select One ▾]

☐ Integrated Club

☐ Racially Mixed Community

* Established Year

[Select One ▾]

Club Racial / Ethnic Potential

White, Not Hispanic

[0]

Black, Not Hispanic

[0]

Hispanic

[0]

American Indian / Native

[0]

Asian / Pacific Islander

[0]

Total: 0

Gender Potential

Total Male

[0]

Total Female

[0]

Total: 0

[Save]

3

To edit or delete a club /group, click on the edit icon on the right side of the table. Make changes and click save.

Showing 1 to 8 of 8 entries
Search: [   ]

Name	Membership Type	Delivery Mode	Established	Integrated	Racially Mixed	
Central Region 4-H All Stars	4-H Youth Development	4-H Community Club	2019	false	true	✎
Central Region Committee of 4-H Volunteer Leaders	4-H Youth Development	4-H Community Club	2009	true	true	✎

When the "delete club" button is selected, a warning will appear that the action cannot be un-done. If you wish to proceed and delete the club, click "delete item". You will be directed back to the clubs/groups page. Deleting the club or group will remove all enrollees in that club or group and delete the club/group. The "clear roster" button will allow you to keep the club/group but remove all enrollees associated with it.

[Save] [Delete Club] [Clear Roster]

SUPER Enrollment

Manage Edition Part 2

Interests, Committees, Activities, Awards

When the manage button is selected, the user will have the option to manage content related to clientele interests, committees, activities and awards. Steps for successful management are outlined below

1

The manage feature for interests, committees, activities and awards are utilized in a similar mode as clubs/groups. Click on the manage button that is needed for your county enrollment.

Manage

📍 Interests

Manage Interests by creating, viewing, updating or deleting interest items specific to the unit only.

Manage Interests

👥 Clubs/Groups

Manage Clubs/Groups by creating, viewing, updating or deleting interest items specific to the unit only.

Manage Clubs & Groups

⬟ Committees

Manage Committees by creating, viewing, updating or deleting interest items specific to the unit only.

Manage Committees

▶ Activities

Manage Activities by creating, viewing, updating or deleting interest items specific to the unit only.

Manage Activities

🏆 Awards

Manage Awards by creating, viewing, updating or deleting interest items specific to the unit only.

Manage Enrollee Awards

2

Click on create interest.

Create Interest

Showing 1 to 2 of 2 entries

Search:

Name	Base Program	Status	Edit
TNCEP	• Family and Consumer Sciences	Active	✏
TNCEP Coalition	• Family and Consumer Sciences	Active	✏

Show 10 entries

Previous 1 Next

3 ———————————————————————

Complete required fields and save. You will be redirected to the main interest page and a success statement will appear. Duplicate entries will receive a warning statement.
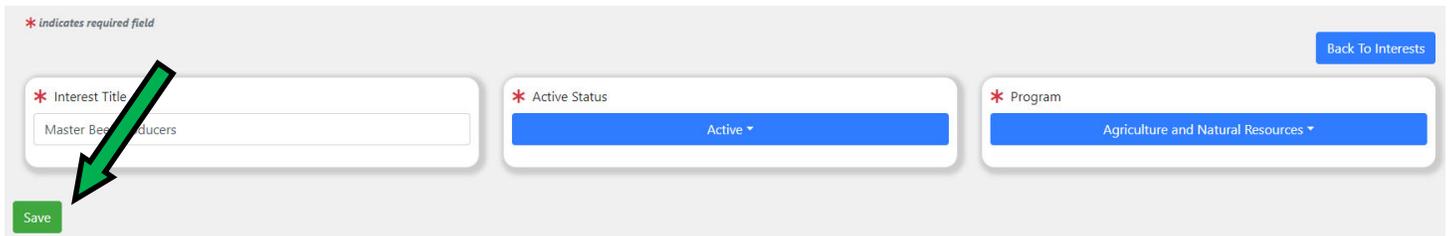
* *indicates required field*

Back To Interests

* Interest Title
Master Beef Producers

* Active Status
Active ▾

* Program
Agriculture and Natural Resources ▾

Save

4 ———————————————————————

To edit or delete a interest, click on the edit icon. Make corrections and click save.
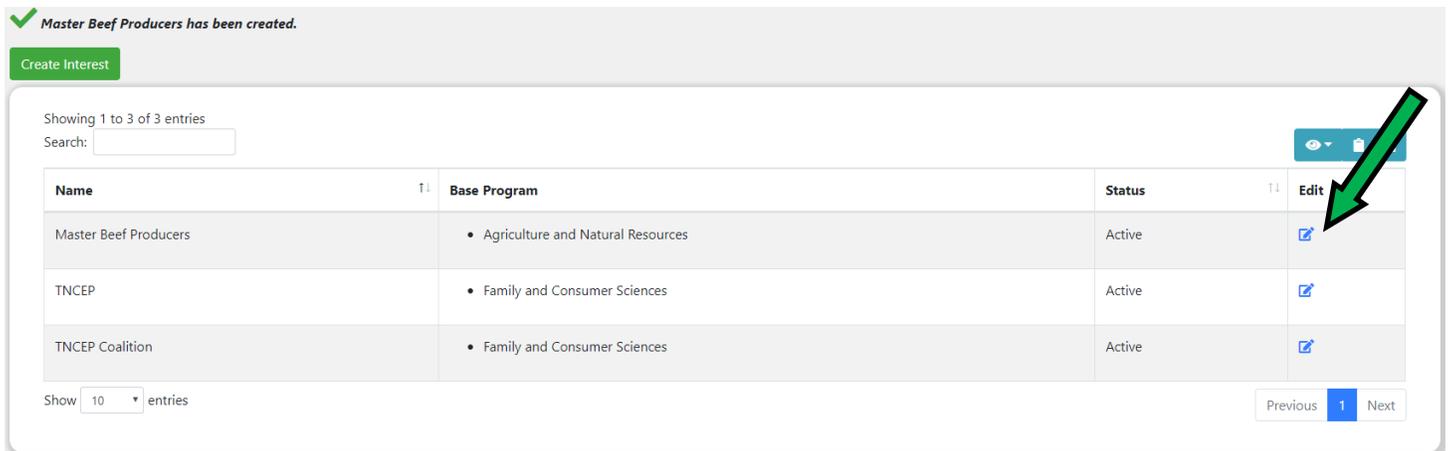
✓ *Master Beef Producers has been created.*

Create Interest

Showing 1 to 3 of 3 entries
Search:

Name	Base Program	Status	Edit
Master Beef Producers	• Agriculture and Natural Resources	Active	🖉
TNCEP	• Family and Consumer Sciences	Active	🖉
TNCEP Coalition	• Family and Consumer Sciences	Active	🖉

Show 10 entries

Previous **1** Next

When the delete button is selected, a warning message will appear stating that this cannot be undone. Click "delete item" if you wish to proceed. Deleting a interest, committee, activity or award will remove all enrollee associations with that manage feature.

Back To Interests

* Interest Title
Master Beef Producers

* Active Status
Active ▾

* Program
Agriculture and Natural Resources ▾

Save   Delete