

## Timeline and Data Management (Updated August 19, 2022)

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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:

<https://eesd.tennessee.edu/super-help/>

**Reporting year: 2023**

**August 18, 2022:** SUPER Enrollment Data Roll-up

**After August 18<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 at <https://4h.tennessee.edu/forms-and-materials/>. 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, and rosters are NOT emptied. **4-H professionals must choose which club rosters are emptied.** Please see the set of instructions attached to this document.
  - 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 if needed
  - 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 “**Active Live 4-H Enrollment Stats**” button on the “4-H Enrollment Report” page, which is under the “Enrollment” 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 2022, when reporting in SUPER, report using the year **2023** instead of 2022.
    - 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. For example:
  - 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 “**Active Live 4-H Enrollment 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\***

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- 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 **“Active Live 4-H 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. When returning from camp, update roster.
- Enter camp in the enrollment module.

**End of June\***

- Enter events/activities data for the month of June.
- Check **“Active Live 4-H 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 **“Active Live 4-H Enrollment Stats”** and then create the **Annual Enrollment Report**. (Click “refresh” if new data is entered in the Enrollment Module after report was created.)

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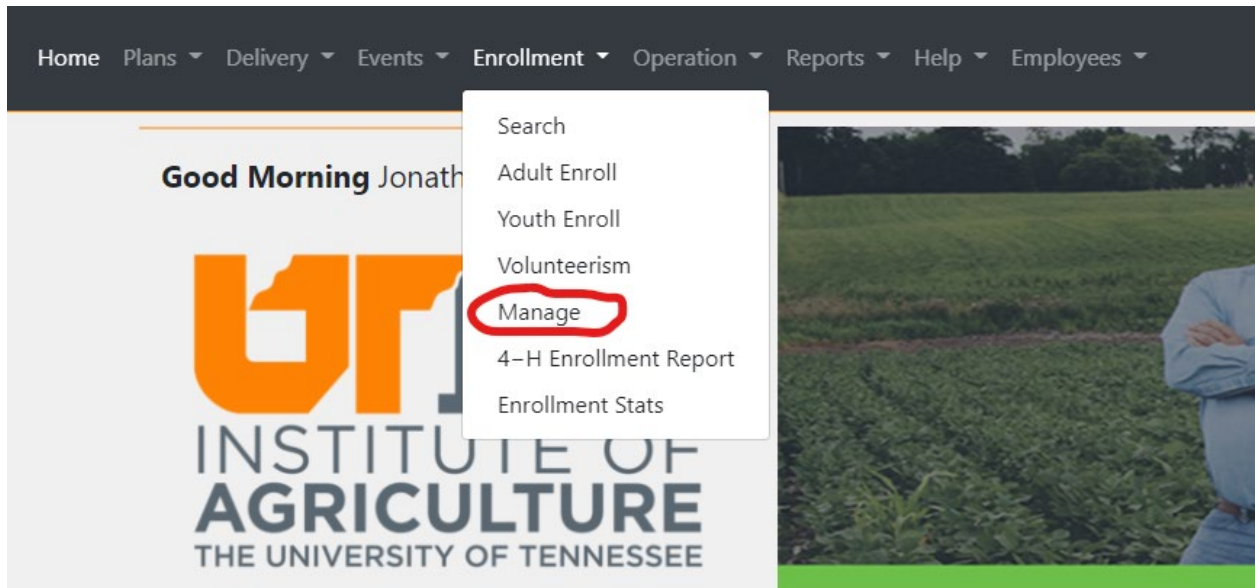
- Submit report on or before August 1, 2023.

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

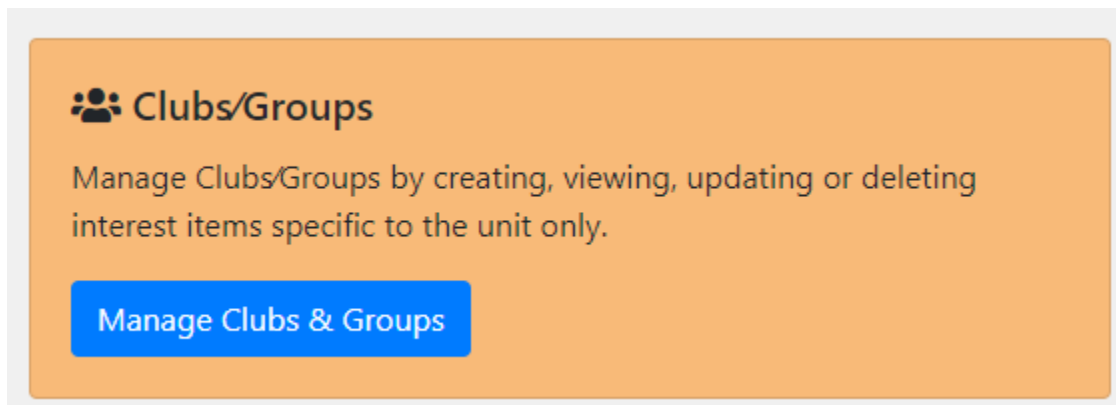
**ADDITIONAL NOTES: SUPER 2.0 Features and Behaviors**

1. Super 2.0 will alert you to a potential duplicate. Ignoring the alert can potentially produce duplicates. **Please pay attention to the duplicate warning when entering new enrollees.**
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. When enrolling, if any data is not known, and is required, please use the term **“Unknown.”** The only field this should apply to is **“Last Name.”** If any non-required data is not known, please leave it blank.
6. Please pay attention to proper capitalization when entering names.
7. If possible, a birth date is extremely important. This will help with identifying an enrollment record that is not a duplicate, like when a child has the same name as a parent.
8. Email information is very important. This helps in communicating with the individual, especially if there are event changes.
9. **Deleting** a club will delete all enrollees automatically.
10. 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.
11. 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. Input data there if needed. If you did, click **Save** to update the group enrollment. **Update** will pull in any new data that may have been entered. Once the report is locked, no additional data can be entered.
12. Agents do not need to create the Annual Report to assess data entered. View county data “live” under the **“Active Live 4-H Enrollment Stats”** button. 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.
  - c) Administration can view and extract data, without interrupting county agents for information, as reporting situations emerge.
13. 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.

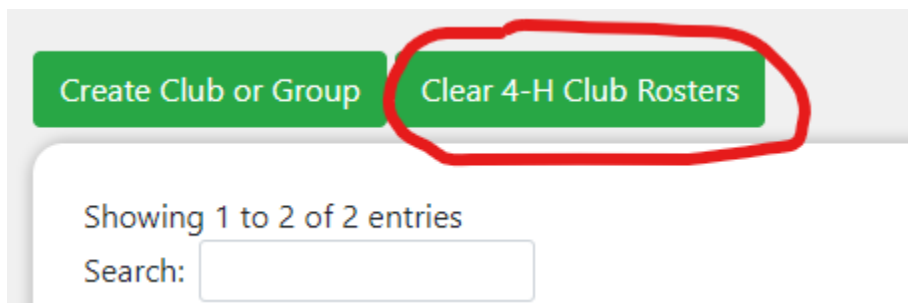
1. In the top menu, click on the “Manage” option under the “Enrollment” menu item.



2. Once you arrive on the “Manage” page, click on the “Manage Clubs/Groups” button on the “Clubs/Groups” tile.



3. When you arrive on the “Clubs/Groups” page, click on the “Clear 4-H Club Rosters”.



4. On the “Clear 4-H Club Rosters” page, you will see the clubs broken into delivery types (In-School, After-School, etc). Only clubs with participants will show on this page. Each club has a check box beside it, along with a “Check All” option at the top. To clear the rosters, check the boxes next to the clubs and click on the “Clear Rosters” button.

## 4-H Clubs

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Check All

### 4-H In-School Club

Test Club: **4-H In-School Club - Established: 2020**

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### 4-H After-School Club

Testing Club 2: **4-H After-School Club - Established: 2021**

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