

Timeline and Data Management (Updated August 13, 2025)

Developed by Daniel Sarver

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: 2026

August 12, 2025: SUPER Enrollment Data Roll-up

After August 12th - 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 internal website at <https://liveutk.sharepoint.com/sites/4HAgentResources>. 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.**
- 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.
- If you are using **Bulk Enrollment**, follow the instructions attached to this document
- 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 2025, when reporting in SUPER, report using the year **2026** instead of 2025.
 - 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***2**

- **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.)

5

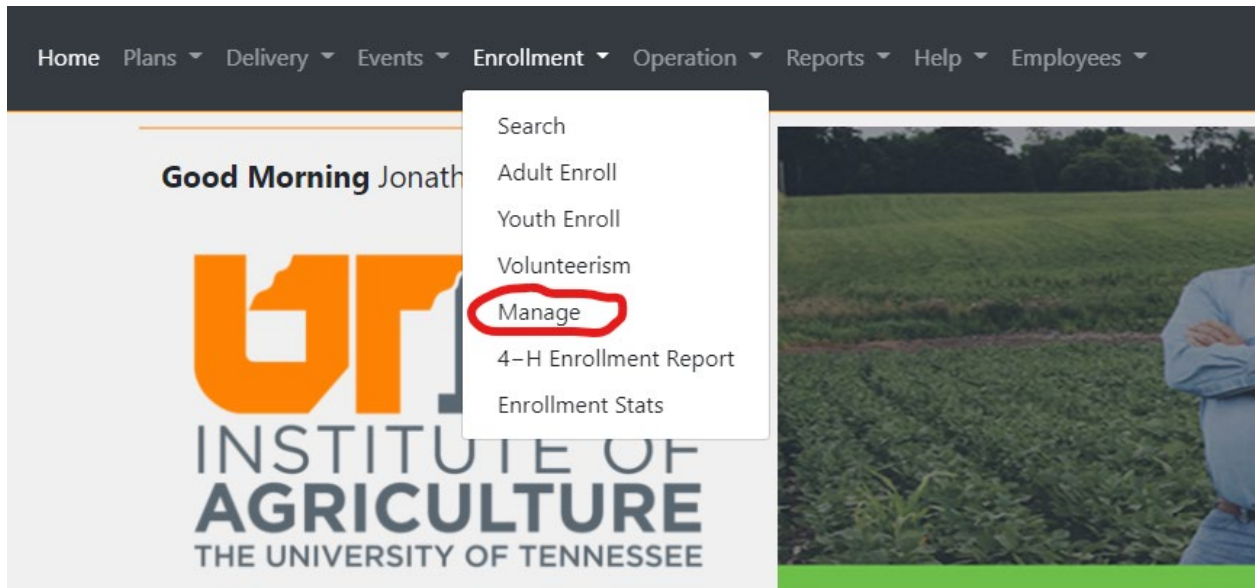
- Submit report on or before August 1, 2026.

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

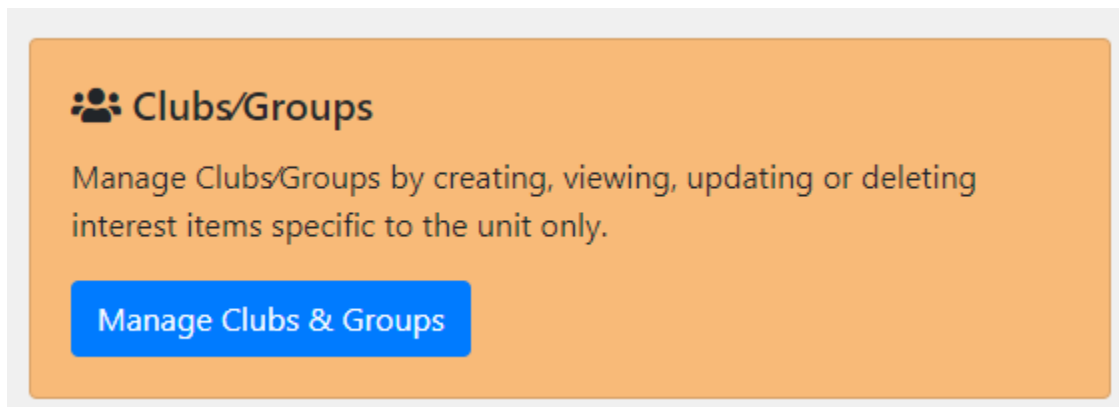
ADDITIONAL NOTES: SUPER 2.0 Features and Behaviors

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. During “Roll-Up,” 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, it is important that information is complete and accurate.**
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 annual enrollment 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.

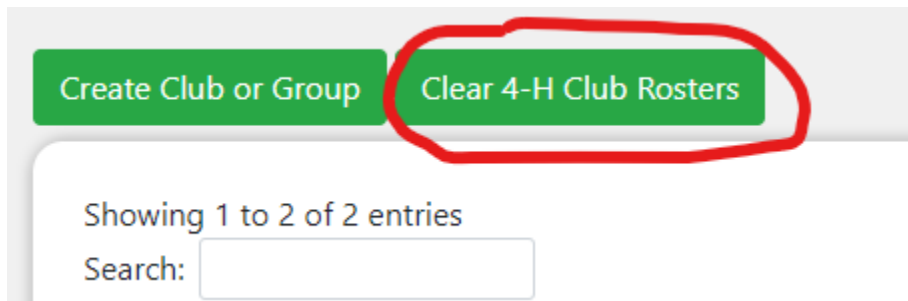
1. In the top menu, click on the “Manage” option under the “Enrollment” menu item.



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

☐ Check All

4-H In-School Club

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

4-H After-School Club

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

Clear Rosters

Bulk Upload

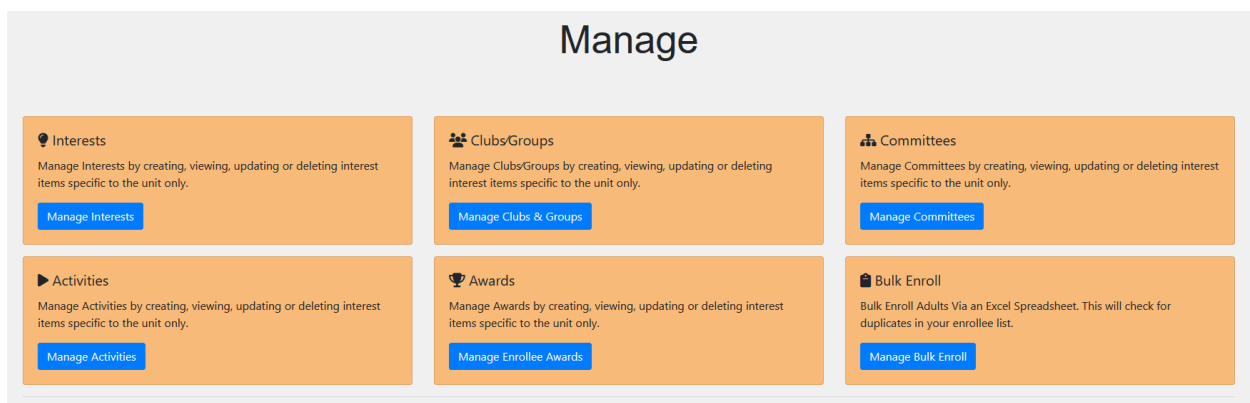
Bulk Upload is a process where new enrollees can be added to SUPER in two different areas: Enrollment, and Events.

Note: it is important to use the Excel template that we provide, to ensure that your client information is captured correctly, as explained below.

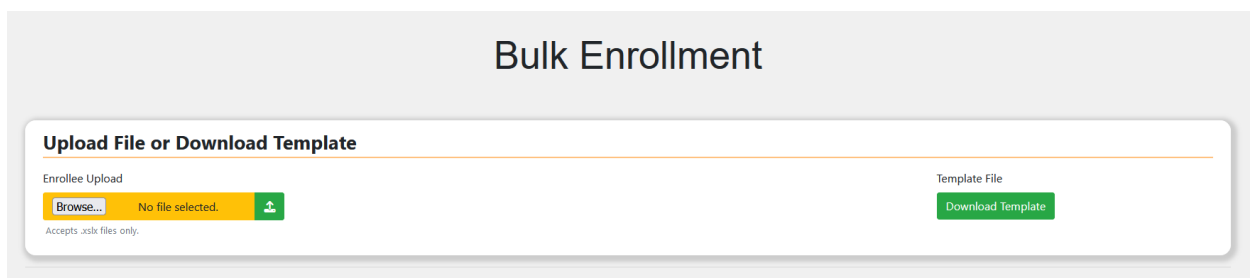
Enrollment

Enrollment has a new area, which lets you upload an Excel file to bulk enroll persons into your county/department. After your enrollees have been bulk enrolled, they can be found on the Enrollee Search page!

You'll find a new option under Manage Enrollment, seen here:



When you select “Manage Bulk Enroll“, you will be taken to a new screen within SUPER, seen here:



You can download the Excel template with the green “Download Template” button on the right. You can copy/paste the information that you collect from Qualtrics, Google Surveys, etc., into that template file. You can click the yellow square on the left to find the file you saved and added information to, or you can drag-and-drop the file into the yellow square.

Press the green upload button, which takes you to a new table in SUPER that shows your client information as shown below.

New Enrollees

Search:

Enrollee Information	Edit Enrollee	Enroll Anyway?
Johnathan Smith		Duplicate Found <input type="checkbox"/>

Enrollee needs attention. Please Edit before submitting.

Showing 1 to 1 of 1 entries

Enroll New Persons and Selected Duplicates

Please take note of several things going on here. The first is the yellow caution sign near the potential enrollee's name. This indicates that some information was considered default, or an indication that the record needs updating/confirmation. Press the yellow Edit Enrollee button on the next column, which will show you this new form:

New Enrollees

Search:

Enrollee Information	Edit Enrollee	Enroll Anyway?
Johnathan Smith		Duplicate Found <input type="checkbox"/>

* First Name

Johnathan

Middle Initial

* Last Name

Smith

Preferred Name

Title

Email

* Address 1

No Address

Address 2

* City

No City

* State

Tennessee

* ZIP

No Zip

Primary Phone

* Date of Birth

1/1/1900

* Age Group

Adult

* Gender

Unidentified or Other

* Race

Unidentified or Other

* Ethnicity

Unidentified

* County/Department

Extension Evaluation and Staff Development

Birth date uses a default. Please ensure this is correct.

Showing 1 to 1 of 1 entries

Enroll New Persons and Selected Duplicates

Each option that has a default value will have a yellow caution sign, which explains what might need updating/confirmation. Additionally, the system will detect duplicate enrollees within the third column:

New Enrollees

Search:

Enrollee Information	Edit Enrollee	Enroll Anyway?
Johnathan Smith		Duplicate Found <input checked="" type="checkbox"/>

Showing 1 to 1 of 1 entries

Enroll New Persons and Selected Duplicates

Duplicate enrollee found, based on First/Last/Email. Would you like to add this person as a new enrollee anyway? If so, check the box.

This will explain to you that a duplicate enrollee was found (based on first name, last name, and email address), and will not be enrolled by default. You can bypass this by clicking the checkbox on the right, to create a new enrollee. Note: this will create a new

enrollee record with the information you provided. For example, parents/kids that share the same name and a family email address.

When you're finished editing the potential new enrollees, you will click "Enroll New Persons and Selected Duplicates" to bulk enroll new clients, as well as any selected potential duplicates!

Events

You have the power to bulk upload clients into the Events system! This will enroll the clients within Enrollment, just like the Bulk Enrollment component does. However, it will assign the event to your clients, including session data! You'll find this new area from within Event Registration, found here:

Duplicate	Mega County Event	• Mega County Event - 31 / 1000	12/20/2024 12:00:00 PM Eastern Time Zone	12/20/2024 12:00:00 PM Eastern Time Zone	County	Approved	✎	👤	📄	📄	👤
Duplicate	County Event Example	• County Event Example - 0 / 20	12/18/2024 5:00:00 PM Eastern Time Zone	12/18/2024 8:00:00 PM Eastern Time Zone	County	Approved	✎	👤	📄	📄	👤
Duplicate	Mega County Event 2	• Mega County Event 2 - 30 / 100	12/7/2024 12:12:00 PM Eastern Time Zone	12/7/2024 12:12:00 PM Eastern Time Zone	County	Approved	✎	View details and register self, clients or co-workers for events			

This is where your event registration normally lives. Down at the bottom of the page, you'll see a new option called Bulk Registration:

[Register Self](#) [Register Co-Worker](#) [Register Client](#) [Bulk Registration](#)

Sessions

[Select / Deselect All Sessions](#)

☒ County Event Example

Bulk Register Upload

[Browse...](#) No file selected. [📄](#)

Accepts .xlsx files only.

Template File

[Download Template](#)

This will bring up a familiar form that allows you to select individual sessions and uses the same formatting as the Bulk Enrollment page. You can download the same Excel template file and upload your Excel spreadsheet stocked with information into Events. You can update potential new enrollees, check to bypass potential duplicates, and enroll them into the system.

Persons to Enroll and Register

Search:

Enrollee Information

Johnathan Smith [🔍](#)

1

Edit Enrollee

[✎](#)

Enroll Anyway?

[🔍](#) Duplicate Found ☐

Showing 1 to 1 of 1 entries

[Enroll Selected Duplicates and Register All](#)

After going through your list of enrollees, you'll select the green "Enroll Selected Duplicates and Register All" button, every new client will have an enrollment record

created, duplicates with the checkbox ticked will also have a record created. All clients on the list will be added to the event sessions. When a duplicate enrollee is found and not re-enrolled into the system, it will add the event/sessions to the existing duplicate enrollee. You'll be redirected to the Event Registration event page, where you can then find the enrollee registered to your event:

[Register Self](#) [Register Co-Worker](#) [Register Client](#) [Bulk Registration](#)

Showing 1 to 1 of 1 entries
Search:

Name	Unit	Internal or External	Registration Status
Smith, Johnathan	Extension Evaluation and Staff Development	External	Registered

Showing 10 entries

[Previous](#) [1](#) [Next](#)

Because of this new feature, we anticipate questions about how to use Bulk Registration/Enrollment. In the meantime, you may contact the SUPER Support email address directly from within SUPER's top menu:

Home Plans ▾ Delivery ▾ Events ▾ Enrollment ▾ [Help](#) ▾ Employees ▾ **Development Site. Do not**

Stop Date: 12/18/2024 8:00:00 PM

Time Zone: Eastern

SUPER Help (EESD website will open in a new window)

Email SUPER Support (This link will open your email client)

Contact Hours: 3:00