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| Use the following method to submit a Group Enrollment when you want the **event** to be recorded on the 4-Her’s record.  |
| Clear all searches and flag options.**Step 1 (Making sure the Group exists):*** From the Search icon, click on the Groups Tab.
* Search for the Group for which you would like to submit a Group Enrollment. If it is a NEW group, you will need to create it, making sure to unclick “allow members to register in this group.”

**Step 2 (Flagging members to the Group):*** Flag the 4-Her records that should be included on the Group Enrollment.
* Click the “Add Flagged” button, which allows you to select the Group.
* The flagged records are listed on the left, and the current members of that group (if any) are listed on the right. You can change the group year here.
* Click “Add Members to Group”, and the newly-added members will appear on the list on the right.
* Click Close.

**Step 3 (Adding the Group members to the Group Enrollment):*** Go to the Groups tab and select the desired group.
* Click “Create Group Enrollment”.
* Enter the Group Enrollment Information.
* Click Add Group Enrollment to include the project.
 | Screenshots*(Screen appearance may vary per state)*3:Users:celestesmith:Desktop:Screen Shot 2015-02-13 at 2.41.58 PM.png |