Overview

Sometimes it’s helpful to print a report that includes all of a youth or adult member’s enrollment information.

Member report Tool

After logging in:

1. Navigate to the [Member List] screen.
2. In the Member Reports section, select a [Member]
3. Click on [Member – Enrollment History]
4. A PDF report will pop up, or display in your browser.

IMPORTANT NOTES

* **When the family logs in, they will see these same [Member Reports] options and and can print the same report.**
* **Do not use the [Member – Enrollment Form] report for this purpose - it will (automatically and temporarily) INCREMENT the member’s school grade and
years in 4-H**

Standard report option

As a Manager, you can print enrollment reports for a batch of members, based on filter criteria of your choosing, as follows:

1. Click on the [Reports] icon
2. Click on the [Standard Reports] and choose the [… Current 4-H Year] version
 *(the [… Next 4-H Year] version will increment school grade and years in 4-H)*
3. Click on [Memorize Report] to save a copy of this report, where you can then apply Standard or Custom Filters to print these reports for a selected group of members.

