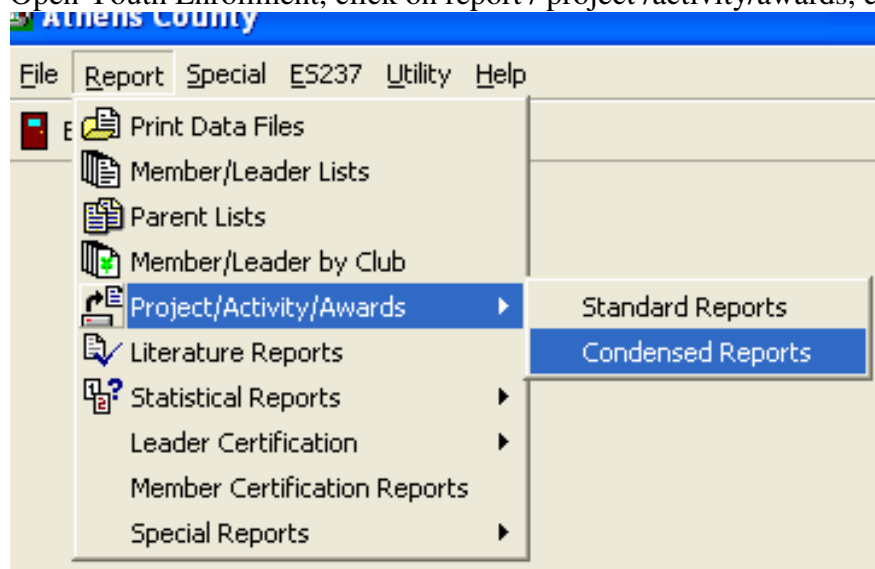


Youth Enrollment Help Sheet

How do I get a condensed report for a specific club?

Open Youth Enrollment, click on report / project / activity/awards, condensed report



Check the categories that you want, change group by to club code, report type to all clubs, record status to new and return, click on preview

Condensed Project/Award/Activity Listing

Select Report Parameters

Category

- M - Members
- C - Cloverbud/Mini
- G - General/Org Ldr
- P - Project Leader
- A - Activity Leader
- R - Resource Leader
- S - Special
- O - Other

Group By

Club Code

Report Type

All Clubs

Report Style

- Detail
- Summary

Select Specific Codes

Record Status

- N - New
- R - Return
- I - Inactive
- A - Alumni

Record Type

- Projects
- Activities
- Awards

Check here to page break with group change

Preview Print Cancel

Put in beginning project code (I usually use 000 and for the ending project code I use 999), click on OK

Enter Project Code Range

Beginning Project Code

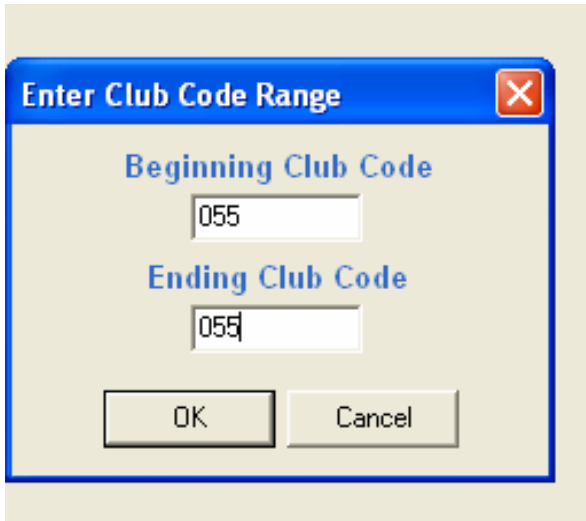
000

Ending Project Code

999

OK Cancel

Put in one club code (use the same number for beginning and ending code, click on OK



The list that you get will be a complete condensed listing for that club including projects. This list is usually 1-2 pages compared to 10-12 pages.



Project Listing Project Code - 000 to 999
Club - 055 to 055

Page 1

Athens County Number	Name	Telephone	Head Household	Age	Yr 4H	Birthdate	Gender	Grade	Cat	Code	Project Description	Club ID	Yr
Club:	055	Alexander Countrv Specials											

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