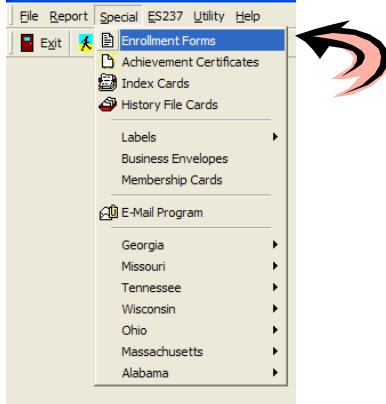
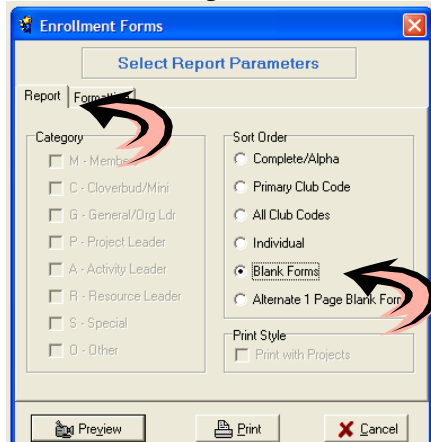


How to add customized information to the 4-H Enrollment and Re-Enrollment Forms in Blue Ribbon Youth Enrollment

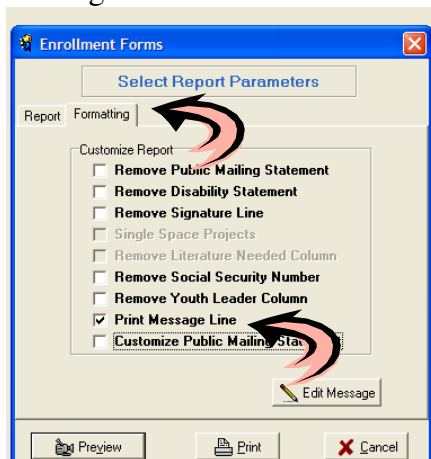
Open Youth Enrollment / go to Special / select Enrollment Forms



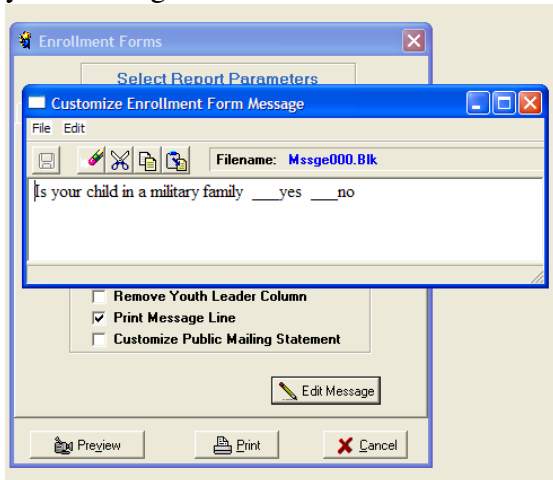
Click on the Report tab / to use a blank form, click on Blank Form



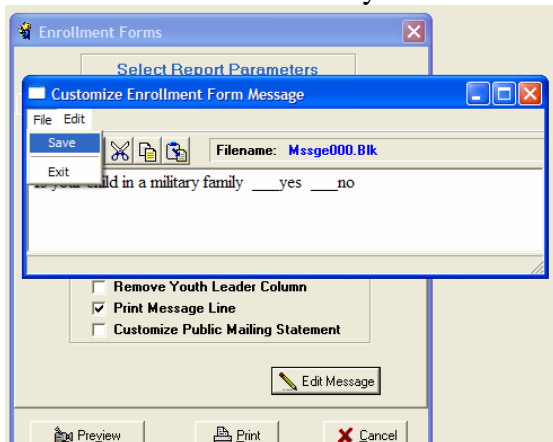
Next click on the Formatting tab / put a check mark in the box Print Message Line / click on Edit Message / then Preview



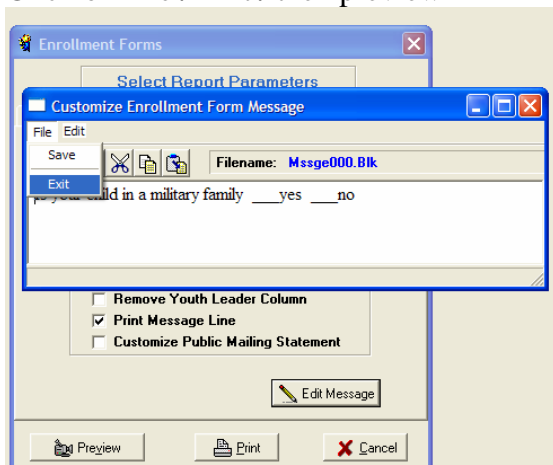
A message box will appear / type in your message / try to limit the message / after you type in your message make sure that all of the text is on the form



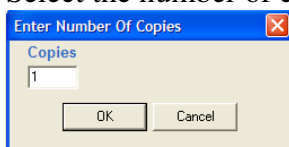
Click on File / Save / when you save the message you will not be asked to give it a file name



Click on File / Exit / then preview



Select the number of copies you want / click OK



Scroll down the form to make sure that your message has been added

Race (circle one): 1) White 2) Black 3) Alaskan/Am. Ind. 4) Asian 5) Hawaiian/Pac. Island
6) White and Black 7) White and Am. Ind. 8) Black and Am. Ind. 9) White and Asian 10) Not Listed

Residence (circle one): 1) Fam 2) Rural/10,000 3) Town/10-50,000 4) Suburb/50,000 5) City/50,000

Project Name	Project Code	Youth Leader	Need Lit	Year in Project
_____	_____	Yes/No	Yes/No	_____
_____	_____	Yes/No	Yes/No	_____
_____	_____	Yes/No	Yes/No	_____
_____	_____	Yes/No	Yes/No	_____
_____	_____	Yes/No	Yes/No	_____

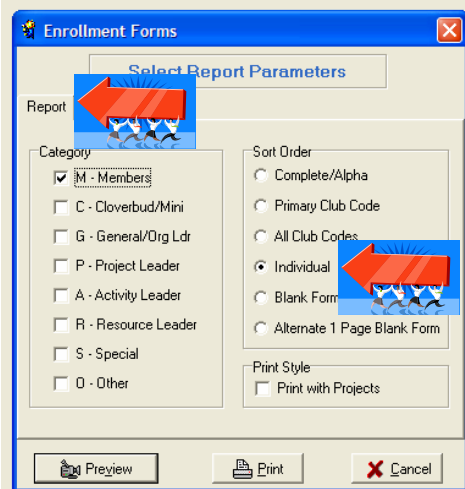
Is your child in a military family ___yes ___no

Do you require an accommodation for a disability to participate in this program? _____

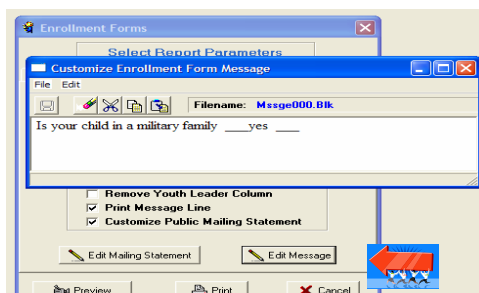
Member Signature _____ Leader Signature _____
Parent Guardian Signature _____ Date _____

Printed at 08/23/2006 1:32:38 PM

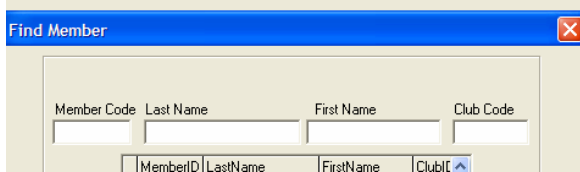
For re-enrollment forms follow the same procedures as above / Open Youth Enrollment / go to Special / select Enrollment Forms / Click on the Report tab / click on Individual Form



Next click on the Formatting tab / put a check mark in the box Print Message Line / click on Edit Message / the message that you typed earlier should still be there in the (Customize Enrollment Form Message box) / click Preview



A list of all the members will appear / find the one that you want to print out / select OK



A dialog box titled "Find Member" with a close button (X) in the top right corner. It contains four input fields: "Member Code", "Last Name", "First Name", and "Club Code". Below these fields is a dropdown menu with the following options: "MemberID", "LastName", "FirstName", and "ClubID".

On the Re-Enrollment form check to make sure that the message is present – this picture shows the bottom half of the re-enrollment form

Re-Enroll	Project Name	Code	Youth Leader	Need Lit.	Yr in Project	Club
Yes/No	Guinea Pig	215	Yes/No	Yes/No		500
Yes/No	Radio Controlled Vehicles	504	Yes/No	Yes/No		500
	_____	_____	Yes/No	Yes/No	_____	_____
	_____	_____	Yes/No	Yes/No	_____	_____
	_____	_____	Yes/No	Yes/No	_____	_____
	_____	_____	Yes/No	Yes/No	_____	_____
	_____	_____	Yes/No	Yes/No	_____	_____
	_____	_____	Yes/No	Yes/No	_____	_____

Is your child in a military family ___yes ___no

