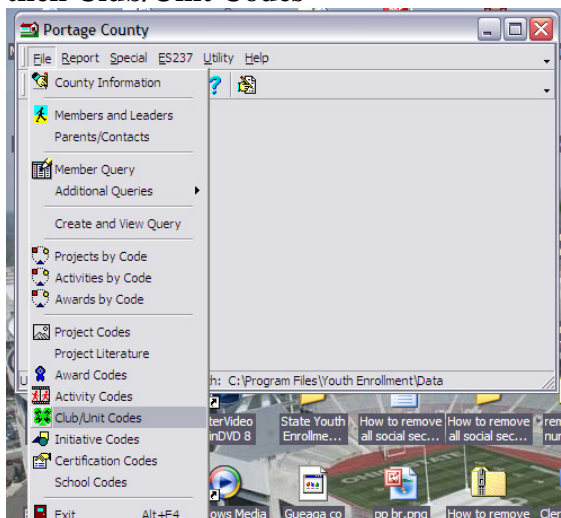


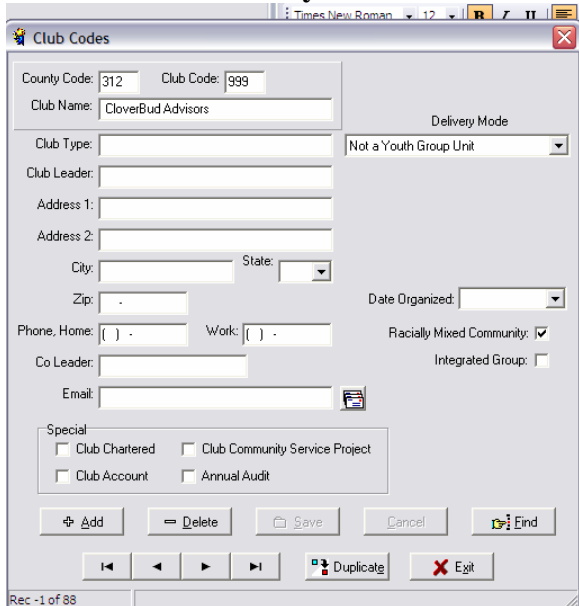
How to track Cloverbud Advisors to Print out Reports and Labels

There are two methods that this can be done.

The first is to add a club code for Cloverbud advisors. Open Youth Enrollment / go to file / then Club/Unit Codes

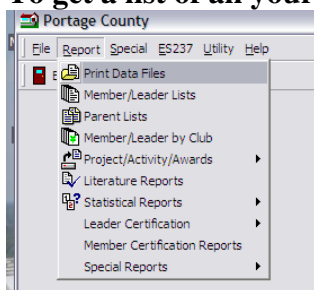


Click on Add / enter a new club code (example “999”) and club name for Cloverbud Advisors / the Delivery Mode would be “Not a Youth Group Unit” / click save



Go to the member / leader screen/ find your Cloverbud advisors and add the new club (example “999”) to their file / assign it as a secondary club / click save

To get a list of all your Cloverbud advisors /go to report / Member /leader lists



Select G, P, A, R / report type “Club Code” / new and returned / preview

Enter the club range (example “999”) etc. What ever number you assigned for the new Cloverbud Club / select OK

This report will give you a list of all the Cloverbud Advisors

Member/Leader Report

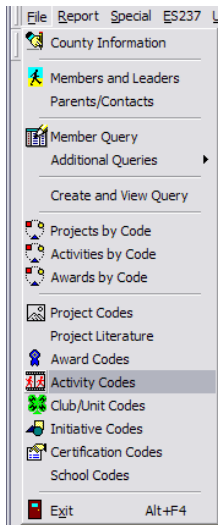
Member/Leader Report
Club - 999 to 999

Portage County Page 1

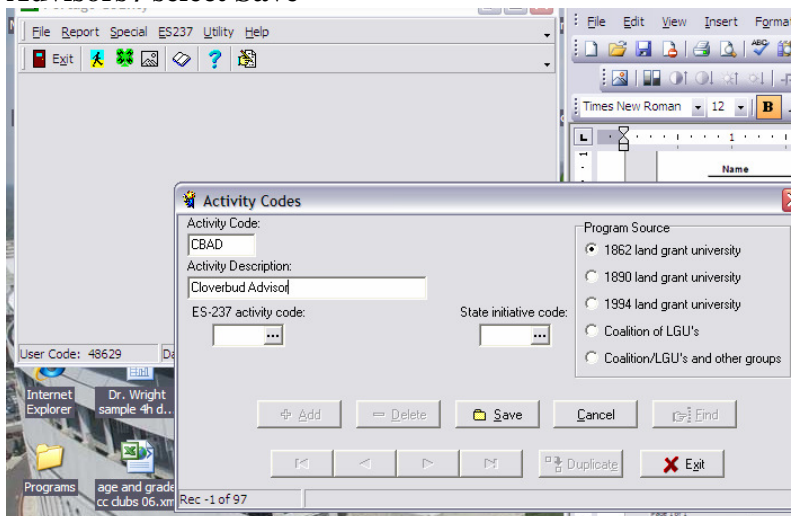
Name	Number	Category	Primary Club Name
Club: 999 Elder, Jim	CloverBud Advisors 312-999-00054	Other	CloverBud Advisors
Report Total: 1			

The second way is to add Cloverbud Advisor as an activity.

Click on File / Activity Codes /



Create an activity code for Cloverbud Advisors / and under description put Cloverbud Advisors / select Save



Open the member / leader file and select a Cloverbud advisor / select the activity tab / click the add button

Member: 312 999 00054 Category: Other Status: Return Youth Leader

Last Name: Elder First Name: Jim MI:

Address: Public List:

Zip: City: State:

School: Soc Sec: Year in 4H:

Birthdate: 4-H Age: 0 Gender: F Disabled:

Cell Phone: () - Grade: None Disability:

Residence: Rural E-mail:

Fee Paid Photo Release Behavior Form cross county

Leader Type: Indirect Volunteer Direct Volunteer Middle Manager

Buttons: Add, Delete, Save, Find, Duplicate, Cancel, Exit

Year	Activity ID	Description	Club

Buttons: Add, Delete, Edit

Last Modified Date: 05/17/2007

Select the activity code for Cloverbud Advisors and click OK / the activity code is now saved

Lookup

Search Characters:

Activity	Description
CBAD	Cloverbud Advisor
CBCLR	Cloverbud Counselor
CCWS	Club Charter Workshop
CMP C	Camp Counselor Trainings
CT	Canoe Trip
DA SK	Dairy Skill-a-thon
DAQA	Dairy Quality Assurance
DG SK	Dog Skill-a-thon
EGG	Incredible Egg Teachers
FBCOM	Fair Board Communications
FDEMC	Fair Demonstration

Buttons: OK, Cancel

The Cloverbud activity code has been added to the advisor record

Member: 312 999 00054 Category: Other Status: Return Youth Leader

Last Name: Elder First Name: Jim MI:

Address: Public List:

Zip: City: State:

School: Soc Sec: Year in 4H:

Birthdate: 4-H Age: 0 Gender: F Disabled:

Cell Phone: () - Grade: None Disability:

Residence: Rural E-mail:

Fee Paid Photo Release Behavior Form cross county

Leader Type: Indirect Volunteer Direct Volunteer Middle Manager

Buttons: Add, Delete, Save, Find, Duplicate, Cancel, Exit

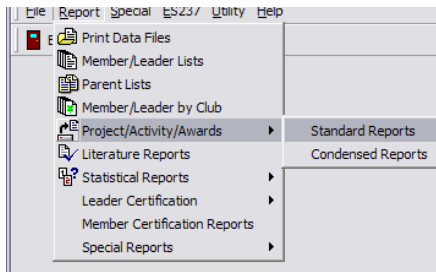
Year	Activity ID	Description	Club
2007	CBAD	Cloverbud Advisor	999

Buttons: Add, Delete, Edit

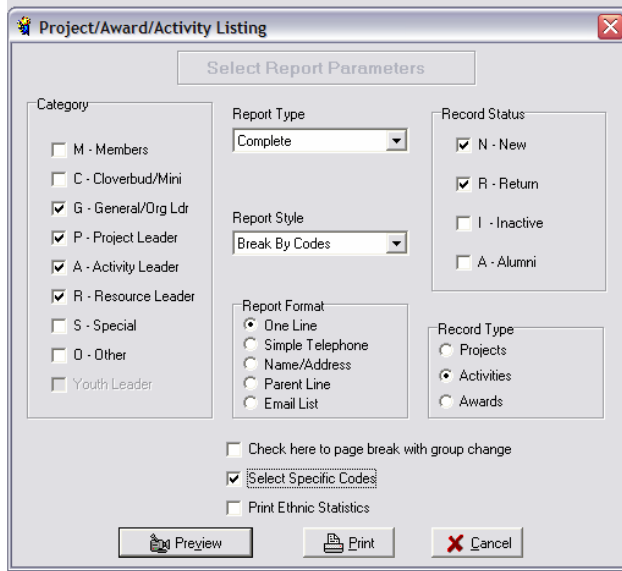
Last Modified Date: 05/17/2007

Rec 812 of 3150

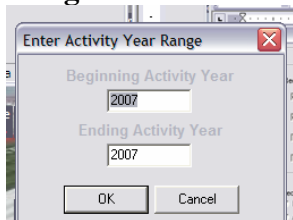
To print a report / go to report / Project/Award/Activity lists / Standard Reports



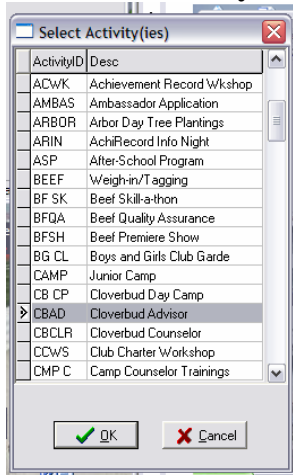
Select G, P, A, R / Report Type- complete / Report Style - break by codes / Record Status - new and returned / Record Type "Activities" / select preview



Range would be 2007 / click OK



Select the Activity code for Cloverbud advisors / click OK



The following is your list of Cloverbud advisors

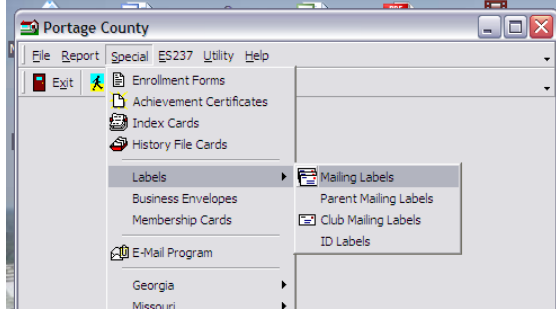
Activity Listing

Portage County

Page 1

Name	Category	Member #	Age	4-H Year	Complete	Primary Club
Activity: CBAD Cloverbud Advisor						
Elder, Jim	O	00054		1		CloverBud Advisors
Subtotal - Activity CBAD : 1						
Report Total : 1						

To print labels / Go to Special / labels / mailing labels



Select Category - G, P, R, A / Group by - complete / Record Status - new and returned / Record Type - members / leaders / Range - Club Code / Preview

Mailing Labels

Select Report Parameters

Category:

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

Group By:

- Complete
- Grade
- Age
- Year in 4-H
- Project by Year
- Zip Code

Record Status:

- New
- Return
- Inactive
- Terminate
- Alumni

Record Type:

- Member / Leader
- Project Range
- Select Projects
- Activities Range
- Select Activities
- Award Range
- Select Award

Font Size (Laser Only):

- Large Font
- Small Font

Sort By:

- Zip Code
- Alpha

Label Style:

- Laser/InkJet
- Dot-matrix 1-Wide
- Dot-matrix 2-Wide
- ASCII File
- Member Name/Number Labels

Range:

- Complete
- Club Code
- County Code

Labels - One Per Family Public Mailing List
 Print Ethnic Statistics Print Bar Code
 Print County Code All Capital Letters
 Show Label Count by Zip Code

E-mail all who have an e-mail address instead of printing a label

Preview Print Setup Cancel

Enter the club code that you created for Cloverbud advisors (example "999") etc

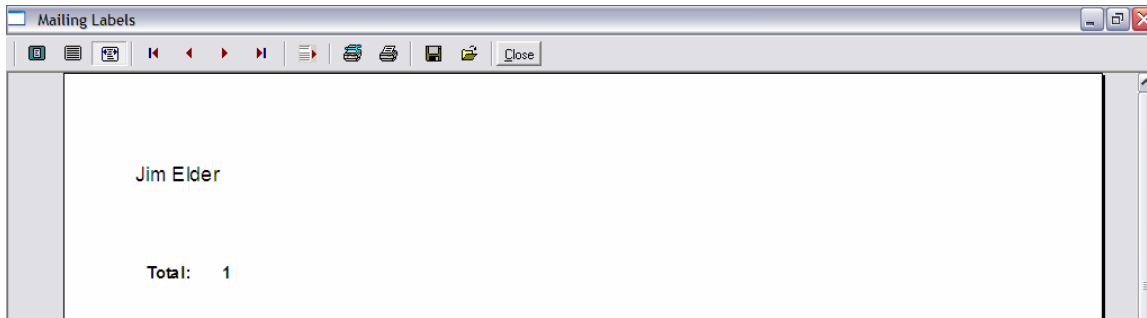
Enter Club Code Range

Beginning Club Code
999

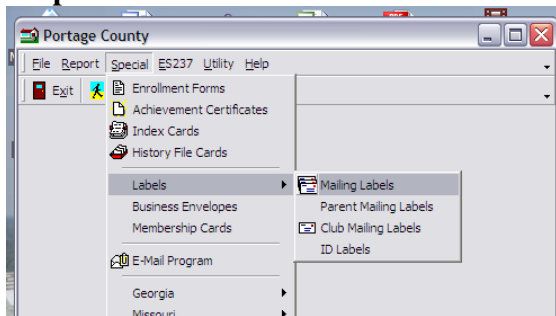
Ending Club Code
999

OK Cancel

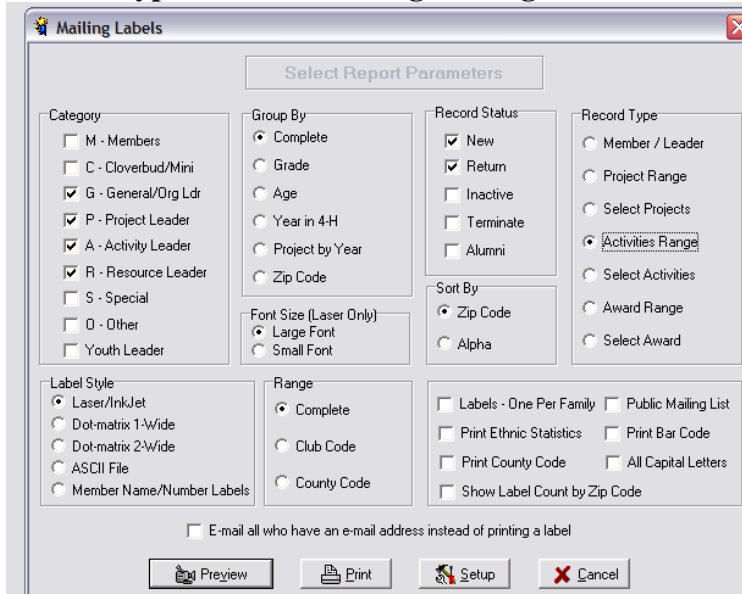
The following would be your list of labels



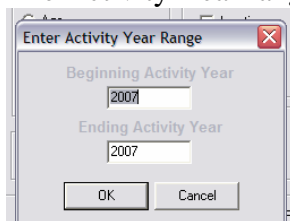
To print labels from the Activities Code / Go to Special / labels / mailing labels



Select Category - G, P, R, A / Group by - complete / Record Status - new and returned / Record Type - Activities Range / Range - Club Code / Preview



The Activity Year range would be 2007



Enter the Activity Code for Cloverbud advisors

Enter Activity Code Range

Beginning Activity Code
[CBAD]

Ending Activity Code
[CBAD]

OK Cancel

The following would be your mailing labels for Cloverbud advisors

Mailing Labels

Jim Elder

Total: 1
Activity - CBAD to CBAD