**Group Enrollment**

Adding members to a group does not automatically make them show up on the ES237 report. In order for group enrollment to be included on the ES237 report, a group enrollment form must be completed and submitted.

- Click on Group Enrollment icon (spreadsheet) under enrollment tab
- Enter Program Information
- Select project from pull down menu
- Click “Add Project”
- Click Continue
- Enter gender, racial, residence and grade distribution
  - All totals must match!
  - For gender distribution: Total = Total Participants in Group Duplicates = Number of participants in group that are involved in 4-H in some other capacity.
  - For racial, residence and grade distribution, only total number of “new youth” (those not involved in 4-H in another capacity) are included in these sections. This helps prevent enrollment duplication.
- Click Submit Enrollment