



## 4HOnline Tip Sheet:

### Group Enrollment

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### 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