GLOSSARY OF 4HONLINE TERMS

4-H Age: A member's age calculated at midnight on the 4-H Age date set by the state instead of by his or her actual birthdate.

Active: The status of a member who has completed all of the steps required for enrollment

Activity: Any activity in which a member participates that should be part of the enrollment record. Information regarding activities is not reported on the ES237

Adult: A member who has passed the maximum youth age and in most cases is a volunteer.

Archived: A member who was active at one time, but is not participating this year

Authorizations: Legal agreements (usually on an enrollment or registration form) that require a parent or member signature

Browser: the program utilized to access the internet (Explorer, Firefox, Chrome)

Club Leader: An adult volunteer responsible for a local 4-H club

Contact: A non-4-H member associated with 4-H in some way. Contacts can include board members, committee members, donors, etc.

Continue: Saves the information on the current screen and moves to the next screen. Often synonymous with "Save"

Custom Report: A report created by a manager. After its creation, a custom report is available to view and/or print at any time

Deadline: 11:59 p.m. Central time on the date of the deadline

Delivery Mode: a classification for the various types of 4-H Clubs or programs used on the ES237 report

Duplicate: A member or family profile that has been created in 4HOnline more than once

ES237: The Federal report required from each state used to report 4-H activities to the Cooperative Extension Service (CES) personnel at the Department of Agriculture (USDA) in Washington, D.C. This data is reported on form 237 and is designated ES-237

Family Correspondence: Mailing labels created for each family represented on a given report

Filter: A way to break large sets of data into smaller sets

Flag: The check box located next to the member name on the Member/Volunteer search screen under the enrollment tab

Group Enrollment: A brief report of a 4-H activity that indicates the race, ethnicity and gender of the participants. Group Enrollment numbers are included on the ES237 report.

Group: Any group of people that the user would like to keep track of together. These could be camps, classes, committees, etc. Information regarding groups can be used to create a group enrollment in order to be reported on the ES237

Help Sheet: a quick reference that describes how to perform a specific task in 4HOnline

InActive: A member who has not re-enrolled for the current program year

Incomplete: Member has started the enrollment/registration process, but has not submitted it to the County for approval

Invoice: a receipt that can be printed at the family level and sent with a payment to the County 4-H Office

Login-Only: a level of access granted to a Club Leader in which the leader may only view member enrollment information, but may not edit the information

Manager: A State or County employee using 4HOnline at the State, Region, District or County level

Member Correspondence: Mailing labels created for each member represented on a given report

Member ID: An ID number unique to each member enrolled through 4HOnline in the state

Member List: The page in a family account that lists all of the family members registered in 4HOnline

Member Management: a level of access granted to a club leader in which the leader may edit existing member enrollment records, add new member enrollment records and/or register members for events

Membership ID: An ID number unique to each member enrolled through 4HOnline in the United States.

Memorized Report: A Standard, Custom or Shared report with additional filters

National Category: Categories to which each project area corresponds

Pending: Members have submitted their enrollment information or event registration, but are awaiting county and/or state approval.

Primary Club: a club in which a member participates most often

Project Alias: A project name used in a County that differs from the name used at the State level

Project Selection Deadline: The last day on which a member may add or change the projects in which he or she is enrolled from a family account. Managers may still add or change projects after this date.

Project Leader: An adult volunteer responsible for certain project area vs. a specific club

Project: a specific area of study or concentration for the 4-H program year

Queue: The ability to run a report in the background of the computer allowing the user to continue working on other tasks while the program compiles the report; often useful for reports that will return large amounts of data

Quick Export: A standard report that will pop up as an excel file when the user clicks the title of the report in the drop-down list at the top of the screen. Be sure pop-up blockers are turned off to run Quick Exports

Quick Report: A standard report that will pop up as a .pdf file when the user clicks on the title of the report in the drop-down list at the top right of the screen. Be sure pop-up blockers are turned off to run Quick Reports.

Records Returned: the number of member records found as a result of a search

Re-enrollment: when an existing member enrolls for the next program year

Roll-over: the end of one program year and the beginning of the next. In 4HOnline this means that all active members become inactive and all grade levels, years in 4-H and years in projects advance one year.

Screening Payment: a volunteer enrollment fee

Second 4-H County: a county, outside the member's primary county, in which the member is also an active participant

Secondary Club: a second club in which a member participates

Shared Report: A custom report created by a higher-level manager and shared with accounts in lower levels, or a custom report created by a manager at the same level in the same county or state.

Standard Report: A report created by 4HOnline available to run and/or print at any time

Transfer: an invoice printed at the county level and mailed with a payment to the State 4-H Office

Upload Field: a form field often used on registration forms in which the registrant is asked to upload a document or picture

Verification: A check box that indicates all of the information about an animal is correct and complete

Volunteer Screening: An additional page of required information for volunteers, often used for required background checks.

Youth (Short-Term): A youth member who only participates in a 4-H group, not a 4-H Club, for a portion of the year. Unless a group enrollment is created from the group in which a short-term member is enrolled, short-term members do not count on the ES237

Youth: A 4-H member of youth membership age