**UNIVERSITY OF GEORGIA
EXTENSION**

Includes:

1. Adding a Volunteer or Staff Member to 4-H Enrollment
2. Accessing Risk Management Training – *"Georgia 4-H: Working with Youth…Managing Risks"*
3. Accessing Project Achievement Presentation Judging Certification
4. Receiving credit for Certified Coaches Trainings
5. Receiving credit for Certified Teen Leader Trainings
6. Rolling over Rosters into the New Program Year
7. Merging Duplicate Records

1. Adding a Volunteer, Staff Member, or Teen to 4-H Enrollment

All volunteers and staff members serving with your program during the year should be loaded into 4-H Enrollment and placed on the Volunteer and Staff Roster for the current program year prior to beginning service. To utilize this feature:

1. Log in to 4-H Enrollment: https://secure.georgia4h.org/enrollment/login/login.cfm
2. Click "Staff," "Volunteer" or "Teen Leader," as applicable, in the left menu under the heading "Volunteer and Staff Management"
3. Find the volunteer, teen leader, or staff member's name on your roster.
    a. If name is not on the list:
        i. Click "Add individual" at the top of the roster
        ii. Search for the individual's name
            1. If the name is found, click the green plus sign to the left of the name.
            2. If the name is not found, click "Insert New Record." Fill out the form and click "Insert Record"
            3. The name will now appear on the appropriate roster for the current program year.

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2. Risk Management Training – *"Georgia 4-H: Working with Youth…Managing Risks"*

Risk Management Training is required for all volunteers and staff prior to supervising youth. To utilize this feature:

1. Log in to 4-H Enrollment
2. Click "Volunteer" or "Staff " roster under "Volunteer and Staff Management" in the left menu
3. Find the volunteer or staff member's name on your roster
   a. If name is not on the list:
      i. Click "Add individual" at the top of the roster
      ii. Search for the individual's name
         1. If the name is found, click the green plus sign to the left of the name.
         2. If the name is not found, click "Insert New Adult Record." Fill out the form and click "Insert Record"
   b. If name is on the list, proceed.
4. Under the **"RMT,"** click "Send Link" beside the individual's name.
5. The potential volunteer or staff member will then receive an email with instructions for taking the training and receiving training credit. You will receive a copy of the email.
   a. If the trainee does not have an email account, you will still receive the email copy and can work with that individual to view the video and take the assessment through the unique testing link you receive.
6. Once the participant reviews the video and resources found in the link of the email, they should take the assessment.
7. Upon receiving 100%, the results will be automated in your 4-H Enrollment account and the satisfactory checkmark will now appear in enrollment under the RMT column. You will also receive an email of the passing score. Note that the completion email is sent to both the trainee and the staff member who clicked "Send Link." (There is no need to upload this documentation as it automatically uploads.)
8. Print the email noting the score of 100% and place in the personnel file.

> Things to Note:
> - The test link generated through the "Send Link" email is unique to the trainee. Do not share this link with anyone other than this particular training participant.
> - If you need to resend the link, you either forward the email copy you received to the participant or go into 4-H Enrollment and click "Send Link" again in the appropriate column.
> - The person who clicks "Send Link" will receive the emailed copies of the initial email and the completion email.

3. Project Achievement Judging Certification

Project Achievement judging trainings are available online for presentation and portfolio judging. Potential judges are expected to complete the training prior to Project Achievement competitions.

To utilize this feature:
1. Log in to 4-H Enrollment
2. Click "Volunteer," "Staff, " or "Teen Leader" roster under "Volunteer and Staff Management" in the left menu
3. Find the volunteer, staff member, or teen leader's name on your roster
   a. If name is not on the list:
      i. Click "Add individual" at the top of the roster
      ii. Search for the individual's name
         1. If the name is found, click the green plus sign to the left of the name.
         2. If the name is not found, click "Insert New Record." Fill out the form and click "Insert Record"
   b. If name is on the list, proceed.
4. Under the corresponding column click "Send Link."
   a. **CERT_CPAJ** = Certified Cloverleaf Project Achievement Judge - Presentations
   b. **CERT_JSPAJ** = Certified Junior/Senior Project Achievement Judge – Presentations
   c. **CERT_PORT** = Certified State Congress Portfolio Judge
5. The trainee will then receive an email with instructions for gaining certification. You will receive a copy of the email.
   a. If the potential judge does not have an email account, you will still receive the email copy and can work with that individual to take the short assessment through the link you receive.
6. Once the trainee reviews the video and resources found in the link of the email, they should take a short assessment.
7. Upon receiving 100%, the results will be automated in your 4-H Enrollment account and the certification checkmark will now appear in enrollment. You will also receive an email of the passing score. Note that the completion email is sent to both the trainee and the staff member who clicked "Send Link."
8. There is no need to upload this documentation as the checkmark automatically uploads to 4-H Enrollment and is validated through the online test.

> Things to Note:
> - The test link generated through the "Send Link" email is unique to the trainee. Do not share this link with anyone other than this particular training participant.
> - If you need to resend the link, you either forward the email copy you received to the participant or go into 4-H Enrollment and click "Send Link" again in the appropriate column.
> - The person who clicks "Send Link" will receive the emailed copies of the initial email and the completion email.

4. Certified Coaches Training Credit

Certifications in Cotton Boll and Consumer Judging, Forestry Field Day, Poultry Judging, SAFE Shooting Sports, and Wildlife Judging are now tracked through 4-H Enrollment. These training certifications are required prior to coaching a team and each team must have at least one trained coach. (SAFE disciplines require one coach per 7 youth.) Coach Certifications are uploaded by the program trainer. However, you need to complete a few steps in order for coaches to receive certification credit:

1. Add the coach to the Volunteer and Staff Roster in 4-H Enrollment. (See Action Item 1 to add an individual to the roster.)
2. Make sure all required paperwork is up to date and uploaded in 4-H Enrollment with appropriate checkmarks added.
   a. *For UGA employees* this includes: Risk Management Training checkmark
   b. *For non-UGA funded employees* (grant funded, county funded, etc) this includes: Screening Application, Screening Application Human Resources Approval, Reference 1 and 2, and Risk Management Training checkmark.
   c. *For Volunteers* this includes: Volunteer Agreement, Screening Application, Screening Application Human Resources Approval, Reference 1 and 2, and Risk Management Training checkmark.
3. Once paperwork is up to date, double check the certification column beside the individual's name on their appropriate roster:

CERT_C	CERT_F	CERT_P	CERT_W	SAFE_A	SAFE_P	SAFE_R	SAFE_S
Certified Cotton Boll and Consumer Judging Coach	Certified Forestry Field Day Coach	Certified Poultry Judging Coach	Certified Wildlife Judging Coach	Certified SAFE Archery Coach	Certified SAFE Pistol Coach	Certified SAFE Rifle Coach	Certified SAFE Shotgun Coach
Trainer: Cheryl Varnadoe	Trainer: Craven Hudson	Trainer: Heather Shultz	Trainer: Charlie Wurst	Trainer: Craven Hudson	Trainer: Craven Hudson	Trainer: Craven Hudson	Trainer: Craven Hudson

4. If the appropriate certification checkmark is not there, and you are certain all paperwork is up to date, contact the training specialist requesting certification addition.
5. There is no need to upload coach certificates or training proof in the 4-H Enrollment for coach certifications; instead place the certificate in the personnel file only. The checkmark serves as the verification of completing training.

5. Certified Teen Leader Credit

Teen Leader Certification is required for teen leaders to attend district and state events beginning March 1, 2016. To receive credit in 4-H Enrollment for teens:

1. Add the teen to the Volunteer and Staff Roster in 4-H Enrollment. (See Action Item 1 to add an individual to the "Teen Leader" roster.)
2. Make sure Teen Leader verification and evaluation pages have been submitted to the NW District Office.
3. Checkmarks will appear once paperwork has been received and processed.

6. Rolling over Rosters into the New Program Year

At the start of the new program year, on August 1, all rosters will default to the new program year. As Volunteers, Staff Members, and Teen Leaders return for service in the new year, they should be added to the appropriate roster. It's important not to create a new record for these individuals, but instead to "roll over" their existing record from the previous program year. While records may be added individually by clicking "Add Individual" (with green plus sign), it may be more efficient to roll records over in bulk. It's possible to look up a roster that will return a list of names from which you can select to add to the current year's roster. You may hear this referred to as "rolling over your roster."

1. Click "Main" under the "Queries" section on the left hand menu
2. Change the year to the previous 4-H year.
3. Change the value of "Volunteer Type" to the group you are trying to "roll over." (i.e. "Volunteer," "Staff," or "Certified Teen Leader."
4. Click 'Continue' to go to the query results page. This will return a list of all members with the selected value from the previous year.
5. Click the check box next to the relevant names that you wish to "roll over."
    Tip: use the "All" check box to select or de-select all names on the list.
6. Select "Staff," "Volunteer" or Teen_Leader from the drop down list under the "Add" button and click "Add."
7. The selected names will now be added to the chosen roster.

7. Merging Duplicate Records

It is possible that multiple records exist for the same individual in your 4-H Enrollment records. A couple of ways this may happen is a 4-H Enrollment card is entered on someone that already exists in the system or a volunteer name is added when they may already exist as a parent in your records. The "Merge Duplicate Records" feature allows you to find multiple instances of the same name in the system and merge their records. It is important to merge multiple instances of the same person for a variety of reasons, but one in particular is so you are registering the most up to date record for events.

1. Login to 4-H Enrollment: https://secure.georgia4h.org/enrollment/login/login.cfm
2. On the left hand menu click "Special"
3. Click the "Duplicate Names" link
4. Select "Student" or "Adult" from the drop down list.
5. Click "Go." This will return a list of people whose first names and last names exactly match. You'll also see the address. This will help you figure out if they are the same person or not. They will be listed in the order that they were entered into 4-H Enrollment with the most recent instance of a name lower on the list.
6. To the right of the last instance of a name, click the "Merge" link. This will take you to a detail page for the person. At the bottom of the page a list of all names that match will be listed.
7. Check the box next to each instance of the name that you want to merge into one record.
8. Click "Merge These Names."

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