



# Cooperative Extension Service 4HPlus! Computer Tip

UNIVERSITY  
OF WYOMING  
*New Thinking*

8/31/2004

## 2004 Reenrollment Process

Reenrollment cards can be printed for the upcoming year while you are still in the current year. They can also be printed after you have created your new year and rolled your data into that year, however, they are most commonly printed while you are still in the current year.

Go to >> Reenrollment >> Print Reenrollment cards

Status...  
 Active  
 Inactive  
 Both

Year...  
 2004  
 2005

Process  
Exit

Print Filled Forms for...  
 Members  Leaders

Select by...  
 Units  Names

Print Scope...  
 Individual  
 Range  
 All

Include (If available)...  
 Units (If forms allow)  
 Projects (If forms allow)  
 Project Lists (Backer)

Re-Select Options  
Print Blank Member Form  
Print Blank Leader Form  
Print Member Project Form  
Print Leader Project Form

**Note that you can include units and/or projects on your printed reenrollment cards. The projects backer option does not apply to Wyoming**

Control File Current Line...  
[Empty text box]

**Don't worry about the contents of this line - it is internal information for reporting problems only.**

Several options exist when printing reenrollment cards.

1. Select the year you wish to print cards for – since you are printing cards for the upcoming 4-H year you will select 2005 if you are still in the 2004 data set year. If you have rolled over your data to the 2005 year prior to printing reenrollment cards you will select 2005 **not 2006** as would be your alternative.
2. Generally you will only want to print reenrollment cards for members and leaders who are on active status. You **could** select inactive and pull up a reenrollment card for individuals who skipped a year or two and that you have kept in your data system (which you should be doing).
3. You can select cards by units – thus allowing you to print an entire club at one time for distribution to a club leader or you can list them individually (alphabetically) and print out individual cards or multiple cards.
4. Print Blank Member and Blank Leader forms for new enrollees – you can print multiple copies or you can copy and print
5. When you print filled forms for members and leaders the address information, years in 4-H, grade etc. will be automatically printed on the reenrollment form.
  - a. **Please note that when you are printing forms for the upcoming year the system will automatically add one year to the *Year in 4-H* field and one year to *Grade* field. Thus the member or leader looking at the reenrollment form will not be concerned that the years are “off”.**
  - b. **THIS DOES NOT CHANGE THE ACTUAL DATA FOR THE UPCOMING YEAR – THAT WILL BE DONE LATER WHEN YOU ROLL OVER TO YOUR NEW YEAR AND INITIALIZE YOUR DATA SET.** This will be discussed later.
6. When you print filled forms, you have the option to print the clubs and/or projects on the reenrollment form so that people that do not make changes do not have to rewrite their clubs or projects. If you do not select any of these option checkboxes the information will not be printed.
  - a. **Probably the most efficient solution is to print clubs (units) and projects for leaders who seldom change and to print ONLY clubs for members who seldom change clubs, but often change projects.**
  - b. Neither one of the above options changes the actual data stored in your data set.