State Activities

State workshops are now being entered into ED. The first step is to make sure your members are in the pull down list. To do this, go to the setup section and click on the 4-H tab. Make sure to set the 4-H year to 2011. Here click on the Sync 4-H Members button and wait until the script is done. Also make sure your default county is set and please make sure that the number next to your county name is your county number. You must do this before you enter any of the State Workshops.
State Activities - Adding to the pull down list.
If you happen to need to add someone or an adult volunteer to the pull down list for Round-up, go back to the data entry screen and find this person. Then click on the orange sync button and select State workshop. If they are not in ED, then put them in by creating a new record.
Now go back to the main screen and click on the state workshops button. You will notice that there are more things to enter here than Science workshops and Round-Up. However they all work pretty much the same.
Science Workshops

Now you are at the main screen of the State info. Click on Science workshops to start entering in your members and your chaperones.

This works very similar to State Fair. You will first select your member by the pull down list. You now will see that name and other general info is pulled from ED. Now fill in the other fields in the orange box. Workshop is a full list of all of the workshops and if the workshop has a specialty area you will see that pull down list as well. Status is if you make changes to the record after you have pushed your data to the state.
The comments box is for any additional information. Please note that if you delete a record here, it will also delete if from the state database. So if you know they are not coming just delete them.
Round-UP
Now you are at the main screen of the State info.
Click on Round-UP to start entering in your members and your chaperones. Like in the other sections you first click on New to create a new record and then select the member from the pull down list. Please note that everything here is selected from pull down list.
You now will see that name and other general info is pulled from ED. Now fill in the other fields in the orange box. Status is if you make changes to the record after you have pushed your data to the state.

The next step is to fill in the 10 class choices. These come from the choices the member has selected. When one becomes full the pull down list will tell you.

The comments box is for any additional information. Please note that if you delete a record here, it will also delete if from the state database. So if you know they are not coming just delete them.
State 4-H Junior Leader Conference

Now you are at the main screen of the State info. Click on Junior Leader Conference to start entering in your members. Like in the other sections you first click on New to create a new record and then select the member from the pull down list. Please note that everything here is selected from pull down list.

The comments box is for any additional information. Please note that if you delete a record here, it will also delete if from the state database. So if you know they are not coming just delete them.
Volunteer Tenure

Now you are at the main screen of the State info. Click on Volunteer Tenure to start entering in your Leaders. Unlike in the other sections you first click on Update Pull Down to populate your pull down list. You would do this every time you come into this screen just to make sure you have all of your leaders in the pull down. Next you would click New to create a new record and then select the member from the pull down list. Please note that Leader here is selected from pull down list. The Tenure should pull in however if it doesn’t just type it in.

The comments box is for any additional information. Please note that if you delete a record here, it will also delete if from the state database. So if you know they are not coming just delete them.
Click on the white box under the Member label and select your members from the pull down list. Please note that you should not be typing in any info here except for in the comments box if needed. Everything should be selected from the pull down list.
Now select the scholarship you want to enroll this person in.