



Youth Tips/Tidbits

Certification Reports – A **Certification date** must be entered on the Certification tab in the Member/Leader file in order to *print* Member certification reports or Member certificates under Achievement certificates. Also, they only print for New and Return members.

Email program – Changed screen layout. Note: Also puts sender's address on list if you are listed as a cc, and/or also adds the bcc on the list. (New screens/directions attached). Added Preferences for email default settings, make sure you fill them in; Email – SMTP Server and Email – UserID will carry over from the old version. Fill in other settings as necessary, (they are explained in the new directions included).

Index Cards – Choosing *Card Style* – **Family** – shows All Categories i.e. Member, Cloverbud/Mini, General/Organized Leader, Project Leader, Activity Leader, Resource Leader, Special and Other for the *Sort Order/Range* chosen.

Activity Reports – When running activity reports, the default year displayed in the selection box is the current year that is set on your PC. If you are doing reports in December and are working with 2003 files but 2002 comes up – it is because the current date is displaying, not the date in your preferences screen.

Project/Activity/Award Report – *Standard & Condensed* – when searching for a project range, if your projects are listed with preceding zeros like 097 instead of 97, it will not show if you put 1 to 100. If you put 001 to 100 the 097 will show up on your report. This is an alphanumeric field so you must add the leading zeros.

ES237 Verification Report – All records for the selected *Categories* with a status of *New, Return, or Terminate* print on this report, even if data is missing. This will help in checking for correct data. Also the data format has changed. You will notice certain areas spelled out rather than just a W for White, etc.

Member Certification Reports – Added option to save as ASCII File with following fields: First Name, Last Name, Address, City, State, Zip, BirthDate, Email address from Member/Leader table, County Code, Certification Date.

Project Score – Redid some reports to sort differently, please review the attachment.



Clubs – Organized clubs, SACC, not a youth group, etc. from Master club file shows on ES237 chart one on the right and identifies the type of club. Under the club tab in Member/Leader file the organized club, overnight camp, SACC, etc. identifies how the member relates to the club and is shown on ES237 chart one on the left side as members.

Re-Enrollment Forms – now has 2 separate memo lines.

Print message line is placed above the disability statement in 8pt. font size. This is a freeform message line printing three lines.

Customize Public Mailing Statement prints above the signature lines. It is prefilled as the standard statement: *I do not want University Extension to reveal my name, address, or telephone number as part of a public record.* You can customize this statement to meet your needs. This statement is preprinted in standard bolded font of **10pt.**, printing two lines.

4 - H Re-Enrollment Form

Demo County:
 007-032-0323
PAJSE ACRELLA
 1 CEDYER FARMS
 Beth, NH 0383-

Category: Member
 Gender: F Year in 4H: 2 4-H Age: 12
 Social Security Number:
 Birthdate: 11/30/1990 Grade: 4
 School: Youth Leader: No
 Email: ACAB@soLcom

Club Membership(s):
 032 BRENTWOOD NIGHT RIDERS

Parent/Guardian:
PAULA ACRELLA Home Phone: (603) 778-0400 Cell Phone: (603) 304-9972 Cell Phone: (603) 331-9681
ALAN Family Email: PPAACRELLA@soLcom ACAB@soLcom

Re-Enroll	Project Name	Code	Youth Leader	Need Lit	Yr In Project	Club
Yes/No	Busa	ABF1	Yes/No	Yes/No	1	032
Yes/No	Community Service	CCSI	Yes/No	Yes/No	1	032
Yes/No	Safety	CSA1	Yes/No	Yes/No	1	032
			Yes/No	Yes/No		
			Yes/No	Yes/No		
			Yes/No	Yes/No		
			Yes/No	Yes/No		

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I want the Extension Office to be aware of the following disability: _____

_____ I do not want University Extension to reveal my name, address, or telephone number as part of a public record or list

Member Signature _____ Leader Signature _____

Parent/Guardian Signature _____ Date _____