

Members who did not re-enroll for the current year

AgIT/YDAE

FAQ No. T5.1.5

Can you tell me how to print out the 4-H'ers who did not re-enroll this year?

These procedures were provided to us by Richard Fox, 4-H Department.

The following procedure is also available for viewing online at this address [T5.1.5 Members not re-enrolled for the current year](#).

Creating and Printing the Report

1. From the Main Menu, click on the **4-H** button.
2. Click on the **Affil/year** tab.
3. Click the **Find** button.
4. Enter the prior year in the **Year** field for the Projects.
5. Click on the **New** button.

NOTE: Don't confuse the **New** button with the **New Projects** button.

6. Enter the current year in the **Year** field for the Projects.

NOTE: Look at the rolodex there are now two requests made.

7. Click on the **Continue** button in column one.
8. Click on the **Scripts** menu option. (Found at the FileMaker Pro Menu bar, at the very top of the window).
9. Click on the **Update 4-H member tenure** menu option.

NOTE: this will not update again for this year if you have already updated. This does not hurt the date if already updated for this year.

10. Click on the **Year** button.
11. Select on the **Find** button.
12. Click on the **Type of member** button and select 4-H from the drop-down menu.
13. Enter <10 in the **Tenure** field. (located in the blue area of the screen).
14. Enter the prior year in the **year** field, located beside the Tenure field.

NOTE: This will find anyone who had less than 10 years in 4-H and who had a project for the prior year.

Frequently Asked Questions

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15. Click on the **Continue** button in column one.

NOTE: *The result is all 4-H'ers who are not re-enrolled for this year. If you want to sort these records, click on the **Sort** button then the **Tenure** button.

16. Now you can print the records. Click on the **Print** Outs tab.

17. Click on the **Name** in the drop down list located in the "1. Select a Sort" field. This is found in the "Labels and General List" Orange section.

Note: You can also ask for the **Age** or **Tenure** reports.

18. Click on the **General List** button in the drop down list located in the "2. Select report/Label Type" question. This is also found in the "Labels and General List" Orange section.

19. Click the **General Report** button to display the report before printing.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

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Created: 5/11/2005

Modified: 3/12/2007