

Periodic and annual reporting of MN 4-H programs

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Important!

[Expectations for collecting and reporting 4-H demographic data](#)

Overview of reporting in 4-H Online (details below)

Information and resources:

- [Reporting your 4-H Programming \(drawer\) on the 4-H Data collection page.](#)
- [Where to report this](#) (a list of 4-H programming and where each gets reported)
- [Reports to date](#) (updated periodically, depending on the time of year).
- [4-H Online Refresher/overview training](#) (recording)

All reporting data is pulled from these areas in **4-H Online** (except that #7 is from FairEntry)

1. Club and project enrollment
2. Program Agreement (PA) enrollment
3. Event Registration
4. Group Enrollments
5. Groups
6. Training (LQA, Annual Volunteer Training and SSW certifications)
7. Showcase reporting from FairEntry
8. Number of non-screened adult helpers (via Group Enrollment)

Deadline	Reporting period	Details
January 15	Oct. 1 - Dec. 31	Brought up to date • Enrollment (incl. PA Enrollments) • Event Registration • Group Enrollments (incl. adult helpers) • Groups • Trainings
June 15	Jan. 1 - May 31	Brought up to date • Enrollment (incl. PA Enrollments) • Event Registration • Group Enrollments (incl. adult helpers) • Groups • Trainings
September 14 (Rollover)	Sept. 15 (prev. year) - Sept. 14 (current year)	Final • Enrollment, including PA Enrollments
October 7	June 1 - Sept. 30	Final • Event Registration • Group Enrollments (incl. adult helpers) • Groups • Trainings
Two weeks after your showcase	Current year	County fair/local showcase results, adult helpers and judges

Reporting details

1. Club and project enrollment ([user guide](#))

Includes ongoing youth and adult volunteer enrollment and re-enrollment. See near-real-time and historical data on the [MN 4-H Enrollment Dashboard](#) and on [the YD Monitoring and Evaluation Reports page of the YD Intranet](#).

2. Program Agreement (PA) enrollment ([user guide](#))

Youth participating in a program where the Collaborative Partner assumes risk and liability should also be enrolled in 4-H Online as individuals, indicated by a PA number on the member's profile and if not parent enrolled, by a PA designation on the member's name in 4-H Online. Learn more in the [Best Practices for Program Agreement \(PA\) Enrollments guide](#).

- See also: [Expectations for collecting and reporting 4-H demographic data](#)

3. Event Registration reporting ([Event registration user guide](#))

The event registration section of 4-H Online is used to report 4-H Youth Development learning experiences delivered, even if the registration was not managed in 4-H Online.

- [See a list of what needs to be reported](#) as a learning experience.
- [See default responsibilities and roles](#).

An accurate sign in list is critical to accurate reporting so that you know who actually attended (account for no-shows and walk-ins).

- If an event has multiple sessions, attendance will be compiled across all sessions, such that if a youth attends only one session, they are counted as a participant.

Two specific aspects of event naming/renaming are utilized.

1. The event name reflects key attributes of the program being reported.
2. Appending the 4-H Year indicates the event should be included (reported on).

Event name

[Standardized Naming of 4-H Events](#) provides specific guidance that will not only result in accurate reporting, but will also assist families in better understanding what the event will be about.

Event year

4-H Online events are flagged as "Reportable", by appending the current 4-H Year (e.g. "2025-2026") **with NO spaces** to the end of the event name. This will indicate that the event is to be included in the periodic reporting data.

When event registration happens in 4-H Online:

1. After the event, based on the sign in list, adjust the registration to:
 - Remove no-shows (see [the "Deleting registrations" section](#) of the user guide)
 - Remove Incomplete registrations (see [the "Deleting registrations" section](#) of the user guide)
 - Add walk-ins (see [the "Adding late registrations" section](#) of the user guide)
2. Edit the Event name by adding the current 4-H Year (e.g. "2022-2023") with **NO spaces** to the end of the event name.
3. If needed, edit the event name so that it aligns with guidelines in [the "Naming your 4-H Event" guide](#).
4. If the event is created by local staff, please add your "Event and Reporting Focused" RSS (see list above) as an Event Manager.

When event registration happens outside of 4-H Online (Google Form, Qualtrics, etc.)

1. Create a "manager only" event registration **in 4-H Online** for purposes of reporting.
 - Add the current 4-H Year (e.g. "2025-2026") with **NO spaces** to the end of the event name.
 - If needed, edit the event name so that it aligns with guidelines in [the "Naming your 4-H Event" guide](#).
 - If the event is created by local staff, please add your Reporting RSS (see list above) as an Event Manager.
 - Based on the sign-in list, after the event, add (register) the participants in the event.
 - For instructions on this process, see the section [Setting up an event exclusively for reporting](#) in the 4-H Online Event Registration user guide.

Reports of event participation are available as Shared Reports, based on having the Program Year added to the event name. See section below for more information.

4. Groups [\(user guide\)](#)

Groups will be used for ongoing committees, activities, and programs that meet three or more times.

- Examples include Ambassadors, Council/Federation, Dog/Horse Training, etc.

5. Training

The Training aspect of 4-H Online will be used to recognize completion of designated trainings, for example:

- Youth LQA and YQCA [\(user guide\)](#)
- Shooting Sports and Wildlife Certifications
- Adult Volunteer Training

6. Group Enrollments ([user guide](#))

Group Enrollments are for reporting on programs where every effort has been made to build in 4-H Enrollment or establish [a Program Agreement](#) that provides 4-H with participant names. In other words, despite your best efforts, there is no way to know the youth participant names and therefore they cannot be individually enrolled.

Non-screened adults (parent helpers) who assist, for example, at the county fair are also to be reported by way of a Group Enrollment.

- See also: [Expectations for collecting and reporting 4-H demographic data](#)

7. County Fair (Showcase) reporting

County Fair (Showcase) reporting consists of judging results, the total number of non-screened adult (parent) helpers and judges. Details and deadlines can be found in the [user guide for County Fair \(Showcase\) reporting](#).

8. Non-screened adult volunteer helpers (Group Enrollment)

This reporting will capture the number of non-screened adult helpers at county fairs and other events. Staff are to keep track of the number of non-screened adult volunteers (aka adult helpers) that assist by setting up for events, working in food stands, helping in show rings, etc.

- [County fair adult helpers will be entered as a Group Enrollment in 4-H Online.](#)
- All other adult helpers can be reported in one Group Enrollment at the end of the Program Year.

For instructions, see [pg. 4 \(Volunteer Distribution\) of the Group Enrollments guide](#).

Reviewing and verifying Event Registration Reporting

Prepared reports

A wide variety of helpful reports are available in this [Google Drive folder](#), which is updated periodically, depending on the time of year.

Shared report in 4-H Online

To view reportable events, see this Shared Report in 4-H Online:

- **[Events - Current Year (e.g. 2025-2026) reportable...]**

To use this Shared Report"

- Click on (select) the report
- Scroll up to click on Download Excel
 - If desired, you can also click on Copy Report, so that you can further manipulate the report setup, filters, etc.

Filter setup if making your own report

To view the data for "Reportable" events, to be included in the Quarterly Reports, this Custom Filter is key:

Event Name > Like > Current year with wildcards. E.G. *2025-2026* (NO spaces)