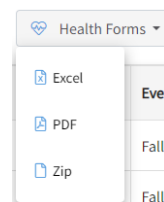## Background

There are two health forms in 4-H Online – the basic two questions answered during enrollment and the extended youth form answered during certain event registrations. The fields on these forms cannot be added to custom reports but are available in PDF or Excel standard reports. When downloaded, the report files are password protected with the password dependent upon who downloaded the file from 4-H Online.

The basic two questions answered during enrollment are "Do you need any accommodations to participate in this activity?" and "Is there any other information you want to share?" If a question is answered "Yes", then an additional box appears for the family to enter additional information. These two questions are asked of both youth and adults during enrollment.
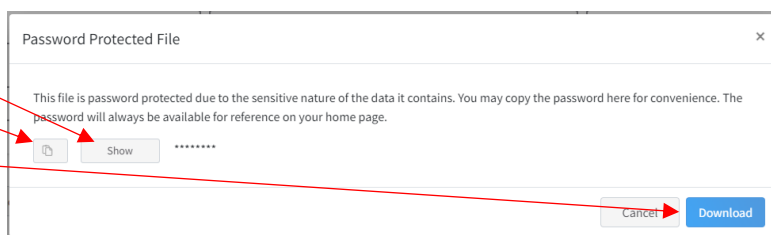
The extended youth form has the same questions as the UW-Madison Youth Event Health Form. This form is available in 4-H Online only as part of an event registration. After the family submits the event registration, they cannot change or "update" the answers.
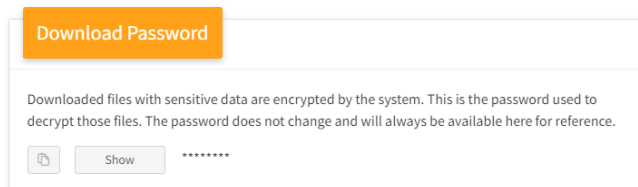
Downloading Health Form Report

On several screens there is a button above the results list labeled "Health Forms". Clicking this button gives the options of Excel, PDF, and Zip.

After making your choice, you will see a box where you can copy or show the password (unique to you) or just download the file.

The downloaded file will be password protected. If you did not copy the password in the previous step or need to recall the password later, you can go to your Home screen and copy it there. At the top of the Right Side column is a box with the same options to copy and show the password.

Each 4-H Online user has a different password and there is no way to recover the password of a former user.

Excel Version

The Excel version of the form will show one row for each member in the search results.

- The two questions asked during enrollment are in the last few columns in the spreadsheet.
    - Column AG: **True** if they answered Yes to "Do you need any accommodations to participate in this activity."
    - Column AF: Comments added related to accommodations question.
    - Column AK: **True** if they answered Yes to "Is there any other information you want to share?"
    - Column AJ: Comments added related to any other information question.
- If the member has registered for an event that required the Extended Youth Health form, then the other fields may be populated also. If they have not registered for an event, then the rest of the fields will be blank. **If the form was not downloaded as part of an event registration, the data should not be relied upon as accurate.**
- Each question and answer on the extended youth health form is a separate column in the spreadsheet. This makes it easy to quickly search to see who answered "Yes" to the questions.
- Medications are on the second tab and is labeled Medications.

PDF Version

The PDF version of the report is a single file where each member form is a three-page report. Since the forms are an odd number of pages, if you print duplex, the first page of every other member will print on the back of the last page of the previous member's form.

For example, Member1 will print on page 1,2,3 and Member2 will print on pages 4,5,6. The papers will be pages 1-2, 3-4, and 5-6.

Zip Version

The Zip version of the report is a single downloaded file containing individual PDF files for each member. The individual files are named with the county and member name.

Note

When a member registers for an event that requires the extended youth health form, the form is pre-populated with answers from a previous health form (if any). They just need to verify/update the information. The system saves the health form with the registration. This means that the previous answers are still associated with the earlier event registration and unchanged there. The changes are only seen in the new event registration or if a health form is pulled from outside the event modules.

4-H Online 2.0 Health Forms