

Background

This glossary includes terms that are used within the 4-H Online system. The basic definitions will help Managers understand how the term is used within the framework of the 4-H Online System.

Definitions

Batch – A group of volunteer screenings processes at the same time.

Broadcast – Managers with appropriate permission may send messages to members.

Cloverbud – A member role for members who are younger than youth members (ie. Grades K-2)

Consent – An agreement, often legal, to which a member and/or parent/guardian must agree in order to participate in a club, project, or event.

Custom Fields – Custom questions that can be added to an enrollment or to event registration forms.

Custom Files – Custom file uploads that can be added to an enrollment or event registration form.

Discount Options (Fees) – There are 3 ways to discount enrollment and/or event fees: Coupons (enrollment or events), Family-Based Discounts (enrollment only) and Waivers (enrollment only).

- **Coupon** – A means to discount the amount of fees that a family or member will pay. In order for a coupon to apply, there must be a sufficient amount of donations in the fund with which the Coupon is associated to pay for the amount of the Coupon. Coupons can be created for a percentage of the enrollment or event fee. The percentage is calculated from the full fee.
- **Club-based Coupon** – Can be applied to any enrollments associated with that Club (as the Primary Club)
- **Coupon-Based** – Can be applied to any enrollments associated with the County or Institution that is associated with the fund selected for the Coupon.
- **Family-Based Discount** – Discount applied to an enrollment based on the number of approved family members.
- **Waiver** – 100% discount of fees that does not require money to be available in a fund to cover the cost of the waiver.

Directory – The list of staff accounts in the program.

- **System Manager** – This manager is responsible for setting up the system and is the primary support contact for the Institution. System Managers set up all other Admin/Staff accounts for the program. Note: System manager accounts are set up by the company (RegMax), and can have varying permissions for programs within the institution.
- **Institution Admin** – This manager has access to all of the records in the institution and is responsible for configuring annual set-up items (i.e. Enrollment Fees).
- **Institution Staff** – This manager has access to all the records of the institution, and other permissions based on the permission set assigned to them.

- **Hierarchy Admin** – Manager with full permissions for that area of the hierarchy.
- **Hierarchy Staff** – Manager with access to all records in that portion of the hierarchy, and other permissions based on the permissions set assigned to them.
- **Primary Hierarchy Admin** – Staff account with full permissions for that area of the hierarchy who is also the primary contact for that area.

Donor – A person, business, or organization that contributes a donation to a fund.

Donation – Amount of money contributed to a fund.

Enrollment – A member’s annual registration in a program offered by the institution.

Fund – An area with which to associate donations, donors, and coupons. Funds may be associated with a County or with the Institution.

Global Search – A search feature at the top of each screen allowing a search of any area of the system. Look for the magnifying glass.

Health Forms – Health information requested/required of members during enrollment or event registration.

- **Youth** – Basic health information requested from all members during the enrollment process.
- **Youth Extended** – Extensive health information for participants in overnight events or activities.
- **Adult** – Health information requested from adult volunteers during enrollment/registration.

Hierarchy - The structure within an Institution including: Institution managers, Region managers, District managers and County managers. Counties are situated within Districts, Districts within Regions and Regions within the Institution. Permissions to access different levels of the hierarchy and different areas of the system are set here.

Participant – Any individual that does not have a fully approved enrollment in the program for the current program year. Includes anyone who has not enrolled; or has an incomplete, submitted, awaiting review, or Payment Due status in the program for the current program year.

Permissions – Level of access granted to a staff member in a specific area of the program (None = staff member has no access in that area, Read = staff member may only view records in that area, Write/Full = staff member may view and edit records in that area.)

Profile – A member’s record in the 4-H Online system. A member may or may not have an enrollment associated with the profile.

Program Year – The dates on which an enrollment year begins and ends.

Registration Type – Used in events, indicates different types of participation (i.e. Chaperone, Delegate, etc.)

Role – Volunteer, Club Member, Cloverbud, or Participant

Splash Image – Picture associated with an event that appears for families when they select to register for the event.

Status – The state of a member, enrollment, event registration, screening, or training in the system. Please see the **Status Definitions** tip sheet for detailed information.

Unit – Another term for Club.

Volunteer Type – A specific way in which a volunteer may participate (ie. Club Volunteer, Project Volunteer, Activity Volunteer). The volunteer type will determine the enrollment process for the Volunteer (ie. Club Volunteer will select a Club, Project Volunteer will select a Project).

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