

## Background

4-H Online uses several different status fields to define a member's record. In order to fully understand these status fields, it is important to first understand that the 4-H Online system is structured to support multiple programs within an institution (i.e. 4-H, FFA, Master Gardeners, Judges). Therefore, some statuses are specific to a member's record and other statuses are specific to that member's participation within a specific program.

## Status Types

**Family: Member Status** – 4-H Online is structured to support multiple family accounts being able to access a single member's account. By default, when a member is in a family, they are Active. The member record may become Inactive in a family in the instance of custody issues.

*Possible statuses: Active, Inactive*

**Member Status** – the member's status in the system - outside of any programs in which they may enroll.

*Possible statuses: Active, Deleted, Archived, Deceased*

**Member Program Status** – the member's status as a participant in a program

*Possible statuses: Active, Archived, Dismissed*

**Member Program Year Status** – the member's status as a participant in a program for a specific program year. This status determines whether or not the member is Active for the program year.

*Possible statuses: Approved, Archived, Dismissed, Not Participating, Requirements Not Met*

**Enrollment Status** – The status of a member's enrollment form or volunteer application for the year.

*Possible Statuses: Not Enrolled, Incomplete, Re-submit, Submitted, Approved, Declined and Blocked*

**Participation Status** – A derived status that is an aggregate of all of a member's statuses. This is the status that is used on the search screens and in reports.

*Possible Statuses: Not Enrolled, Incomplete, Awaiting Review, Re-submit, Payment Due, Screening Pending Approval, Trainings Not Completed, Payment Not Received By Institution, Declined and Blocked, Archived, Deleted, Dismissed, Approved, Not Participating*

## Participation Status Definitions

**Approved** – Member has met all enrollment requirements and is an active participant in good standing.

**Archived** – Member will not be participating in the program any longer.

**Awaiting Review** – Member enrollment has been submitted and is waiting for a County manager to review.

**Declined and Blocked** – Member enrollment is declined and the member is blocked from enrolling in the program for the duration of the program year.

**Deleted** – Member enrollment has been deleted.

**Dismissed** – Volunteer has been dismissed from duties.

**Incomplete** – Member enrollment has been started, but not yet submitted.

**Not Enrolled** – Member enrollment has not been started.

**Not Participating** – Member enrollment has been approved for the year but has notified program that they will not be participating for the remainder of the year.

**Payment Due** – Member enrollment fees have not yet been paid (used in the case that the member has selected to pay by check and the check payment has not yet been received or if the member's credit card payment has been declined. In both cases, the enrollment form has already been approved).

**Payment Not Received By Institution** – Per the institution's settings, the member's check payment has not been marked as received by the institution (this requires the County to first submit a County bill for the non-electronic payment of enrollment fees received from the family).

**Re-submit** – The member's enrollment has been sent back for changes.

**Screening Pending Approval** – the volunteer's screening form has not yet been approved.

**Trainings Not Completed** – the member has not completed trainings required for enrollment.

NOTE: **Not Enrolled Active Last Year** is listed in the status filters on the Member Search, however, it is not a separate status. It is simply a shortcut to filter the Member Search for members who have a Participation Status of Not Enrolled and whose Last Active year is the previous year.

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