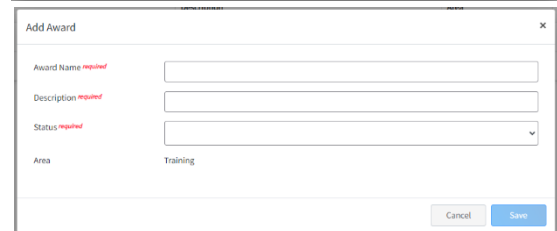## Background

Activities and Awards are a way to record an Activity/Award a youth or adult member participated in or earned in a particular year. The Activity/Award may be added to a member record in multiple enrollment years. They both work similarly so are combined in this tip sheet.

Creating an Activity/Award

1. Click on Activities/Awards in the Navigation menu.
2. Click on the **+ Add Activity/Award** button.
3. Enter the Activity/Award name. There is no need to add a year to the name. The Activity/Award is associated with the current enrollment year when it is added to the member record.
4. Enter a description. You can also enter a blank space.
5. Select a status from the drop-down.
6. If creating an Activity, the Code is optional.
7. When creating an Activity, there is a check box for Allow Members To Register.
   a. If you check this box, members will be able to add this Activity to their enrollment record.
   b. Leaving this box unchecked will require a manager to add this Activity to members' records.
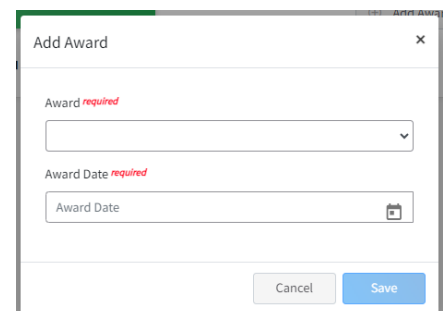8. Click on the **Save** button.

Adding an Activity/Award to Member Record

An Activity/Award can be added to a member record either one member at a time or to a group of members at once.

One Member Record

To add to one member at a time, find the member in either the Member or Participant search and click on the name.

1. Click on Activities/Awards in the left side menu.
2. Click on the **+ Add Activity/Award** button.
3. Select the Activity/Award from the drop-down.
4. Enter the Activity/Award Date.
5. Click on the **Save** button.

These are the same steps a member would use to add an Activity to their record if you have checked the Allow Members To Register box.

Multiple Member Records

To add to multiple member records at one time, start at the Member Search screen.

1. Search for and Flag the members you wish to add to the Activity/Award.
2. When you have all the members flagged, click on **Clear Filters** button.
3. Check the Flagged box filter and then click on the **Search** button.
4. Verify the results are those you want added to the Activity/Award.
5. Click on the **Flag Options** Button.
6. Click on the **Add Flagged to Activity/Award**.
7. Select the Activity/Award from the drop-down.
8. Enter the Activity/Award date.
9. Click on the **Save** Button.
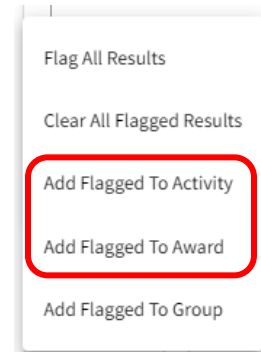
Reports

Since the Activity/Award is tied to an enrollment year, it is not as simple as running a report looking for anyone with the activity/award in their record. You will need to add the standard filter for Include All Years.
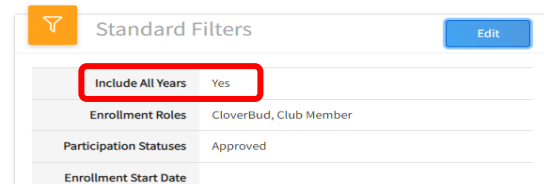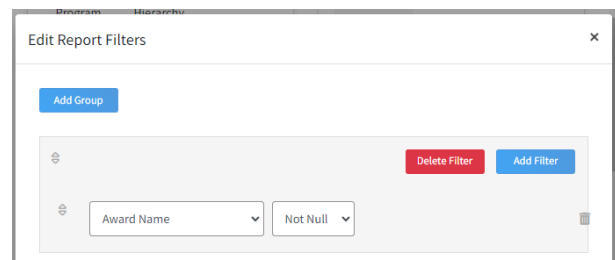

You may also wish to add the report columns:

- Enrollment Program Year
- Award Date

Lastly, to get just those members that have an Activity/Award in their record, set a Custom Filter of Activity/Award Name Not Null.

4-H Online 2.0 Activities and Awards