
Glossary of 4HOnline Terms

4-H Age: a member's age calculated as of 12:01 a.m. on January 1 of the current program year instead of by his or her actual birthdate

Active: the status of a member who has completed all of the steps required for enrollment

Activity: any activity in which a member participates that should be part of the enrollment record. Information regarding activities is not reported on the ES237

Adult: a trained and approved adult volunteer who has completed the OSUE volunteer selection process; or OSUE employee

Archived: a member who was active at one time, but is not participating this year

Authorizations: legal agreements (usually on an enrollment or registration form) that require a parent or member signature

Browser: the program utilized to access the internet (Explorer, Firefox, Google Chrome, Safari)

Cloverbud: a 4-H participant who is 5, 6 or 7 years old (or 8 years old and not in the 3rd grade)

Cloverbud Leader: an adult volunteer that focuses on providing non-competitive experiences to meet the special needs and interests of Cloverbuds

Contact: a non-4-H member associated with 4-H in some way -- contacts may include board members, committee members, donors, etc.; are not volunteers; can only be associated with a "Group"

Continue: saves the information on the current screen and moves to the next screen; often synonymous with "Save"

Custom Report: a report created by the manager. After its creation, a custom report is available to view and/or print at any time

Deadline: 11:59 p.m. ET on the date of the deadline

Delivery Mode: a classification for the various types of 4-H Clubs or areas of involvement

Duplicate: a member or family profile that has been created in 4HOnline more than once

ES-237: the Federal report required from each state used to report 4-H activities to the Cooperative Extension Service (CES) personnel at the Department of Agriculture (USDA) in Washington, D.C.; this data is reported on form 237 and is designated ES-237

Family Correspondence: mailing labels created for each family represented on a given report

Filter: a way to break large sets of data into smaller sets

Flag: the check box located next to the member name on the Member/Volunteer screen under the enrollment tab

Group Enrollment: a brief report of a 4-H or OSU Extension activity that indicates the race, ethnicity and gender of the participants; used for ES-237 and Civil Rights reporting requirements

Group: any group of people that the user would like to keep track of together; examples may include camps, committees, etc. -- information regarding groups can be used to create a group enrollment in order to be reported on the ES-237

InActive: a member who was active at one time, but has not re-enrolled for the current program year

Incomplete: member has started the enrollment/registration process, but has not submitted it to the County for approval

Invoice: an invoice printed at the family level and sent with a payment to the County 4-H Office

Login-Only: a level of access granted to a Club Leader in which the leader may only view member enrollment information, but may not edit the information

Manager: a State or County employee using 4HOnline as a state or county administrator

Member Correspondence: mailing labels created for each member represented on a given report

Member ID: an ID number unique to each member enrolled through 4HOnline in Ohio

Member List: the page in a family account that lists all of the family members registered in 4HOnline

Member Management: a level of access granted to a club leader in which the leader may edit existing member enrollment records, add new member enrollment records and/or register members for events

Membership ID: an ID number unique to each member enrolled through 4HOnline in the United States; often used for livestock backtags

Memorized Report: a *Standard, Custom or Shared* report with additional filters

National Category: categories to which each project area corresponds

Organizational Club Leader: an adult volunteer responsible for a local 4-H club; generally serves as the primary contact between the club and the County Extension Office and gives leadership to managing and organizing club experiences

Pending: member enrollment information has been submitted, and needs to be confirmed at the County and/or State level

Primary Club: a club in which a member participates most often

Project Alias: a project at the County level

Project Leader: an adult volunteer responsible for teaching knowledge and skills for one or more project areas

Project: a specific area of study or concentration for the 4-H program year

Queue: the ability to run a report in the background of the computer allowing the user to continue working on other tasks while the program compiles the report; often useful for reports that will return large amounts of data

Quick Export: a standard report that will pop up as an Excel file when the user clicks the title of the report in the drop-down list at the top of the screen; be sure pop-up blockers are turned off to run Quick Exports

Quick Report: a standard report that will pop up as a .pdf file when the user clicks on the title of the report in the drop-down list at the top right of the screen; be sure pop-up blockers are turned off to run Quick Reports

Records Returned: the number of member records found as a result of a search

Re-enrollment: when an existing member enrolls for the next program year

Resource Volunteer: an adult volunteer that serves as the leader in organizing club activities (community service, fund raising, trips and tours, promotional activities, recognition programs, family nights and more)

Roll-over: the end of one program year and the beginning of the next; in 4HOnline this means that all active members become inactive and all grade

levels, years in 4-H and years in projects advance one year; for Ohio, this happens at 11:59 p.m. ET on September 30

Secondary Club: a club in which a member participates, often in a single project area

Shared Report: a custom report created by a higher-level manager and shared with accounts in lower levels

Standard Report: a report created by 4HOnline available to run and/or print at any time

Transfer: an invoice printed at the county level and mailed with a payment to the State 4-H Office

Upload Field: a form field often used on registration forms in which the registrant is asked to upload a document or picture

Verification: a check box that indicates all of the information about an animal is correct and complete

Volunteer Screening: an additional page of required information for registered volunteers

Youth: an individual who is 5 to 19* years old and enrolled in a club or group under the direction of a trained and approved adult volunteer or OSUE professional

*Ohio 4-H membership ends December 31 of the year in which an individual attains the age of 19.