

**Johnson, Nancy D**

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**From:** Johnson, Nancy D  
**Sent:** Thursday, November 30, 2006 2:41 PM  
**To:** . IFAS-4H-Agents-L; . IFAS-4HBR-L (4hbr-l@lists.ifas.ufl.edu)  
**Subject:** Update 4-H Individual data in Blue Ribbon Now - due 3/15/07  
**Importance:** High  
**Attachments:** newyear113006.pdf

To: 4-H Agents & Support Staff  
From: Nancy Johnson & Marilyn Norman, 4-H Youth Development  
Re: Update 4-H Individual data 4-H in Blue Ribbon Now - due 3/15/07

Individual Data

The new 4-H reporting software has been delayed again and we have decided that Florida 4-H should start to use the Martech Blue Ribbon Youth Enrollment program for the current report year, which began 9/1/06. This will give you the opportunity to immediately begin to update and input your individual data, and should allow the developers to provide a more complete and robust program for us to use. Depending on when the new software becomes available, we may finish out the report year using it or still using MarTech Blue Ribbon Youth Enrollment. At this point, no training before April 2007 would be feasible and May is more likely.

Start updating Individual data for Members & Leaders/Volunteers, Parents, and Club Data for FY07 now. "Final" Individual data will be due in Gainesville on Thursday March 15, 2007. It will be converted into the new software instead of the Final version of the 8/15/06 data we originally planned to use.

Group Data

If you judge that you can wait as late as June 1<sup>st</sup> to enter your Group data and still get it entered for the August 15, 2007 deadline, the recommendation is to wait, as we still hope to use the new program to collect group data for FY07. The requested design should be easier to use and provide more information back than our current Group Youth and Group Volunteer screens. However, if you have more than 50 Group Youth entries and feel you need to begin sooner, we will accept your final Group data in Martech's Youth Enrollment format.

It is preferred that you start the new year from the DataGNV06.zip file sent back to you by Justin Sapp between 11/2-11/17/06, because your data was cleaned up in GNV as follows:

- duplicate Members & Leaders were removed, but duplicate Parents weren't (see CountyDuplParents.xls in the DataGNV06.zip)
- where a Member's Age or Grade was missing, it was estimated from the other (Grade=Age - 5), but the Birthdate and actual Grade are still needed.
- Age must be 5 as of 9/1 to enroll, if too young, Status was changed to Inactive.
- blanks at the start of names were removed from Member/Leader, Parent, and Club files which affect alphabetic order lists and may reveal multiple entries for the same person
- Primary club errors have been resolved (Members must have their Primary Club on their Member/Leader screen Club tab, and it can not be "Not a Youth Group" Delivery Mode DM = 12, in the Clubs file)
- Clubs with no members were changed to "Not a Youth Group" Delivery Mode, DM = 12
- Club Integration was edited based on the race/ethnicity of the active club members

The Florida 4-H website for Blue Ribbon is at: <http://4h.ifas.ufl.edu/4hbr/>  
Use the attached "Preparing for the New 4-H Reporting Year" document (12 p.,=  
<http://4h.ifas.ufl.edu/4hbr/newyear.htm> Got OK? Start New Year link)

Once you have updated your data, run the Test Member/Leader error-checks to help you identify missing Primary Clubs, Ages(Birthdate), and Grades.

Run Report|Parent Reports|Family Report, Print All Parents to see all Parents and their associations to youth or

leaders, "Other" category entries are included.

### Tips

As you add new members, leaders, and volunteers on the Member/Leader screen

- Use the TAB key to move between fields as you add new information in Blue Ribbon
- If you click in a field, press HOME key to move to the beginning of the field before you start typing. This will avoid getting blanks at the start, which sort wrong (to top of alphabetical list). To remove initial blanks, you can't just delete the blanks, either re-type the information or highlight the "good" letters, Edit|Cut, press HOME, and Edit|Paste.

Always look people up using "Find", to make sure they aren't already in the data before you accidentally add a duplicate. If Last Name + Address match, check variations of first names ex. Robert, Bob, or Bobby can be the same person, or father & son.

- A youth should only be a Member or Cloverbud Category and have a Birthdate and a Grade. Only a Senior 4-H Member 14-18 yrs, should be marked as a "Youth Leader", and must also have one or more Volunteer Types marked (Direct, Indirect, or Middle Manager).
- An adult leader should only be a General, Project, Activity, or Resource Category and must have one or more Volunteer Types marked (Direct, Indirect, or Middle Manager). Birthdate is now required of Direct volunteers who work with youth more than 4 times in a year, as part of their Volunteer screening. Blue Ribbon only allows adult categories to have Grade=None.

If a name starts with a blank space in front of it, the "Find" doesn't locate them at the letter you typed, because the blanks sort at the top alphabetically.

Please contact Nancy for assistance with getting started at (352) 392-2941 x231 or [johnsonn@ufl.edu](mailto:johnsonn@ufl.edu). Nancy will not be available Dec. 11-15, or Dec. 22- Jan. 5.

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