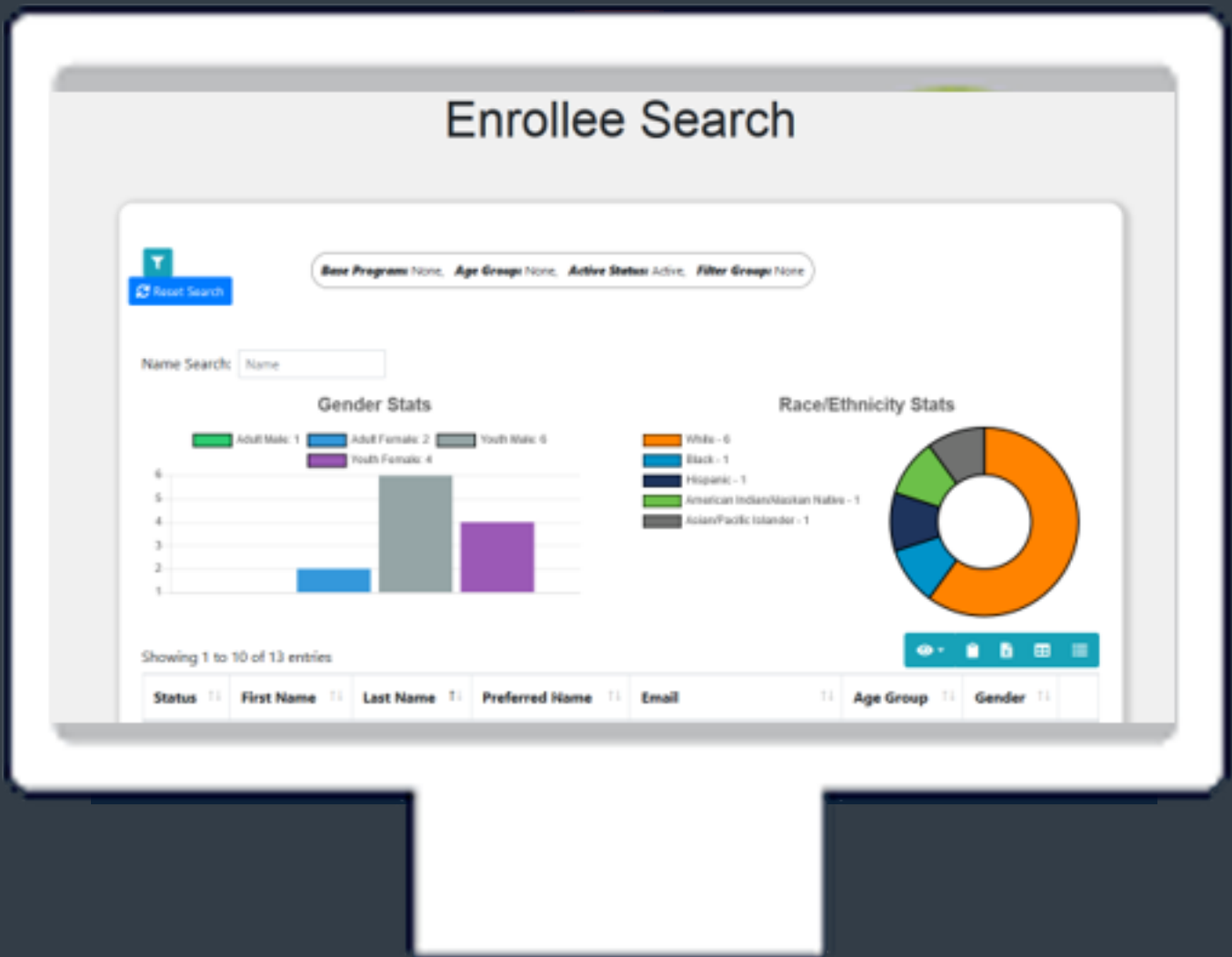


# SUPER 2.0

## Enrollment User's Guide



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**Super 2.0 Enrollment User's Guide  
October 15, 2018**

**This is a user's guide for introducing the enrollment module of  
SUPER 2.0.**

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**Revision Date 1-9-2019**

Programs in agriculture and natural resources, 4-H youth development, family and consumer sciences, and resource development.  
University of Tennessee Institute of Agriculture, U.S. Department of Agriculture and county governments cooperating.  
UT Extension provides equal opportunities in programs and employment.

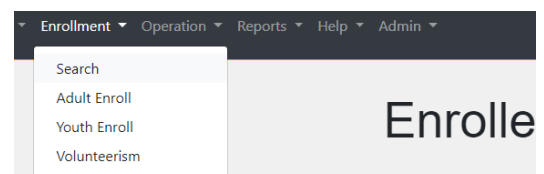
# Search Feature

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## Getting Started

The default or landing page for the Enrollment module will be the



'Enrollee Search' page. To navigate to other Enrollment aspects, click on the 'Enrollment' menu item. This will expand a drop down menu allowing you to select navigation options.

## Toolbars/Navigation

The 'Enrollee Search' page will load with the ACTIVE enrollees displayed in alphabetical order by last name. The top of the page will offer a graphical overview of the demographics represented by the current items being displayed. Above the graphs, you will find a 'Name Search' field allowing you to search by first name, preferred name, last name or a combination of first and last or preferred and last. Below is an over view of the options available in the display table.

Indicates the number of items being shown out of total number of items found.

Columns with the up arrow and down arrow are sortable. Simply clicking in the column header will change toggle the sort between ascending and descending

Clicking the person icon will take you to the details of that enrollee.

Showing 1 to 7 of 7 entries

Status	First Name	Last Name	Preferred Name	Email	Age Group	Gender	
Active	Betty	Crocker			Adult	Female	
Active	Kathryn	Greenfield			Youth	Female	
Active	Tom	Samples			Adult	Male	
Active	Speed	Test			Adult	Male	
Active	Test	User			Adult	Male	
Active	Testy	User			Adult	Male	
Active	Testing	Version	Test	jgreenfi@utk.edu	Adult	Male	

Show 10 entries

Previous 1 Next

Allows you to select the number of items displayed on the page. \*Displaying a large number of rows (such as selecting All) could cause a delay in load time.

If there are more items returned than the number indicated in the "Show X entries", the table will offer pagination. Pagination will allow you to cycle through pages to review the results. In this example there is only one page because the returned number is less than the amount displayed on the page.

The top right corner of the table will offer several options for the 'Enrollee Search' table. In all tables within Enrollment you will see options for the table in this location, however the 'Enrollee Search' table has more options than any other table within Enrollment.

Column Visibility: This will allow you to select what columns are visible. When exporting to Excel or copying, all columns will be exported or copied. This includes those hidden by adjusting these options.

Create List/View Saved List: This will allow you to create lists based on search results (more on this in the "Enrollment—Enrollee Search Results Table: Filter Search" section). More information on lists will be found in the "Enrollment—Enrollee Search Results Table: Lists" section.



Copy to Clipboard & Exporting to Excel: This will allow you to copy the table or export to Excel the visible rows. You can then paste this into other programs outside of SUPER if copying. If exporting to Excel, the file should be located in your downloads folder. You can also open the file from the browser once the download is complete.

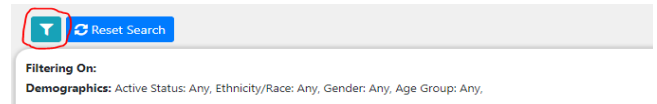
\*Only the number of rows visible will be copied or exported. If you would like more or less, adjust the number of rows visible by changing the following selection:

Show  entries

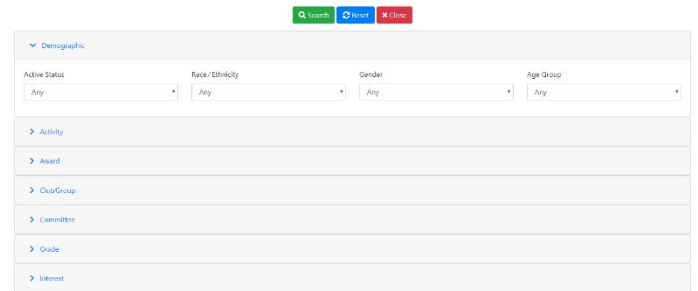
Print Labels: This will allow you to export the visible rows to an Avery website allowing you to print mailing labels. Much like the Copy to Clipboard and Export to Excel, only the visible rows will be included. You can adjust the number of row by changing the number of entries shown. More information about this in the "Enrollment—Enrollee Search Results Table: Printing Mailing Labels" section.

## Enrollee Search

The default search that loads when first landing on the page is all active enrollees within the county. To filter the search, click on the filter icon.



Clicking this icon will open an overlay allowing you to select various options on which to filter. The filter group has many options and to filter on, most of which have additional options.



Once filters are selected, click on the “Search” icon. You will see that the filter string on the main page now reflects the options selected.

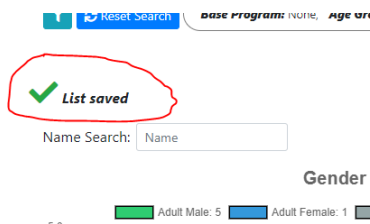
**Filtering On:**  
**Demographics:** Active Status: Any, Ethnicity/Race: Any, Gender: Any, Age Group: Any,  
**Activity:** ["Beef Heifer Show"], **Activity Level:** ["Local"], **Activity Year:** ["2016"]

## Filter

The filter system is set to remember the search filters as long as your session is active up to 30 minutes. This means, that if you leave the search page, such as clicking on the icon to view enrollee details, upon returning, the search parameters will remain in place. To clear the search parameters, click on the “Reset Search” button. This will also clear any text in the “Name Search” field.

## Lists

Creating a list is a way to quickly refer to previous searches where filters were in place. Once you have a filter search you would like to save as a list, click on the “Create List/Show Saved List” button. This will open an overlay allowing you to enter the information about the list. All of the fields are required when creating a list. Once you have the list information entered, click on “Save”. You will see an indicator in the top left showing if the action was successful.





To view and load saved lists, again click on the “Create List/Show Saved List” button. In the overlay, click on the “Created” button to view saved lists. In this overlay, you will have several options:

Close the overlay      Create a new list.

Close   Add List

Showing 1 to 1 of 1 entries

Search:

Title	Base Program	Mailing	
Adult List	<ul style="list-style-type: none"> <li>Agriculture and Natural Resources</li> <li>Family and Consumer Sciences</li> <li>4-H Youth Development</li> <li>Community Economic Development</li> </ul>	true	 

Copy lists to clipboard or export lists to Excel.

Delete saved list.

Load saved list.



## Mailing Labels

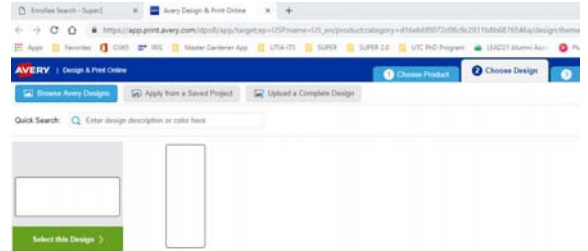
When you are ready to print mailing labels, perform the following steps:

1. Select the number of rows you would like to print labels for by adjusting the “Show Entries” option:

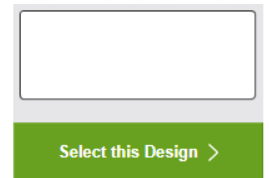
Show  entries

2. Click on the “Print Labels” button.

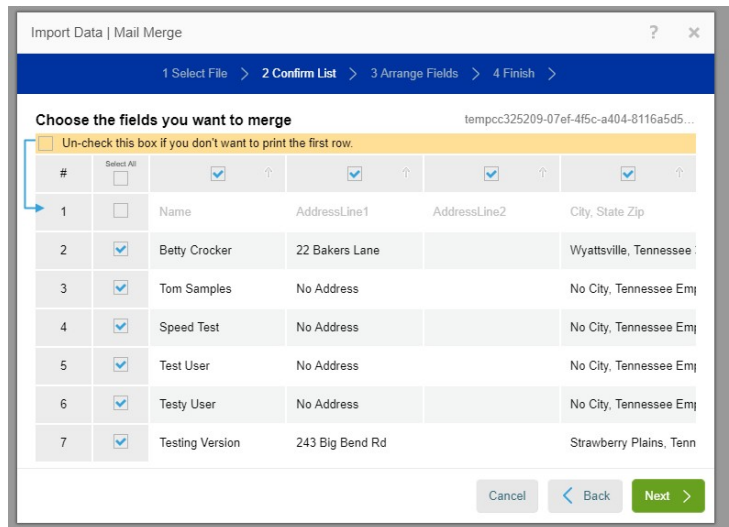
You will notice a new tab opens and your browser should focus on this newly opened tab. The Avery page will display.



4. The first step will be to select the design. Since we are printing to the AVERY 5160 format, select the highlighted option by clicking “Select this Design”.



5. The next screen will display a preview of the data that will be loaded into the AVERY wizard. Click on the “Next” option at the bottom of the display window.

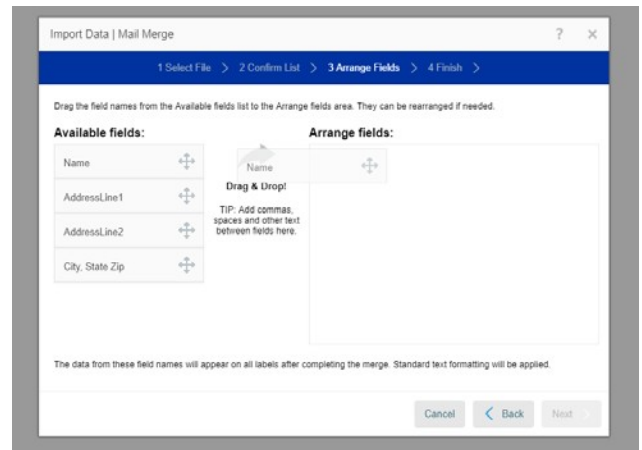


- The next window will require you to select the field to be contained in the labels. Drag each tile to the box on the right side. When you do this, some sample data will be visible. If the tile field doesn't contain information, the sample data will show it as blank. This will often happen in the "AddressLine2" field.

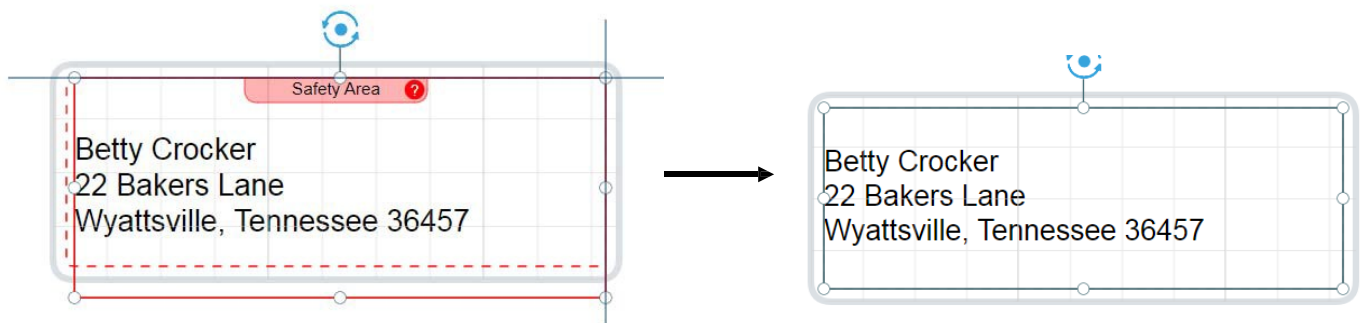
\*Notice the blank between "AddressLine1" and "City, State ZIP":

#### Arrange fields:

Betty Crocker  
22 Bakers Lane  
Wyattsville, Tennessee 38457



- Click Next and on the next screen, click "Finish"
- The next screen will allow you to properly align the address on the label. Grab the handles and expand to the dotted lines to make the label take up the full space allowed.

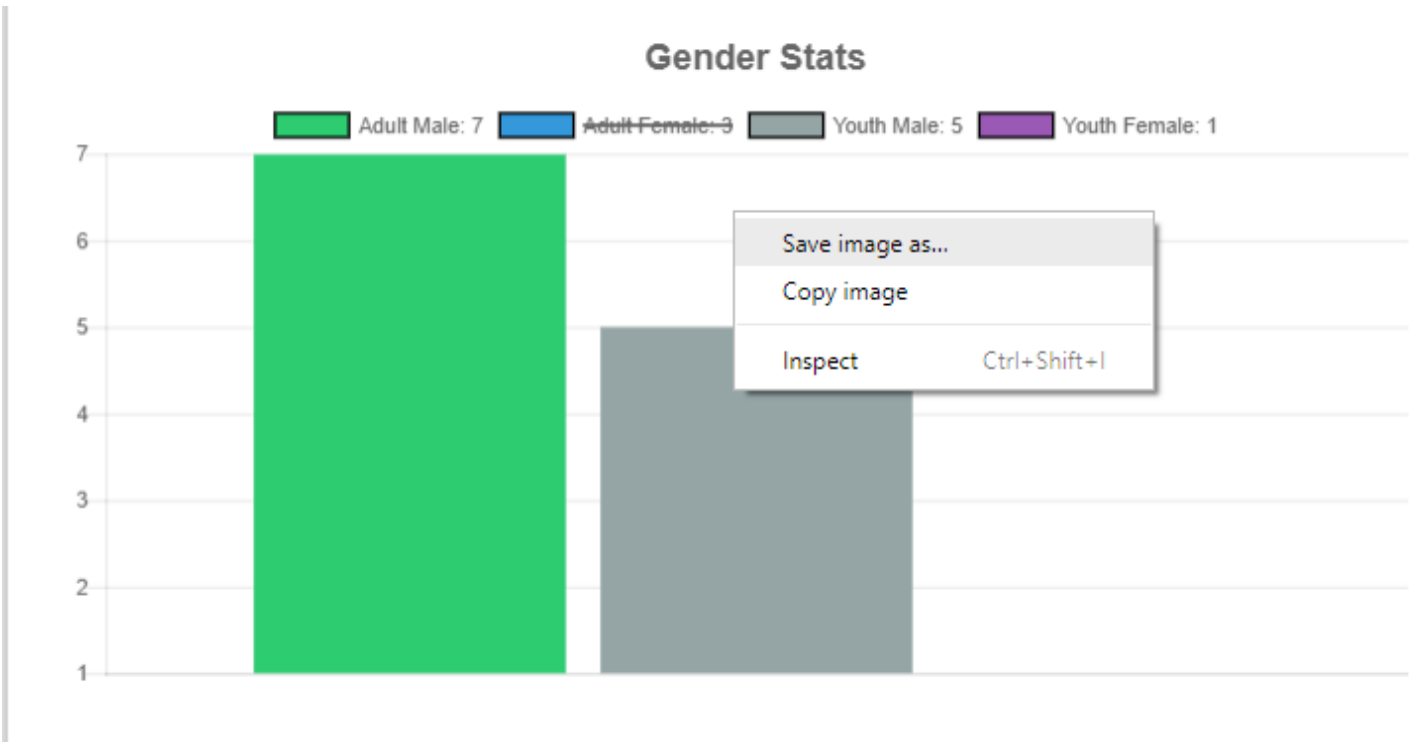


- Once properly aligned, click on "Preview and Print" in the lower right-hand corner of the screen. A page showing a preview of the labels will display. On the right side of the screen, click on "Print it Yourself", then click "Print Now". You will be prompted to save your design. This is not necessary, so you will select "Don't Save".
- The final option will be to "Download PDF" or "Open PDF". If you want to save the label sheet, you can download the PDF and save it to your computer. If you want to print now, click on the "Open PDF" and follow the method to print the PDF. This PDF is set up to print directly to AVERY 5160. There is no adjustments needed.

## Graphs

The top of the 'Enrollee Search' page offers some graphs to give you an overview of the data being displayed. There are a couple of features that come with these graphs.

1. In the image below you can see the "Adult Female" label is crossed out. By clicking on any of the items listed in the menu, you can toggle them on or off and view the graph with or without that data included.
2. By right clicking on the graph, you can chose to "Save image as..." or "Copy Image" to include it in other forms of media.



# Enrollment – Youth & Adult

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## Getting Started

The action of enrolling clients in SUPER2 has been broken into two sections. These include 'Youth Enroll' and 'Adult Enroll'. While many of the options are similar, there are small differences outlined below.

## Adult Enrollment

As you can see from the screen shot below, the 'Adult Enroll' section is broken into two areas. The top area is information that is required (as indicated by the \* ) and the bottom area which is not required. The reason for this is to allow faster entry of vital information into the system.

\* Indicates required field

### Required Information

* First Name	Middle Initial	* Last Name	Preferred Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	* Gender	* Ethnicity/Race	Email Address
Select Title	Select Gender	Select Ethnicity/Race	<input type="text"/>

Save & New Enrollee Save & Continue to Enrollee Details

### Optional Information (Not Required)

Address Line 1	Address Line 2	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	Tennessee	<input type="text"/>
Phone	Additional Phone	Birth Date		
<input type="text"/>	<input type="text"/>	01/01/1900		





Comments (Max 250 characters)

Save & New Enrollee Save & Continue to Enrollee Details

The internal data system does require data for 'Address Line 1', 'City', 'State', 'Zip', and 'Birth Date', therefore if these fields are not completed a default value will be added. An example is displayed below. These items can be updated when editing an enrollee at a later time. More information about this in the "Enrollee" section.

**Date of Birth:** 01/01/2002

## Contact

-  No Address  
No City Tennessee, Empty
-  **Phone 1:** No Phone 1
-  **Additional Phone:** No Additional Phone
-  **Email:** No email address


# Enrollment—Youth & Adult

## Adult Enrollment (continued)

You will also notice two sets of buttons. While both button sets will perform the same function, each button does something different. The 'Save & New Enrollee' button will save the enrollee you are entering and return you to a blank 'Adult Enroll' screen allowing you to add another enrollee. The 'Save & Continue to Enrollee Details' will allow you to save the enrollee you are entering and the return view will take you to the 'Enrollee Details' page. More information about this in the "Enrollment—Enrollee Details" section.

While entering an enrollee you may find that person is already in the system. If this is the case, you will receive a 'Potential Duplicates' message. You can still proceed with saving this enrollee, but please make sure there is not a duplicate entry. The blue "Person" icon will link to the enrollee details of the potential duplicate.

### Potential Duplicates

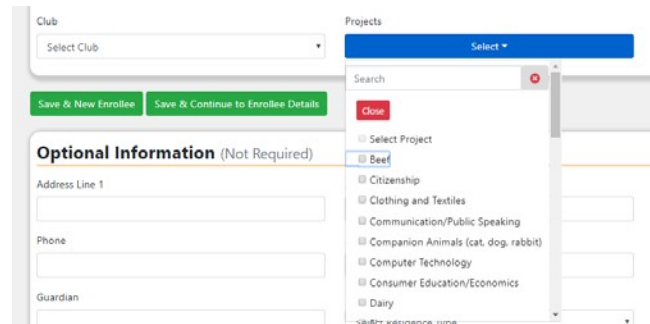
- Example Test, Address: No Address No City, Date Created: 01/09/2019 08:50 AM 

## Youth Enrollment

Many of the 'Youth Enroll' aspects are the same as the 'Adult Enroll', therefore this section will only cover those differences.

The 'Youth Enroll' section will allow you to select a club and corresponding projects that youth may be associated with.

\*If you add projects without adding a club, you will receive an error.



The screenshot shows a web form for youth enrollment. At the top, there is a 'Club' dropdown menu with 'Select Club' as the current selection. To the right, there is a 'Projects' dropdown menu with 'Select' as the current selection. Below these are two buttons: 'Save & New Enrollee' (green) and 'Save & Continue to Enrollee Details' (green). The main section is titled 'Optional Information (Not Required)' and contains input fields for 'Address Line 1', 'Phone', and 'Guardian'. A search dropdown menu is open, showing a search bar and a list of project options: 'Select Project', 'Beef', 'Citizenship', 'Clothing and Textiles', 'Communication/Public Speaking', 'Companion Animals (cat, dog, rabbit)', 'Computer Technology', 'Consumer Education/Economics', and 'Dairy'. The 'Beef' option is currently selected.

## Enrollment—Youth & Adult

### Youth Enrollment (continued)

An additional new feature is the ability to add a Guardian to the youth while enrolling. There are two different ways to accomplish this.

First, you can attempt to find the adult in the list of enrolled adults for your unit/county. Selecting an enrollee from this list will populate the field titled “Guardian”.

Guardian

The screenshot shows a web form with the following elements:

- Buttons: "Save & New Enrollee" and "Save & Continue to Enrollee" (green).
- Section: "Optional Information (Not Required)".
- Fields: "Address Line 1", "Phone", and "Guardian".
- Button: "Search Existing" (blue).
- Dropdown: "Search Enrollees" with a search bar and a list of names.
- Buttons: "Select Guardian" and "Cancel" (grey).

The "Search Enrollees" dropdown is open, showing a list of names ordered by last name:

- Select One (selected)
- Crocker, Betty
- Greenfield, Brad
- One, Adulttest
- Samples, Tom
- Test, Speed
- Test, Adult
- Two, Adulttest
- User, Demo
- User, Test
- User, Testy

If the youth has no enrollee guardian previously entered into the system, you can free type a name in the available text box.

Guardian

# Enrollment—Youth & Adult

## Enrollee Details

The 'Enrollee Details' section will allow you to view information about the enrollee, as well as assign them to various items such as 'Interests', 'Clubs/Groups' etc.

The top of the page will display all available information about the enrollee. If the enrollee happens to be a volunteer, you will notice a link allowing you to view the 'Volunteer Details' of that user.

To edit the enrollee information, click on the edit button.

The screenshot shows the 'Enrollee Management' interface. It features four main panels: 'Client', 'Contact', 'Demographics', and 'Enrollment Info'. The 'Client' panel includes a silhouette icon, name (Betty Crocker), preferred name (Betty), and date of birth (01/01/1753). The 'Contact' panel lists two addresses with contact types: 'Family Friend / Other' and 'Guardian 1'. The 'Demographics' panel shows ethnicity (White/Not of Hispanic origin), gender (Female), and age group (Adult). The 'Enrollment Info' panel displays active status, SUPER ID, volunteer ID, start date, level (Level 3 - Adult Volunteer), creation date, and a comment. It also includes a file upload section for '600A Upload' with a 'Choose File' button and a note that it accepts PDF files only.

If a youth has a Guardian added that is enrolled in the system, you will see a link to the Guardian information as well.

This close-up shows the 'Contact' section of the enrollee details. It lists the address (123 AnyStreet, Anytown TN, 99999), phone number ((555)555-5555), and identifies the contact as a 'Guardian: Crocker, Betty'. A blue link labeled 'View Guardian' is provided below the name.

The bottom of the 'Enrollee Details' page offers the user the ability to assign the enrollee to different aspects of the enrollment process.

A grid of six orange buttons for assigning the enrollee to various categories: 'Interests', 'Clubs/Groups', 'Committees', 'Activities', 'Awards', and 'Courses'. Each button has a small icon and a 'Manage Settings/Details' link.

\*It is important to note, that as of initial release of 10-15-2018, the 'Enrollee Courses' feature is not fully functional. There will be an update and announcement when this is activated.



# Enrollment—Youth & Adult

## Edit Enrollee

When editing an enrollee, you should find most aspect fairly straightforward. Editing a youth enrollee and an adult enrollee is very similar with a couple of small details.

Editing adult enrollee will give you the option to edit their title.

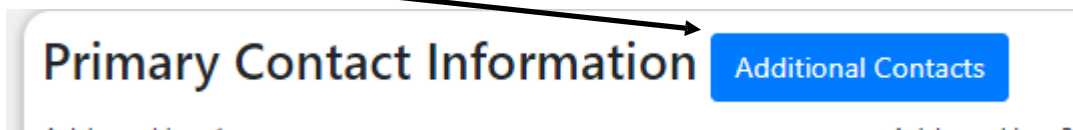


Editing youth enrollees will offer the ability to edit grade and residence type



Both adult and youth edit pages allow you to change the unit in which the user is associated with.

You will also notice there is an option to add additional contact information to the enrollee. That information entered when enrolling the enrollee or edited on the main edit page should be considered the “primary” contact. All other contacts can be placed in the ‘Additional Contact’ section. Click the ‘Additional Contacts’ button to add additional contacts.



In the ‘Additional Contacts’ view you can add addresses, phone numbers or email addresses as well as assign them a contact type. You will have the ability to edit or delete items as well. You can only add or edit one item at a time. To add an additional contact type, click on the blue “Add” icon for the type you wish to add.

## Manage Additional Contacts

\* indicates required field

Additional Address



Additional Phone



Additional Email



# Enrollment—Youth & Adult

## Manage Enrollee

As previously mentioned the 'Enrollee Details' page will allow you to add various enrollment items to an enrollee. To do so, click on the button in the tiles at the bottom of the 'Enrollee Details' page that corresponds with the aspect you would like to manage for the enrollee. When the page loads you will see some of the enrollee's information as well as a place to select the base program (or in the case of clubs, membership type) to filter the items being added. Where applicable, these will be broken into "Unit" and "Standard" categories.

Select the items you would like to add and then click the "Save XXX Assignment" button.

**Assign Interest**

Program  
4-H Youth Development

**4-H Youth Development Available Interests**

Save Interest Assignment

**Unit Interest**      **Standard Interest**

Testing Assign Interest  
 Walk through

When the enrollee has items assigned to them, you will see a list of assigned items. The 'Clubs/Groups' section will have these displayed based on membership type, while 'Interests', 'Awards' and 'Activities' are grouped by year assigned. Some aspects are editable, while the on pictured below is not.

## Assigned Interest

2018

Title: Commercial Vegetable

- Type: Standard
- Year Assigned: 2018
- Base Program:
  - Agriculture and Natural Resources

For items that are editable, you will see an "Edit" button displayed.

Clicking the edit button will change the area you added the item to display the item being edited.

## Edit Enrollee Committee

County 4-H Advisory Council

Role: Farmer  
Term: Second

Original Appointment: 10/09/2018  
Last Appointment: 10/09/2017  
Term Expires: 10/09/2019

Cancel Edit   Save Edit

## Assigned Committees

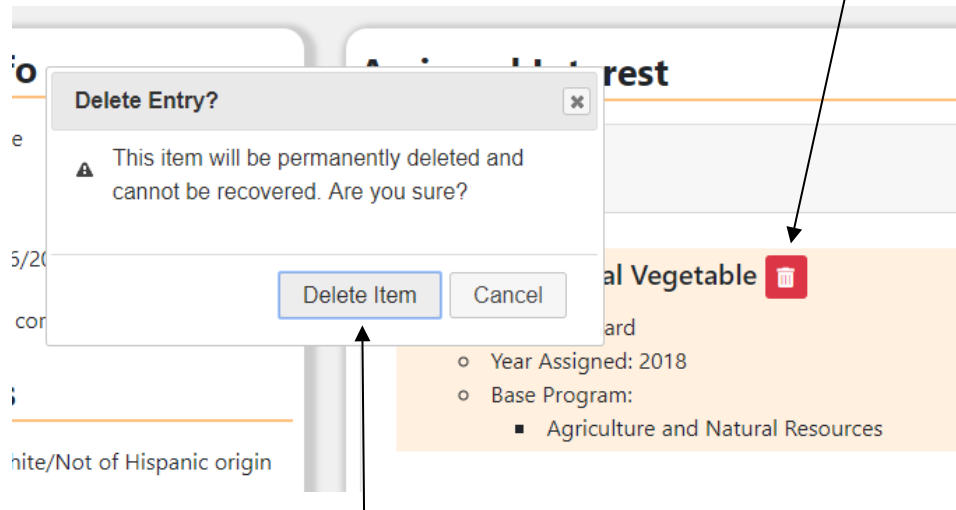
Title: County 4-H Advisory Council

- Role: Farmer
- Term: Second
- Original Appointment Date: 10/9/2018 12:00:00 AM
- Last Appointment Date: 10/9/2017 12:00:00 AM
- Term Expires Date: 10/9/2019 12:00:00 AM
- Associated Programs:
  - 4-H Youth Development

## Enrollment—Youth & Adult

### Manage Enrollee (continued)

To remove an item in any of the enrollee manage sections, you will click on the “Trash” icon.



Clicking the ‘Remove Selected’ will prompt a dialog box to appear. If you are certain you would like to delete the assignment items, click on the button that reads “Delete Item”.

# Volunteer Management

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## Introduction

Volunteer leaders must be enrolled in SUPER, identified as a volunteer and have all the requirements met for their level **before** they begin volunteering for any program. Volunteer service will be marked with begin and end dates. The **Begin Date** will be the date they are identified as a volunteer and begin volunteer service. Enrollees who are no longer serving as volunteers will have an **End Date** set which will either be the date they are marked as no longer a volunteer or the date of the Enrollment Rollover. Additional information about managing volunteers in SUPER can be found at: <http://tiny.utk.edu/volunteerism>

## Email Notifications

Email notification of expiring items will be sent on the first day of each month for items that are expired or expiring during that month.

## Volunteer Management Dashboard

The Volunteer Management Dashboard displays the list of volunteers along with information about their Level and status of requirements for that level. The list is in alphabetical order and can be sorted by each of the columns with up/down arrows.

Volunteers can be searched individually by typing all or part of their name in the Search box in the upper left of the list. The list can be filtered by volunteer level by selecting the level from the dropdown in the center of the list and clicking the magnifying glass icon. The list can be reset by clicking the circular double arrow.

The icons on the right side of the list function similarly to Enrollment > Search. Columns can be hidden or made visible, the table saved to the clipboard and/or saved to Excel.

Volunteer Management

+ Add Youth Volunteer
+ Add Adult Volunteer

Showing 1 to 10 of 25 entries

Search:  Filter Volunteer Level 🔍 ↺ 👁️ 🗑️ 📄

First	Last	Level	Approved App	Background Check	Child Protection	Level 3 Training	National Registry	TN Registry	Reporting	
Dallas	Ables	✓ Level 1 - Adult Volunteer	✓ Jun 12 2017 1:18AM	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	⬇️
Edwin	Ables	✓ Level 3 - Adult Volunteer	✓ Aug 31 2018 12:00AM	✗ Does not exist	✗ Does not exist	✓ Current 2018-08-31	✗ Does not exist	✗ Does not exist	✗ Does not exist	⬇️
Victor	Adams	✓ Level Pending	✗ Does not exist	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	⬇️

## Updating Volunteer Requirements

When an enrollee is first set as a volunteer their volunteer level will be pending until all the requirements for that level are met. To begin entering the required information click on the person icon to the left of the volunteers record to bring up the Volunteer Details page.

Don	Jones	✓ Level Pending	✗ Does not exist	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	✗ No approved application with level	👤
-----	-------	-----------------	------------------	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------	---

## Setting an Enrollee as a Volunteer

To set an enrollee as a volunteer click either the **Add Youth Volunteer** or **Add Adult Volunteer** button. Click the **Select Volunteer** button to search from a list of enrollees. You can use the “Search” to find an enrollee, or scroll to find the person. Once selected, click on “Add as Volunteer”.

You will then be directed to a page allowing you to add the volunteer information for the person selected. The “Volunteer Level” and “Program” input options are both required.

\* Indicates required field

### Client Info

Name: Test Childfour  
Preferred Name: Test  
Date of Birth: 01/01/1900

### Contact

📍 234 Big Bend Road  
Nashville, Tennessee, 37211  
📞 Phone 1: 9313202403  
📞 Additional Phone: No Additional Phone  
✉ Email: JGREENFI@UTK.EDU

### Enrollment Info

🟢 Active Status: Active  
🆔 SUPER ID: 990542  
📅 Date Created: 10/11/2018  
💬 Comments: Test User add.

### Demographics

👤 Ethnicity / Race: White/Not of Hispanic origin  
♀ Gender: Female  
👦 Age Group: Youth

### \* Volunteer Level

Level 1 - Youth Volunteer

Program

4-H Youth Development

Save

### Search Enrollees

Search

Close

- Select One
- Abdelmalak, Irini
- Abdo, John
- Abdullaev, Akhmad
- Abrams, Ceana (Faith)
- Ackley, Emerson

Add as Volunteer Cancel

Choose the appropriate Volunteer Level from the **Select Volunteer Level** drop down. The Volunteer Level will determine what additional information, i.e. background check, TN Law Form, etc. is needed for each volunteer. Choosing the volunteer level will make the needed areas active. Choose the appropriate Volunteer Level (see the volunteer decision tree at <http://tiny.utk.edu/volunteerism> for more information on choosing Volunteer Levels). Note that subsequent changes to the volunteer level are done when uploading a new Approved Application.

## Volunteer Details

This page contains all the items for tracking compliance with University Programs for Minors. Depending on the Volunteer Level selected several items may need to be completed. Completion of these items will be necessary to ensure the volunteer is in compliance with University policy before the begin volunteering.

If the current volunteer level is higher than the Approved Application, a red “X” will appear next to the requirements that need to be fulfilled before the person is eligible to volunteer at that level.

The information on this page viewed by clicking on the down arrow to the left of the section. To add information, click the plus sign to the right of the section.

### Client Info

**Name:** Youth Enrollment  
**Preferred Name:** No Preferred Name Listed  
**Date of Birth:** 01/01/1753

### Contact

**Address:** No Address  
No City Tennessee, Empty  
**Phone 1:** Empty  
**Additional Phone:** No Additional Phone  
**Email:** No email address

### Enrollment Info

**Active Status:** Active  
**SUPER ID:** 990527  
**Volunteer ID:** V42230666  
**Volunteer Start:** 10/11/2018  
**Volunteer Level:** Level 1 - Youth Volunteer  
**Date Created:** 10/04/2018  
**Comments:** No comments.

### Demographics

**Ethnicity / Race:** White/Not of Hispanic origin  
**Gender:** Male  
**Age Group:** Youth

### Volunteer History

- > Details Volunteer History
- > Details ✓ Level 1 - Youth Volunteer Approved Application
- > Details Background Check (Not required for this Volunteer Level.)
- > Details Background Check Request
- > Details Child Protection Training (Not required for this Volunteer Level.)
- > Details National Sex Offender Registry (Not required for this Volunteer Level.)
- > Details TN Abuse Registry (Not required for this Volunteer Level.)
- > Details TN Mandatory Reporting Law (Not required for this Volunteer Level.)
- > Details ✓ Base Program: 1 Listed (1 Required)
- > Details Volunteer Certifications: 0 Listed ( Not Required)

## Volunteer History

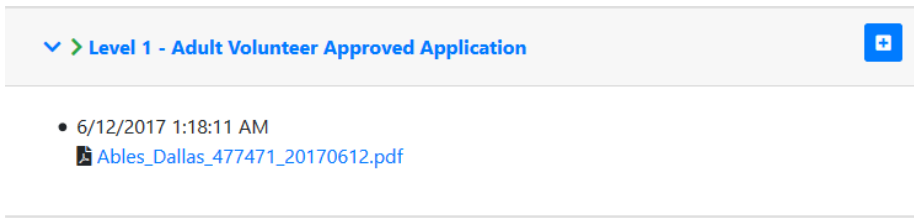
This section includes a date ordered list of the volunteer level(s). If a volunteer changes levels or is no longer a volunteer there will be an end date added to the history.

### Volunteer History

- 9/15/2018 3:43:24 PM - - Level 1 - Adult Volunteer
- 6/12/2017 12:00:00 AM - 9/15/2018 3:43:24 PM - Level 2 - Youth Volunteer

## Volunteer Approved Application

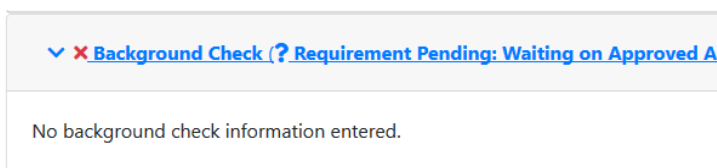
Each level of volunteer will need to complete an application. The application will then need to be signed and uploaded to SUPER in the Approved Application section.



To add an application, click the plus sign in the **Volunteer Approved Application** section. Select the new **Volunteer Level** and choose the date. Click the **Browse** button and select the application to be uploaded. Click the **Save** button to save the application to SUPER and return to the Volunteer Details page.

## Background Check

The background check section contains a listing of background checks for the volunteer. All of the background checks will be visible in date order.



To enter a background check click the plus sign next to the **Background Check** section. Choose the local authority from the drop down. Enter the date the background check was completed. Click the **Browse** button and select the background check file to be uploaded. Click the **Save** button to save the background check to SUPER and return to the Volunteer Details page.

An **Add New Authority** button will be visible. Clicking this button will add a text box to allow the addition of a new local authority. The new local authority will be added when the background check is saved to SUPER.




## Background Check Request

The Request Background Check function will facilitate background checks through the University authority Truescreen. When requesting a background check the fee will be automatically charged to the county/departmental E account. Once the Save button is clicked an email will be sent to the University HR department with the name and email address of the volunteer along with the account to charge. The University HR department will process these background checks and report the results to Extension HR to post to the volunteer's enrollment record.

To view the Background Check Request information, click the down arrow to the left of the section.

To request a background check, click the plus sign to the right of the section. The Create Background Check Request page will appear.

▼ **Background Check Request** 

No background check request information entered.

Since the background check information will be sent to the volunteer via email they must have an email address. If they have an email address it will be visible. If they do not have a text box will be visible where an email can be entered. When ready click the Request button to send the request and return to the Volunteer Details Page.

**Account to be Charged:** Henry County

**Enrollee Email:** testemail@testemail.com

**Request**


**Account to be Charged:** Henry County

\* Enrollee Email

**Request**

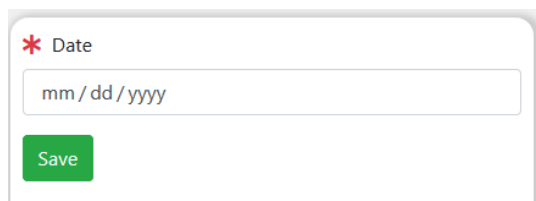
## Child Protection Training

Child Protection Training can be viewed by clicking the down arrow to the left of the section.

▼ **Child Protection Training** (? Requirement Pending: Waiting on Approved Application.) 

No child protection training entered.

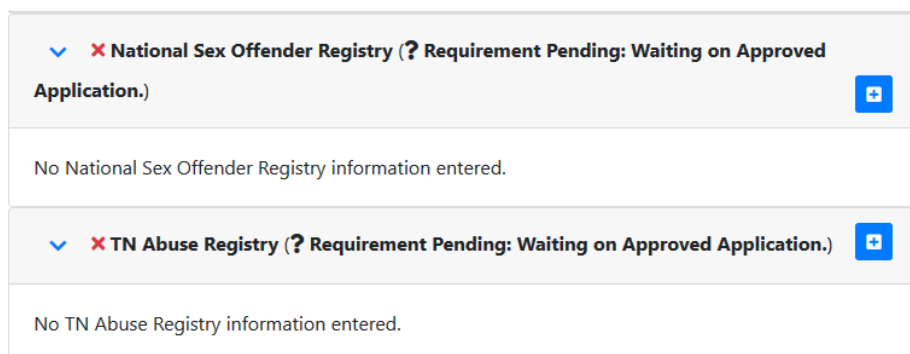
To add Child Protection Training click the plus sign to the right of the section. Enter the date and click the **Save** button to save the Child Protection Training to SUPER and return to the Volunteer Details page.



A screenshot of a form section for adding Child Protection Training. It features a red asterisk icon followed by the text "Date". Below this is a text input field with a placeholder "mm / dd / yyyy". At the bottom of the section is a green "Save" button.

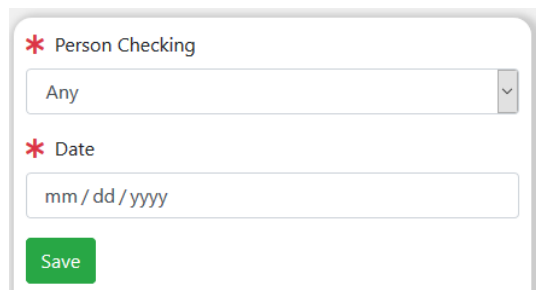
## National Sex Offender & TN Abuse Registry

The National Sex Offender and TN Abuse Registries work similarly. View either registry by clicking on the down arrow next to the section.



A screenshot showing two sections for registry information. The first section is titled "National Sex Offender Registry (? Requirement Pending: Waiting on Approved Application.)" and has a plus sign icon to its right. Below the title is the text "No National Sex Offender Registry information entered." The second section is titled "TN Abuse Registry (? Requirement Pending: Waiting on Approved Application.)" and also has a plus sign icon to its right. Below the title is the text "No TN Abuse Registry information entered."

Add registry check information by clicking the plus sign to the right of the section. Choose the **Person Checking** from the dropdown and enter the date the registry was checked. Click the **Save** button to save the registry check to SUPER and return to the Volunteer Details page.

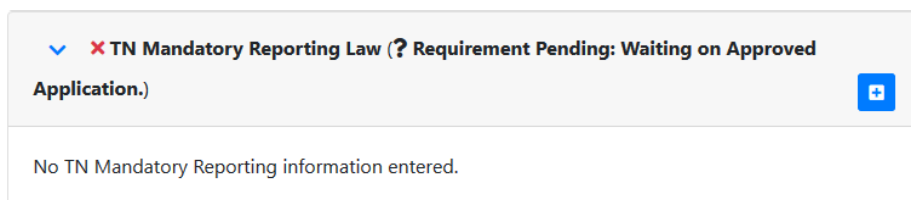


A screenshot of a form section for adding registry check information. It features a red asterisk icon followed by the text "Person Checking". Below this is a dropdown menu with "Any" selected. Below the dropdown is another red asterisk icon followed by the text "Date". Below this is a text input field with a placeholder "mm / dd / yyyy". At the bottom of the section is a green "Save" button.

Note: The person checking does not have to be the same person entering the date information.

## TN Mandatory Reporting Law Form

The TN Law on Mandatory Reporting of Child Abuse form must be signed by individuals who are Level 3 – Adult Volunteer or Level 2 – Youth Volunteers. This form only needs to be signed once unless the form is changed by the University. Once this form is signed it will also need to be uploaded to SUPER. To view the TN Mandatory Reporting Law information click the down arrow to the right of the section.



A screenshot of a section for the TN Mandatory Reporting Law. It features a down arrow icon followed by the text "TN Mandatory Reporting Law (? Requirement Pending: Waiting on Approved Application.)" and a plus sign icon to its right. Below the title is the text "No TN Mandatory Reporting information entered."

To add the date and upload the form click the plus sign to the right of the section. Enter the date and click the **Browse** button and a file upload pop up will appear. Click the Browse button and select the form to be uploaded. Click the **Save** button to save the form to SUPER and return to the Volunteer Details page.

A screenshot of a form section. At the top, there is a red asterisk followed by the text "Date". Below this is a text input field containing the placeholder "mm / dd / yyyy". Underneath the input field is another red asterisk followed by the text "Upload TN Law Form". Below this text is a yellow button labeled "Browse..." and the text "No file selected." to its right. Below the yellow bar is a small icon of a PDF file followed by the text "Accepts .PDF files only." At the bottom of the section is a green button labeled "Save".

## Level 3 Training

To view the Level 3 Training click the down arrow to the left of the section.

A screenshot of a section header for "Level 3 Training". The header includes a blue down arrow, a red asterisk, the text "Level 3 Training (? Requirement Pending: Waiting on Approved Application.)", and a blue plus sign in a square. Below the header is a text area containing the message "No Level 3 core training information entered."

To add the Level 3 Training for a volunteer click the plus sign to the right of the section. Enter the date and click the **Save** button to return to the Volunteer Details page.

A screenshot of a form section. At the top, there is a red asterisk followed by the text "Date". Below this is a text input field containing the placeholder "mm / dd / yyyy". Below the input field is a green button labeled "Save".

## Program

The program section displays the programs for which a volunteer is involved. To view the Program(s) click the down arrow next to the left of the section.

A screenshot of a section header for "Program". The header includes a blue down arrow, a green checkmark, the text "Base Program: 1 Listed (! Required)", and a blue plus sign in a square. Below the header is a list containing one item: "4-H Youth Development".

To add/change the Program, click the plus sign to the right of the section. On the Add Volunteer Program Record page click the Program button to reveal a list of Programs. Select one or more programs and click Close. Click the **Save** button to return to the Volunteer Details Page.

\* Base Program

4-H Youth Development ▾

Close

- 4-H Youth Development
- Agriculture and Natural Resources
- Agriculture Reseach
- College of Veterinary Medicine
- Community Economic Development
- Family and Consumer Sciences

## Volunteer Certifications

Currently there are two certifications for Extension volunteers: Master Gardener and Shooting Sports. When volunteers complete training the certifications can be recorded in this section.

▾ Volunteer Certifications: 0 Listed ( Not Required) +

No Volunteer Certification information entered.

To enter a certification click the plus sign to the right of the section. Select the certification and enter the date. Click the **Save** button to save the certification and return to the Volunteer Details Page.

\* Certification Type

Select ▾

\* Date

mm / dd / yyyy

Save

## Enrollment Rollover

During Enrollment Rollover active volunteers are set to inactive. Volunteers who were inactive during the year will have an **End Date** set to the date of the rollover and will be set to Archived. Volunteers who are archived are no longer considered volunteers and they will be no longer covered under risk management. To reset a person as a volunteer, first set their enrollee record to active in the Enrollment Info section on the Enrollee Management page. Then on the Volunteer Details page upload a new application to re-start the volunteer service.

# Assign Feature

## Contents

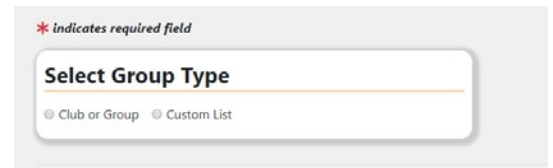
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Club or Group Assignment .....	30
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## Getting Started

The 'Assign' feature in SUPER is one that many people have enjoyed since its implementation. In SUPER2 we have expanded the assign feature offering you more flexibility.

When arriving on the 'Assign' page, you will start off by selecting the option to which you will be making the assignments. The two options are 'Club or Group' and 'Custom List'.

The 'Club or Group' option will allow you to make assignments to an existing club or group, while the 'Custom List' option will allow you to select from the enrollee list for your county/unit. First, we will cover the 'Club or Group' option.



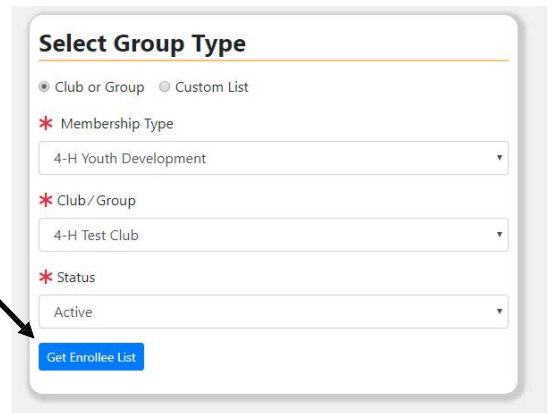
\* indicates required field

### Select Group Type

Club or Group  Custom List

## Club or Group Assignment

Once you have selected 'Club or Group', you will see additional options to select the 'Membership Type', the specific 'Club/Group' and the 'Status'. Once these options are completed, select 'Get Enrollee List'.



### Select Group Type

Club or Group  Custom List

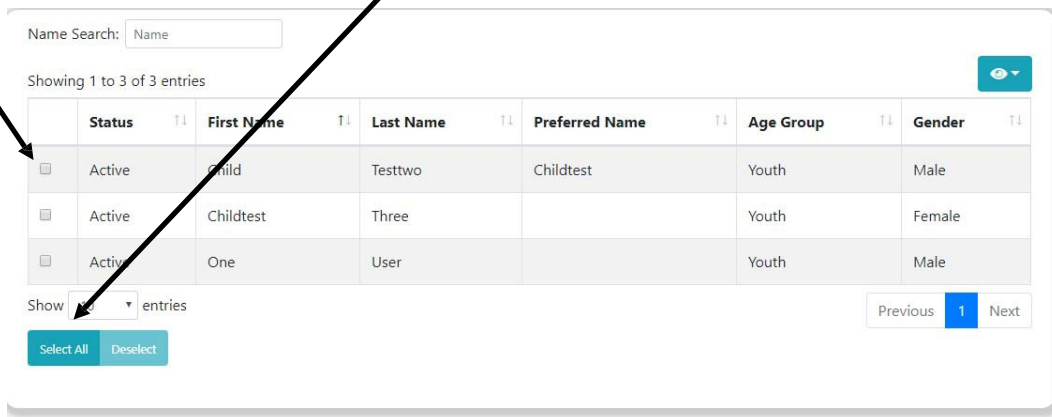
\* Membership Type  
4-H Youth Development

\* Club/Group  
4-H Test Club

\* Status  
Active

Get Enrollee List

On the right side, a list of the enrollee assigned to that specific club will appear. To select enrollees to assign, click on the check box in the first column, or click the 'Select All' option.



Name Search:

Showing 1 to 3 of 3 entries

	Status	First Name	Last Name	Preferred Name	Age Group	Gender
<input type="checkbox"/>	Active	Child	Testtwo	Childtest	Youth	Male
<input type="checkbox"/>	Active	Childtest	Three		Youth	Female
<input type="checkbox"/>	Active	One	User		Youth	Male

Show  entries

Select All Deselect

Previous 1 Next

You can deselect individuals by clicking on check boxes that have already been checked, or mass deselect by clicking on the 'Deselect' button beside the 'Select All' button.

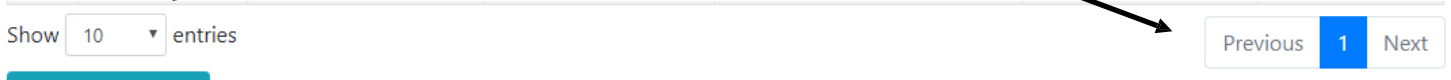


Select All Deselect

# Assign Feature

## Club or Group Assignment (continued)

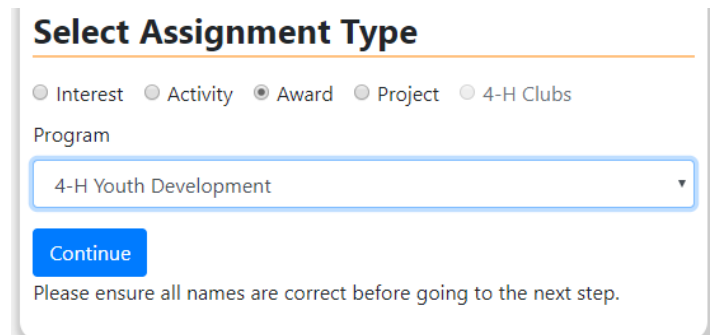
If your list extends past the default display showing 10 rows, you can adjust the amount of rows displayed on one page by changing the 'Show...' option or by navigating to other pages in the page index. (This demo only has 1 page in the page index.)



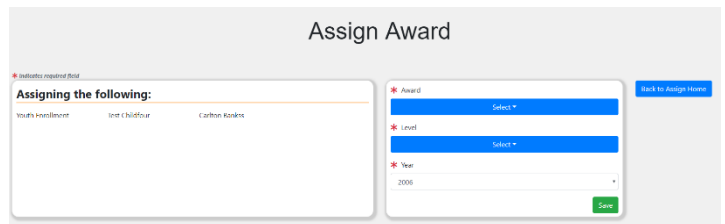
As you make selections, you will see the list of selected individuals appear on the left side of the screen. You can hide this list by clicking on the caret icon on the left side of the section.



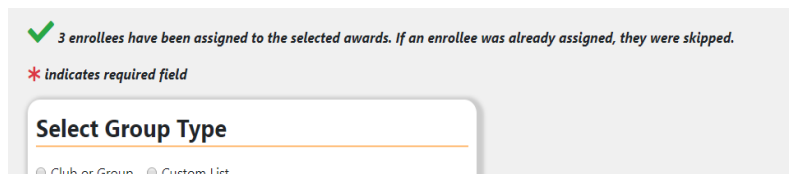
The next step will be to select the assignment type. For this demo, we are selecting Award. It is important to make sure that the selected enrollee list is correct. When you are ready to make the assignment, click "Continue".



You will be directed to a new page. This page will show the individuals that you are making the for whom you are making the assignment. Select the correct information and then click on "Save".



Once the assignment has been successfully saved, you will get a success message and have the option to begin a new assignment.

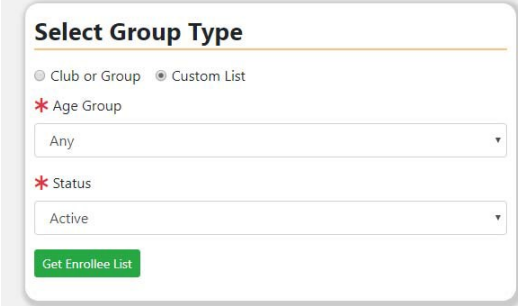


# Assign Feature

## Custom List

Many of the options for assigning items to a custom list are similar to club or group. In this demo we will cover the differences.

When selecting 'Custom List' you will have the option to select the 'Age Group' and 'Status'. Once you have the options set, click on the 'Get Enrollee List' button.



**Select Group Type**

Club or Group  Custom List

\* Age Group  
Any

\* Status  
Active

Get Enrollee List

Selecting from the list is the same process covered in the 'Club or Group Assignment' therefore it will not be covered in this section.

After you have selected enrollee to assign, you will notice the 'Project' option is grayed out. Projects can only be assigned to Clubs or Groups. If the 'Age Group' selected is "Youth", you will notice the option to assign 4-H Clubs. 4-H Clubs can only be assigned to youth enrollees.

The remaining processes are the same to complete the assignment to the custom list.

## Select Assignment Type

- Interest
- Activity
- Award
- Project
- 4-H Clubs



# Manage Feature

## Contents

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Manage.....	35
Creating.....	36
Editing/Deleting.....	36
Clubs/Groups.....	38

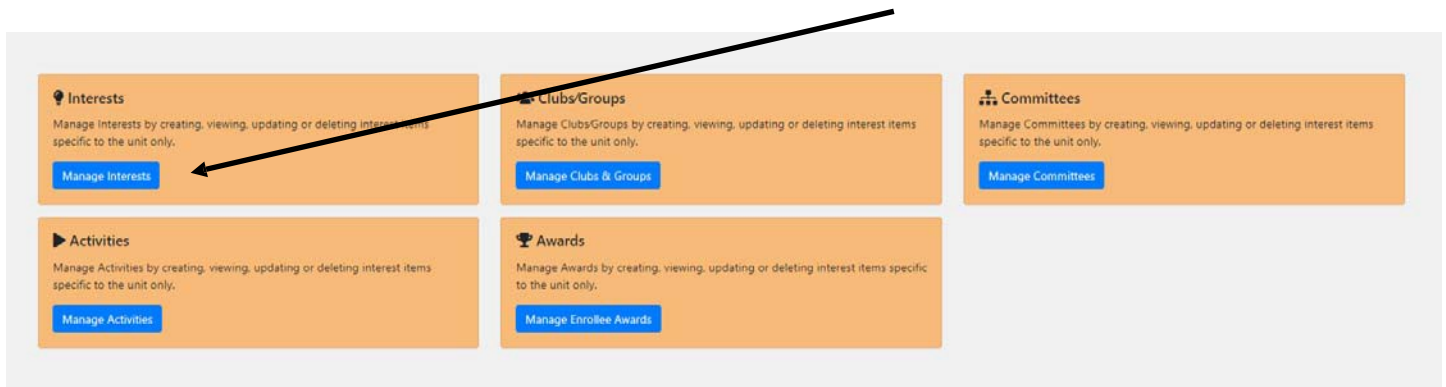
## Getting Started

The 'Manage' section will allow users to create, edit, update and delete unit Interests, clubs/groups, committees, activities and awards.

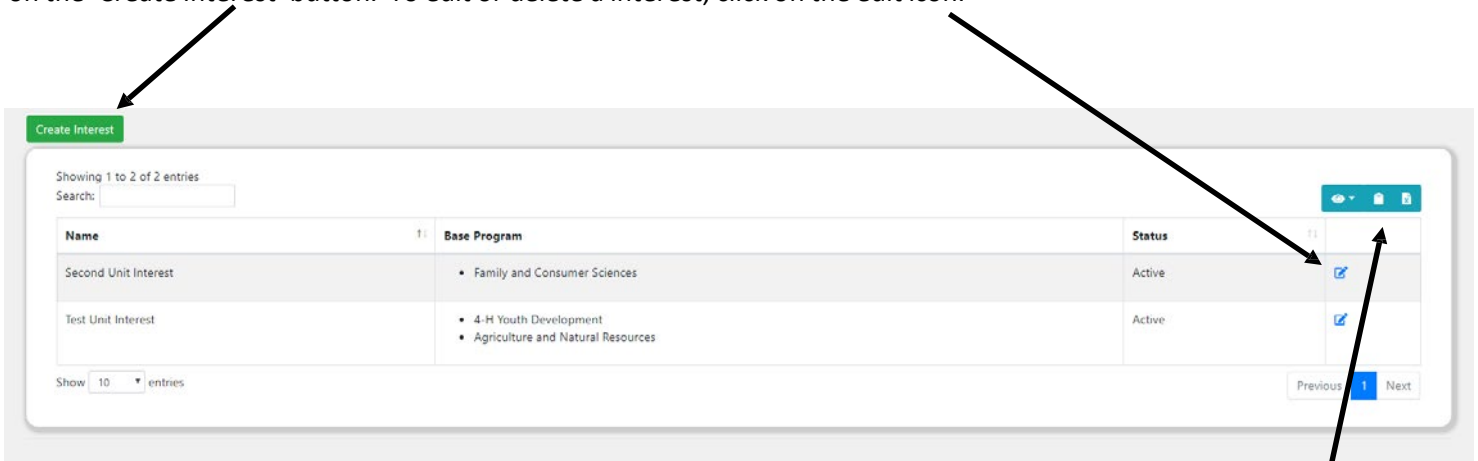
## Manage

When arriving on the 'Manage' page you will see 5 tiles that will allow you manage the content related to each tile within the unit you represent. All of the experiences will be similar with the exception of 'Clubs/Groups' which allows for more data to be entered when creating and also offers more options when editing. For the purpose of this demo, we will cover managing interests and then touch on the aspects of clubs/groups that are different from the other items.

We will start by clicking the 'Manage Interests' button on the 'Interests' tile.



When the page loads, you will see a table containing all of the unit interests, along with the associated base program and the status. The table that is displayed is similar to all other tables in the application. To create a new interest, click on the 'Create Interest' button. To edit or delete a interest, click on the edit icon.



You will also have the ability to change the visible columns, copy or export to Excel the visible rows in the table.

# Manage Feature

## Creating

When we click on the 'Create' button, we are taken to a new page allowing us to enter information for this new interest.

When creating an interest, you may notice a warning of duplicate entries. You will still be able to create the interest, but make sure you are not creating one that is already there.

Once you have selected the required options (noted by \*), click on the save button. You will be redirected to the main 'Interest' page, and will notice a success message. In this example, I named the interest "New Interest", which was a fairly poor demo choice. In the image, the text that reads 'New Interest' will actually be the name of the interest you just created.

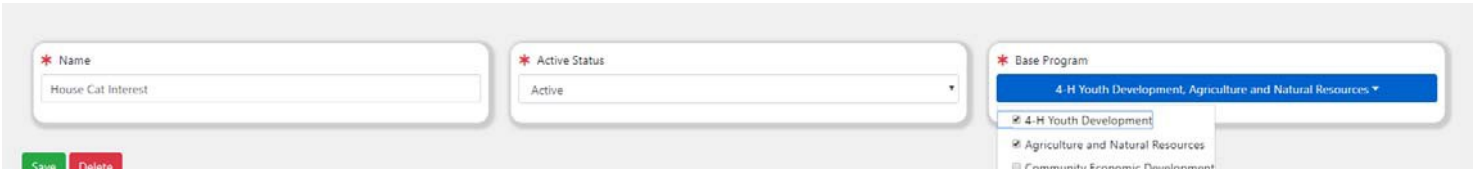
## Editing/Deleting

Click on the edit icon on the right side of the table for the interest you wish to edit. You will then be directed to a screen that looks very much like the create screen, with the exception that the available fields are already completed.

# Manage Feature

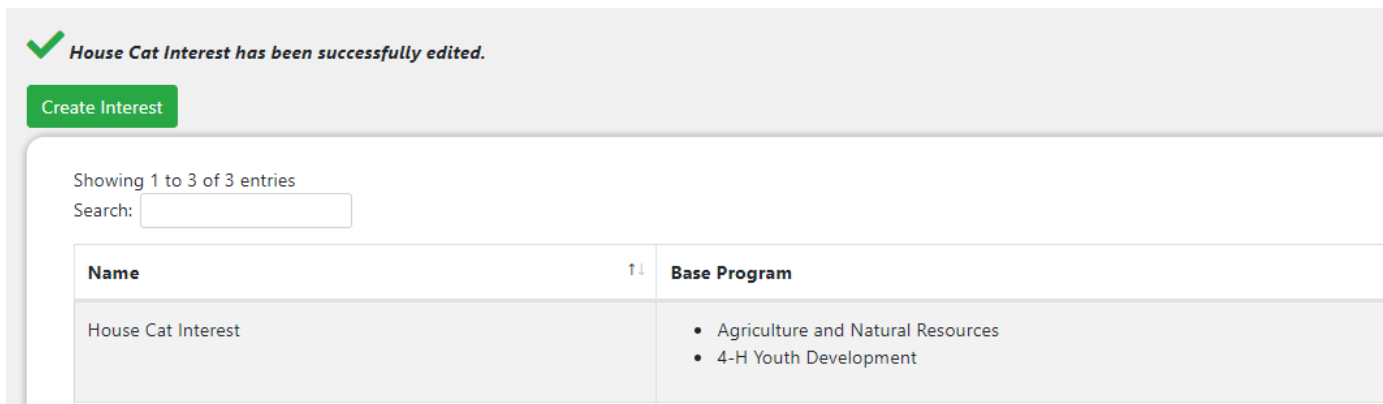
## Editing/Deleting (continued)

I will correct my poor naming choice by changing the name of “New Interest” to “House Cat Interest”. I will leave the status the same and add an additional base program of “Agriculture and Natural Resources”.



Once I am happy with my changes, I will click on “Save”.

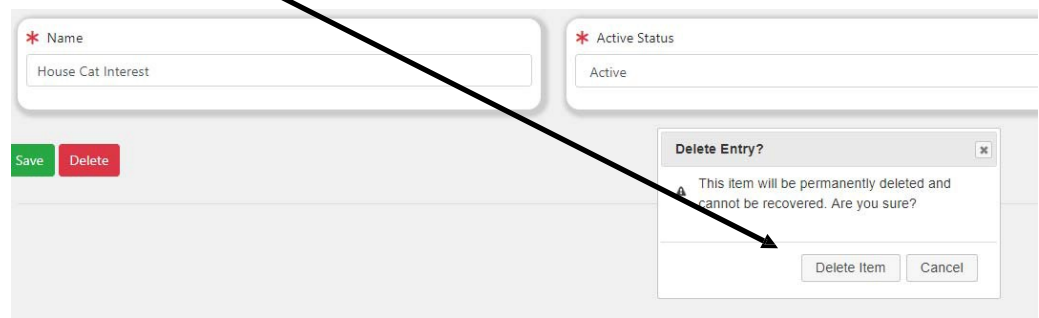
Back on the main ‘Interest’ page, I can see that my changes were successful.



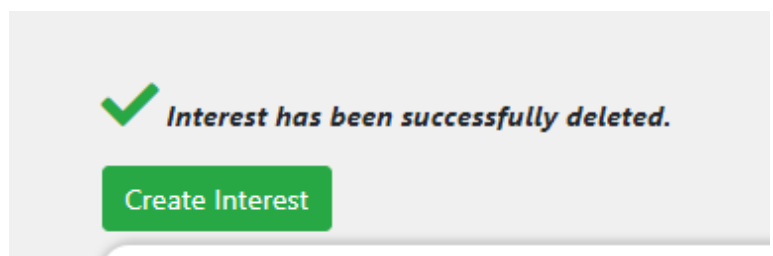
Showing 1 to 3 of 3 entries  
Search:

Name	Base Program
House Cat Interest	<ul style="list-style-type: none"><li>Agriculture and Natural Resources</li><li>4-H Youth Development</li></ul>

If I decided to delete this interest, I will again click on the edit icon on the right side of the table and will be taken to the ‘Edit’ screen. When I click the ‘Delete’ button, I will be warned that this cannot be undone. Being sure that I do not need this interest, I will confirm by clicking ‘Delete Item’.



Again, I will see the success message. Deleting an interest will remove all enrollee associations with that interest.



**Interest has been successfully deleted.**

Create Interest

## Clubs/Groups (differences)

Since the majority of the processes are similar in 'Clubs & Groups', I will only be covering the differences. The first difference comes when creating a new club or group.

\* Indicates required field

**Club Group Information**

- \* Name: My Club
- \* Membership Type: 4-H Youth Development
- \* Delivery Mode: 4-H After-School Club
- ☑ Integrated Club
- ☑ Racially Mixed
- \* Established Year: 2018

**\* Club Racial / Ethnic Potential**

White, Not Hispanic 20.00%  
1

Black, Not Hispanic 20.00%  
1

Hispanic 20.00%  
1

American Indian / Native 20.00%  
1

Asian / Pacific Islander 20.00%  
1

Total: 5

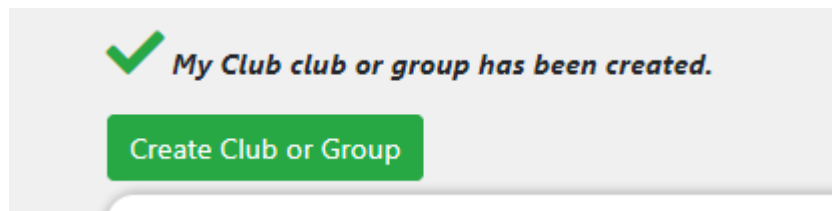
**\* Gender Potential**

Total Male 50.00%  
1

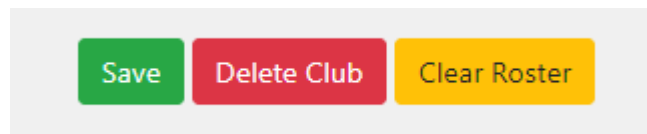
Total Female 50.00%  
1

Total: 2

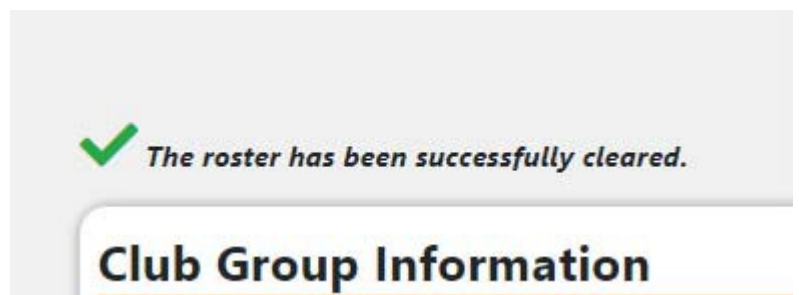
As you enter the values in the two areas on the right, you will see the 'Total' number as well as the percentage breakdown adjust when leaving each input field. When you are happy with the results, click 'Save'. As before you will be greeted by a success message.



To Edit or Delete a club or group, click on the edit icon on the right side of the table associated with the club or group you wish to edit. If wishing to edit, I will simply alter the fields I need to and click 'Save'. Deleting the club or group will function as other items in the manage section. When I click the 'Delete Club' button, I will be warned that this action cannot be un-done. When finalizing the action by clicking 'Delete Item', I will be redirected back to the 'Clubs/Groups' page. Deleting a club or group will remove all enrollee associations with that club or group. There is an additional option here called 'Clear Roster'. This button will keep the club or group as is but remove all enrollee associations with it.



When you click on 'Clear Roster', you will receive a message indicating that the roster has been successfully cleared.



# Enrollment Statistics

## Contents

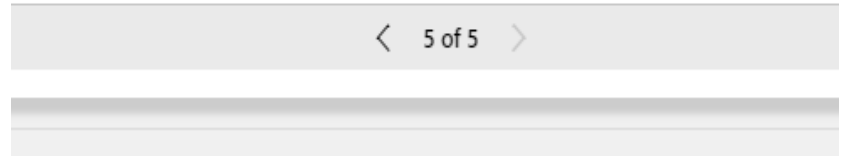
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# Enrollment Statistics

## Getting Started

The 'Enrollment Stats' feature is new to SUPER2 and will offer you an over view of enrollment across the County, Region and State. This is done by leveraging the power of an application called "Power BI" (BI stands for Business Intelligence). The viewing options within this report are "Enrollment Club Participation", "4-H Project Participation", "Activity, Interest, Award Participation", "Demographic Breakdown", and finally "Grade/Residence" breakdown. You can navigate between pages by clicking the arrows at the bottom of the window.

) and rural non-farm



Using this PowerBI plugin does not allow for any customization. This comes in a "what you see is what you get" format. If there are graphs you would like to capture for display in other formats, we recommend using the Snipping Tool that is included in most latest versions of Windows.

# 4-H Enrollment Report

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## Getting Started

## 4-H Enrollment Report

The 'Annual 4-H Enrollment Report' is not completed as of the initial release on 10-15-2018. However, one of the new features included in SUPER2 is to preview the report in real time before submitting a locked copy to the state. When you click on '4-H Enrollment Report' from the drop down menu, you will be directed to the '4-H Enrollment Report Page'. The default view is a live, up-to-date account of all items associated with the report. Furthermore, you can click on the drop down to view previous unit and state reports submitted.

\* indicates required field  
\* Enrollment Report

Preview Current Stats

Get Report

Preview Current Stats

**State Report**

- 4-H Annual Enrollment Report - 2007 (Not Locked State)
- 4-H Annual Enrollment Report - 2008 (Locked State)
- 4-H Annual Enrollment Report - 2009 (Locked State)
- 4-H Annual Enrollment Report - 2010 (Locked State)
- 4-H Annual Enrollment Report - 2011 (Locked State)
- 4-H Annual Enrollment Report - 2012 (Locked State)
- 4-H Annual Enrollment Report - 2013 (Not Locked State)
- 4-H Annual Enrollment Report - 2014 (Locked State)
- 4-H Annual Enrollment Report - 2015 (Locked State)
- 4-H Annual Enrollment Report - 2016 (Locked State)**
- 4-H Annual Enrollment Report - 2017 (Locked State)

**Race/Ethnicity**

(Preview: Not Submitted)

Race/Ethnicity	
White/Not of Hispanic	
Black/Not of Hispanic	
Hispanic	
American Indian/Al	
Asian or Pacific Islander	0
<b>TOTAL</b>	<b>6</b>

**Enrollment Grade**

(Preview: Not Submitted)

Grade Number of Youth	
Pre-K	0
K	0
1	0

**Participation**

(Preview: Not Submitted)

Delivery Type	Number of Clubs	Number of Youth
4-H After-School Club	1	3
<b>Total</b>	<b>1</b>	<b>3</b>

**Projects**

(Preview: Not Submitted)

Project Name	Number of Youth
Beef	2
Citizenship	1
Computer Technology	1
Goat	1
<b>Total</b>	<b>5</b>