Reporting 4-H Group Enrollment Contacts in AIMS

NOTE: All activities reported under 4-H Group Enrollment DO NOT need to be reported again in another area of AIMS or the contacts will be duplicated.

NOTE: Do not report SNAP or EFNEP programs into the 4-H Group Enrollment. The 4-H Department will pull the AIMS data for those programs at the end of the year.

1. Go to AIMS, either through the “Employees Only” page or aims.uaex.edu, and log in using your Active Directory password.

2. Once logged in, go to the “My Reporting” page, if you have already added 4-H Group Enrollment to your POW. If you have not, please revise your POW before beginning to enter contacts under group enrollment.

3. Click on “Event” for 4-H Group Enrollment.

4. Choose “new” for the method that best fits the event conducted.

5. If it is the first time reporting a specific club or group, type in the name of the club/group in the “Add a New Club/Group” text box. If you have reported a program to that club or group before, select the name of the club/group from the dropdown menu.
   - Name the program. This is not for a single session, but the entire program.
   - Select the date of the last activity.
   - Click “Save – continue to Report” to input contacts and other information about the program.
6. Enter contact information, separating out current 4-H members from non-4-H members.
   - Grade level
   - Ethnicity – only enter in Hispanic/Latino counts, AIMS will calculate the non-Hispanic/Latino counts
   - Race – enter the race for 4-H members present and non-4-H members
   - Gender - enter the gender for 4-H members present and non-4-H members
   - Residence - enter the place of residence for 4-H members present and non-4-H members
   - Click “Enter Data and Submit”

7. Select “4-H & Youth” for the Civil Rights Audience.
   - Enter the total number of lessons or sessions you did with the club/group.
   - Enter the hours of lesson time they received. This can be cumulative, counting several sessions with the same group. **To qualify for Group Enrollment, this group should have received 6 hours or more of instruction.**

8. Date of Lessons: Either list the dates of each lesson, range of dates, or last lesson (this is for your reference only)
   Select the project area taught during the majority of the lessons.
   Notes: add any additional information you want to document for the program.

9. Record how many volunteers assisted during the program, dividing them into adults and youth.

10. Click “Enter Data & Submit” to complete the entry.