

[www.4hmanitoba.ca](http://www.4hmanitoba.ca) (save this as a Favourite so you don't have to type it in each time you login)

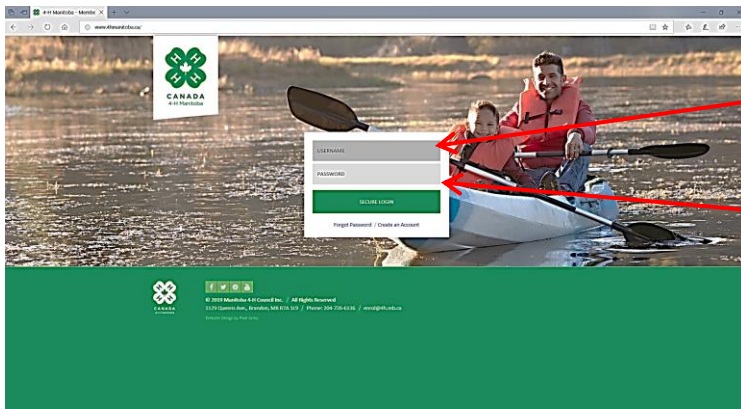
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• **How to login**

Connect via the green “Login” button on our website OR

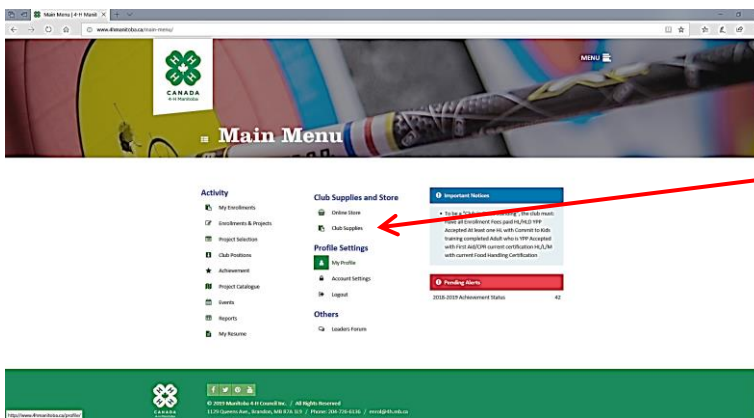
[www.4hmanitoba.ca](http://www.4hmanitoba.ca) (save this as a Favourite so you don’t have to type it in each time you login)



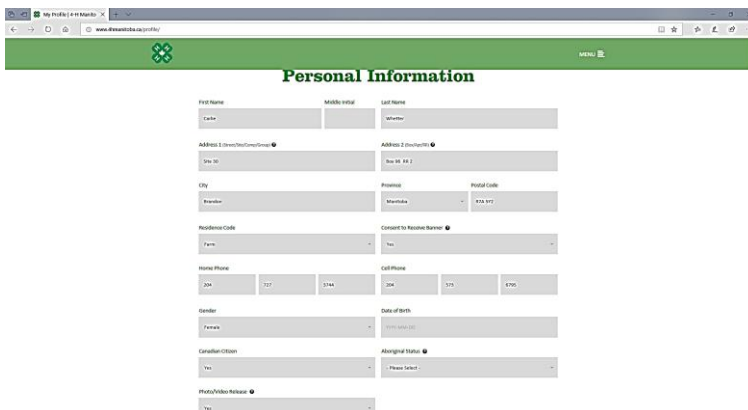
Type your username here and password in the fields as indicated. Click on **Secure Login**.

If you are a **new user**, a “New User Account Request Form” must be completed and emailed to [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca). The form is available at [www.4h.mb.ca](http://www.4h.mb.ca) under Resources → Forms, or can be requested by email to [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca).

• **How to change your username and personal profile**

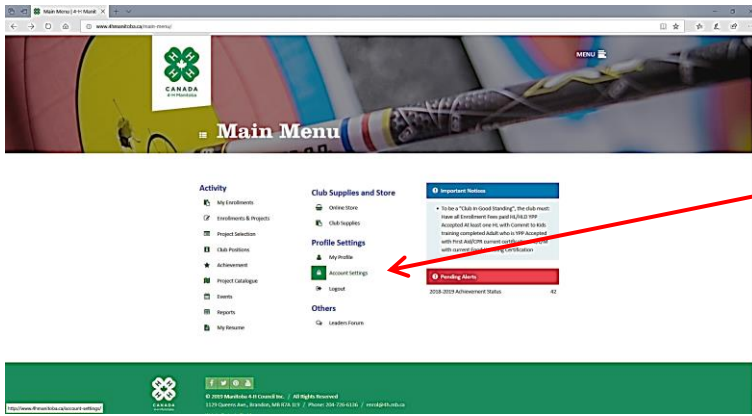


Click on **My Profile**.

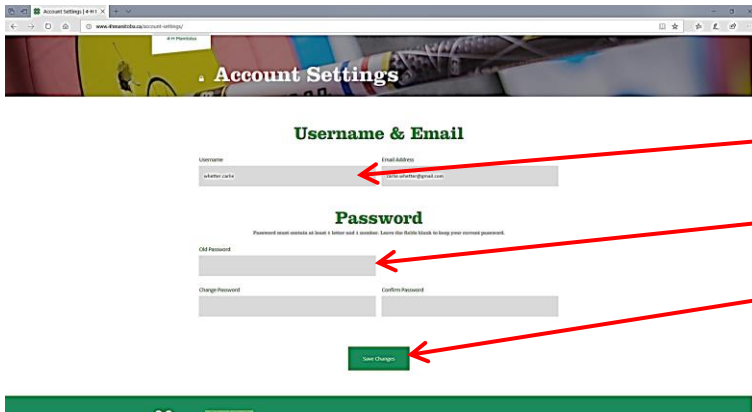


Enter / Review / Change your personal information.

• How to change your password

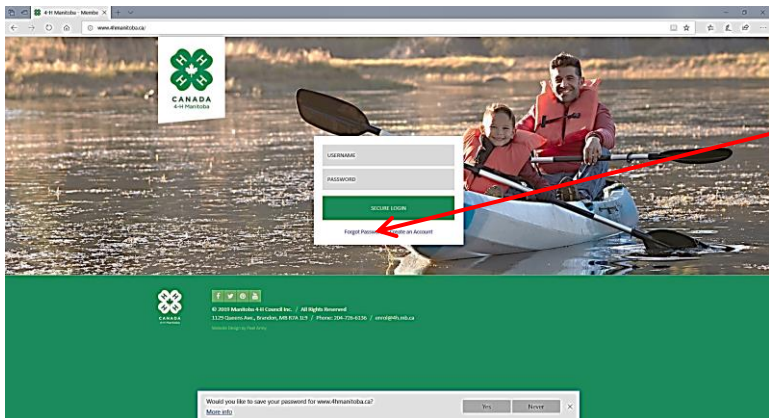


Click on **Account Settings**.



You may change your Username and/or Password here.  
Remember to **Save Changes**.

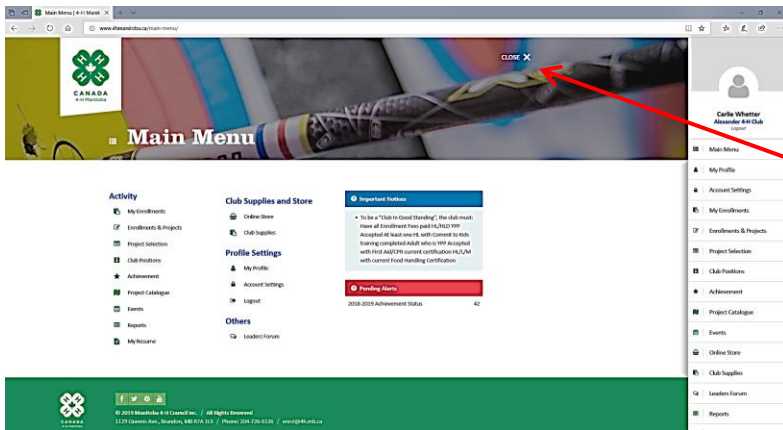
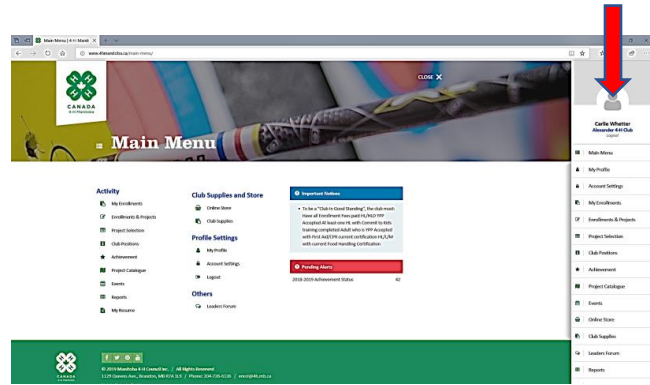
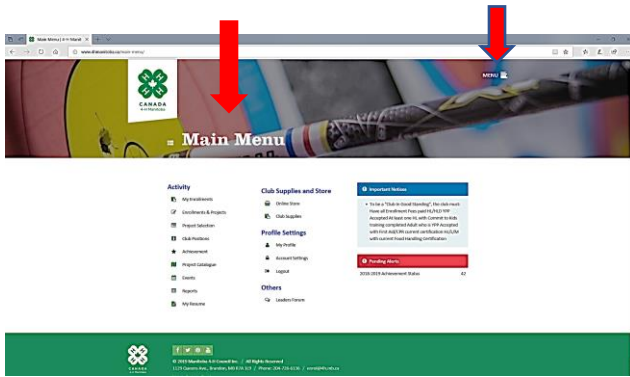
• What if I forget my password?



Enter your username and click on **Forgot Password**. A new password will be emailed to the email address in your profile.  
  
If your email address has changed, please notify [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca) of the new email address to record in the database.

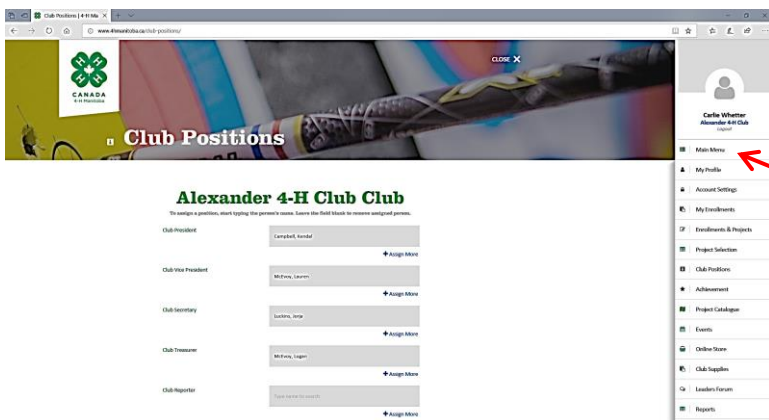
## • Main Menus

This is the main screen you will land on when first logging in which leads to all options. You can access the Main Menu from this screen OR you can click on **MENU** at the top of the page for a side menu.



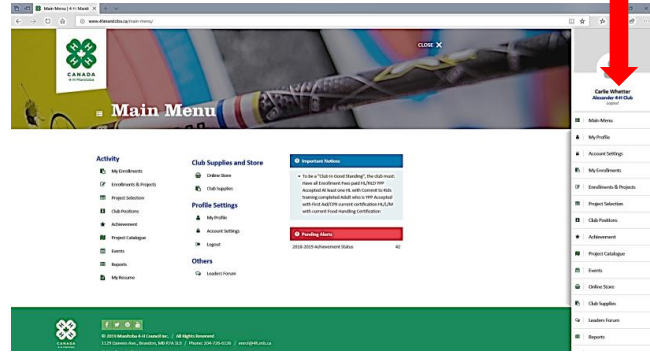
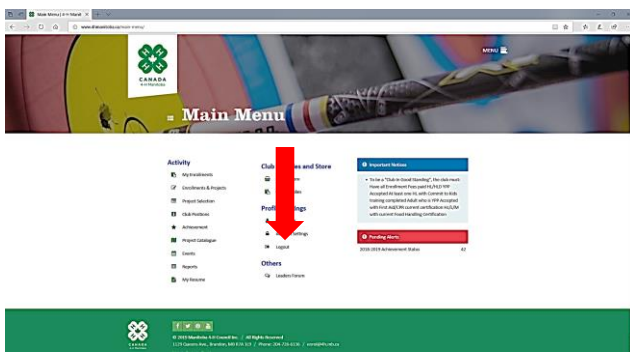
Click on **Close** if you wish to close the sidebar Main Menu screen.

## • How to return to Main Menu



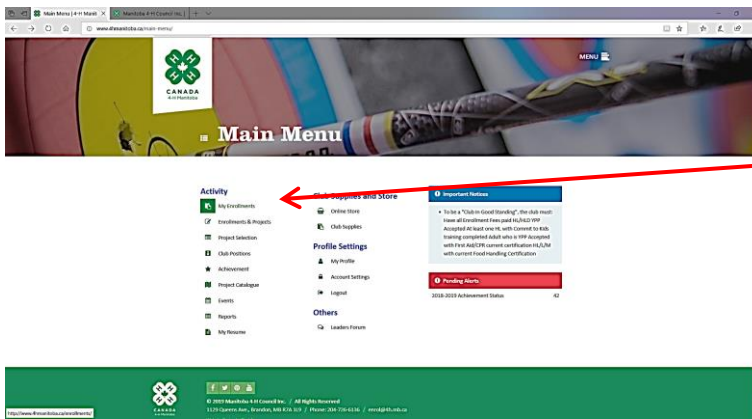
Wherever you are in the database, open the side menu and select **Main Menu** to return to the Main Menu.

- How to log out

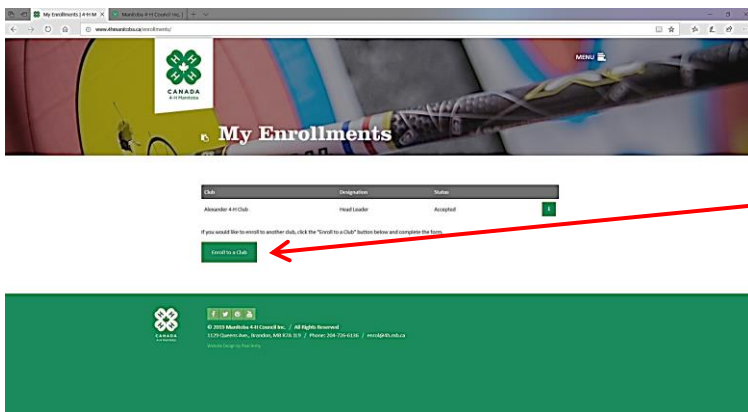


## Enrollments

- How to enroll myself as HL  
(All new HL enrollments must be approved by M4HC.)



Click on **My Enrollments**.



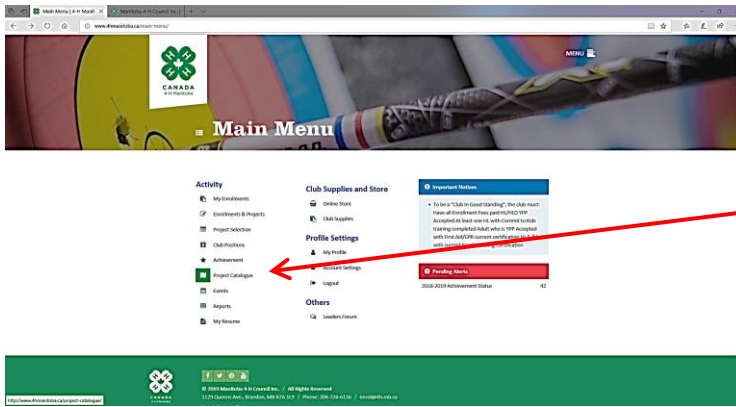
Click on **Enroll to a Club** for each club you wish to enroll in and follow directions.  
Project Selection can happen at this stage.

- How club Leaders, Volunteers and Members enroll

All Head Leaders, Head Leader Designates, Leaders, Volunteers and Members will enroll and select projects in the same way as described under Head Leader enrollment above.

**(All new HLDs and Leaders must be approved by M4HC. Please notify your Club Support Coordinator if you have new volunteers in these positions.)**

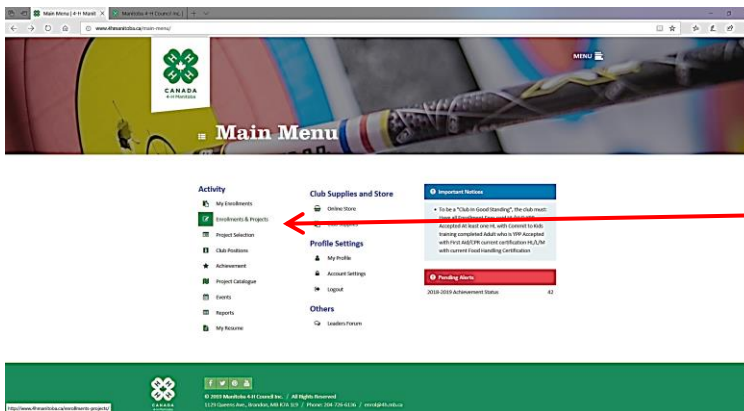
## Project Catalogue and selection



You can view the Project Catalogue at any time by clicking on **Project Catalogue**.

## Approval of project selection

Head Leaders **MUST** approve projects before the club Achievement date. If projects are not approved, the Members cannot achieve their year.



HL/HLD must approve all project selections.

Click on **Enrollments & Projects**.

The screenshot shows a table titled 'Review Enrollments & P'. The table lists various project selections with columns for Designation, Last Name, First Name, Years, Project Series, Project, Manual, and Status. A red arrow points to the pencil icon in the 'Manual' column for the first row.

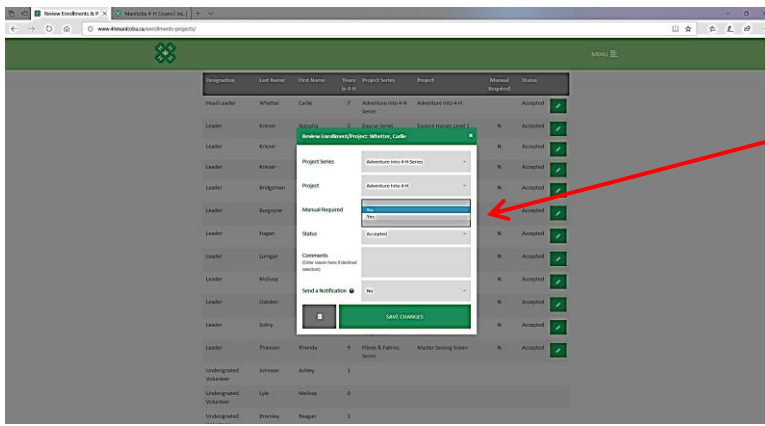
Designation	Last Name	First Name	Years	Project Series	Project	Manual	Status
Head Leader	Walter	Carla	7	Adventure into the Arctic	Adventure into the Arctic		Approved
Leader	Kramer	Natalie	0	Explorer Series	Explorer Series Level 1	N	Approved
Leader	Kramer	Natalie	0	Explorer Series	Explorer Series Level 2	N	Approved
Leader	Kramer	Natalie	0	Explorer Series	Explorer Series Level 3	N	Approved
Leader	Bridgman	Lottie	20	Adventure into the Arctic	Adventure into the Arctic	N	Approved
Leader	Bergman	Jane	4	Sport, Fitness & Body Series	Discover Body Works & Fitness	N	Approved
Leader	Hagen	Shirley	3	Food Series	Discover Foods: Sparkling Series	N	Approved
Leader	Lungren	Katherine	4	Fitness & Fitness Series	Explorer Fitness & Fitness	N	Approved
Leader	McIntyre	Kenneth Grant	3	Machine Series	Discover Machines: Small Engines	N	Approved
Leader	Dudkin	Wanda	1	Food Series	Discover Foods: Sparkling Series	N	Approved
Leader	Soley	Brian	2	Sport, Fitness & Body Series	Discover Body Works & Fitness	N	Approved
Leader	Thaman	Shonda	3	Fitness & Fitness Series	Master Sparkling Series	N	Approved
Undesignated Volunteer	Johnson	Jobey	3				
Undesignated Volunteer	Luh	Melissa	0				
Undesignated Volunteer	Brandy	Reagan	3				

All HL/HLD/L/UV/Members will appear on this list.

Click on the **"pencil"** icon on the far right for each individual to select.

Undesignated Volunteers have no projects so require no approval.


## (Approval of project selection continued)

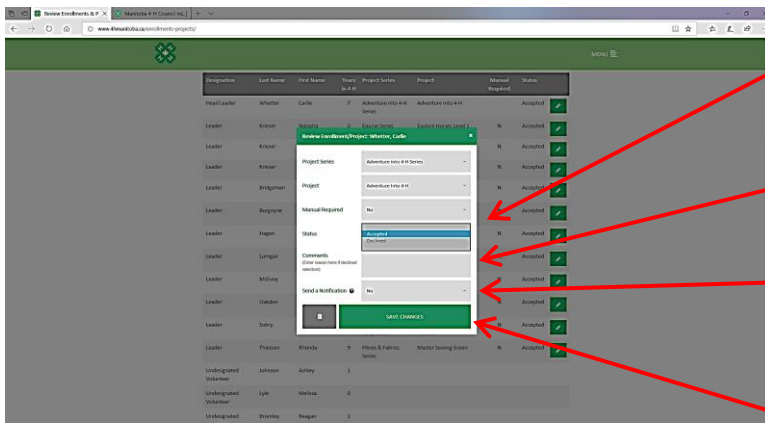


Review Project Series and Project selected.

Click and select

**Yes** to order a project manual or **No** if a project manual is not required.

Projects and Project Manual selections can be changed later by clicking on the pencil  to the right of the member name, making the change, and then clicking **“Save Changes”**.

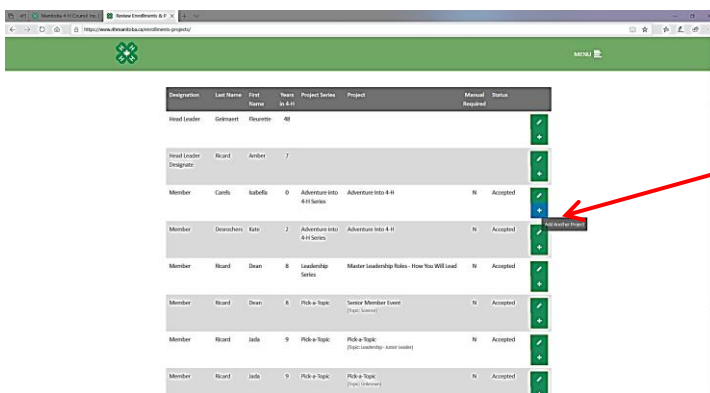


Click on the Status drop box and select **Accepted** or **Declined** to approve or reject a project selection.

If a project is rejected, a comment should be included.

You have the option to send the member a notification if their project has been rejected.

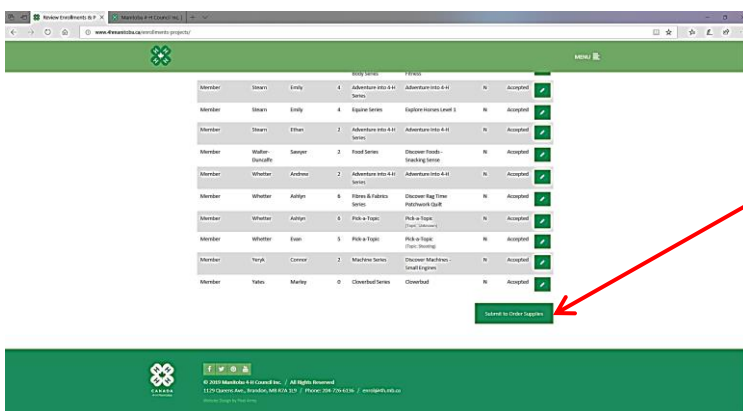
**Save Changes.**




Click on **“+”** to add a new project to record additional project(s) that have not been recorded in the database.

**Save Changes.**

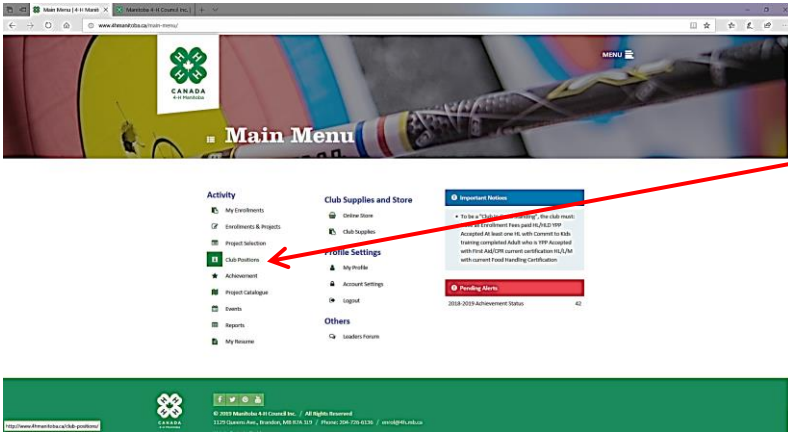
## • How to order project manuals



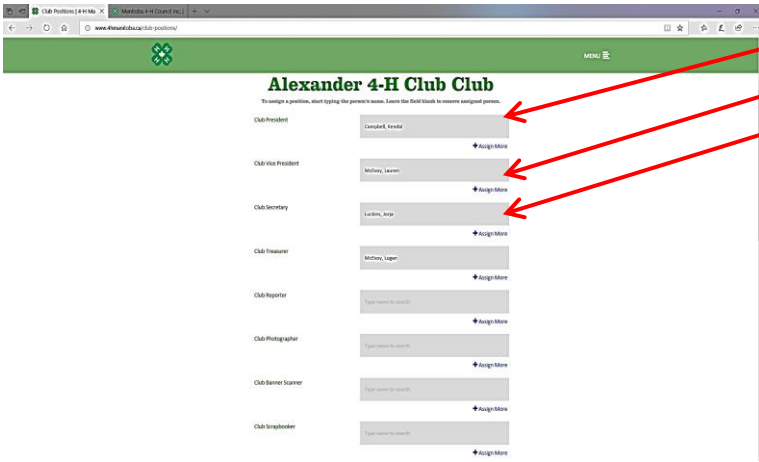
Once all projects have been Accepted or Rejected and the options for **“Manual Required”** have been completed, click on **Submit to Order Supplies**. A project manual order will be submitted to M4HC automatically which will include all the manuals you flagged with a **“Yes”** under **Manual Required**.

Projects and Project Manual selections can be changed later by clicking on the pencil  to the right of the member name, making the change, and then clicking **“Save Changes”**.

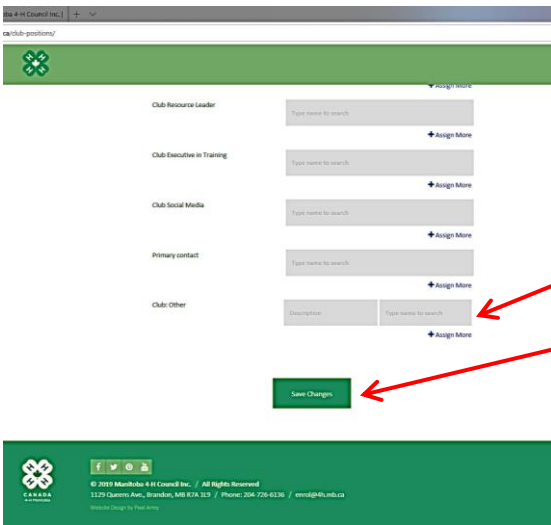
- How to enter your club executive



From the Main Menu, click on **Club Positions**.



For each position, begin typing the person's name (last name, first name). Select the desired individual or individuals.  
**Note:** the Member **MUST** be enrolled in the current year to be selected. If the member does not appear, please check if they are enrolled and, if not, follow up with them regarding their enrollment.  
 If no one has been assigned to a position, leave it blank.  
**Save Changes.**



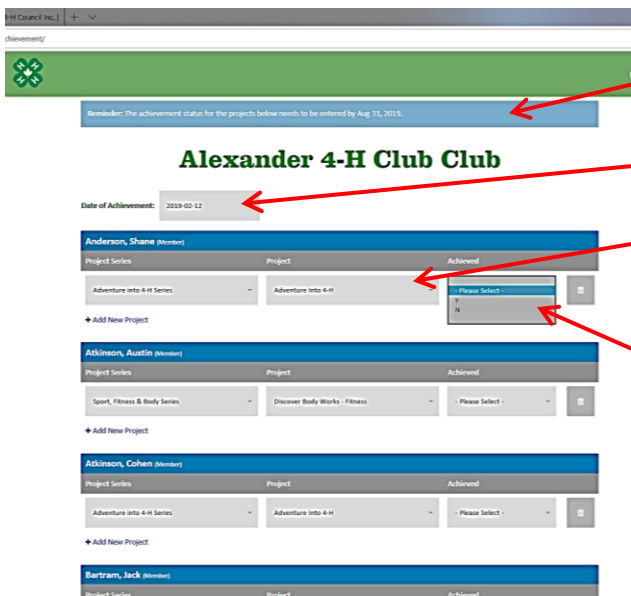
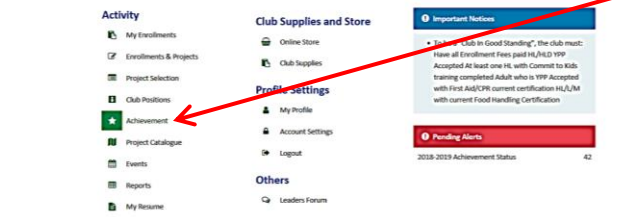
If your club has positions that are not noted here, use the **Club: Other** option at the bottom.  
**Save Changes.**



• How to enter member Achievement



Click on Achievement.

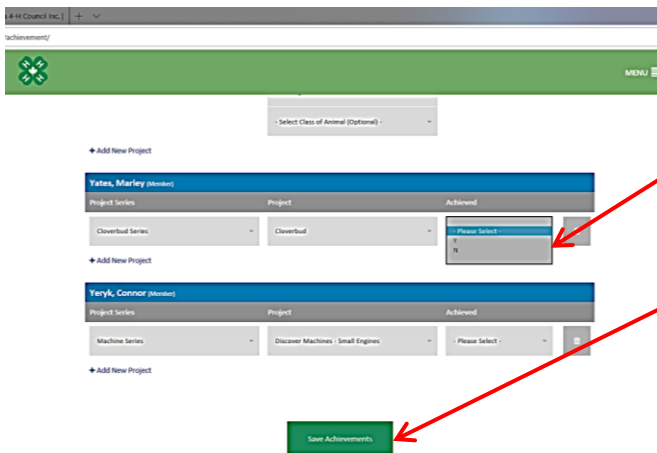


Achievements **must be entered by Aug 31** each year for that year.

Enter date of Achievement event.

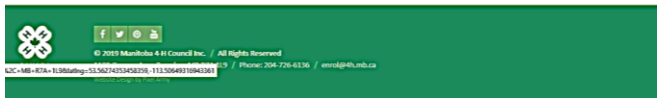
You may change or add projects if necessary by clicking on the **Project Series** or **Project** for a drop-down menu if project has changed since enrollment.

Click on the **Achieved** button for each member and **each project** and select **Y** or **N**.

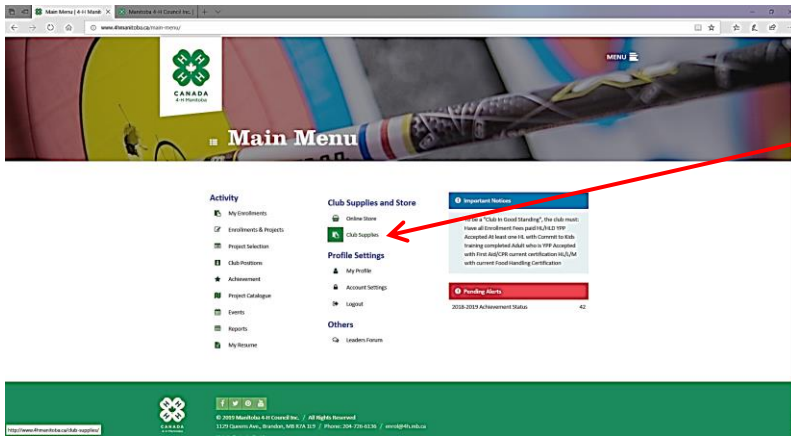


Click on the **Achieved** button for each member and **each project** and select **Y** or **N**.

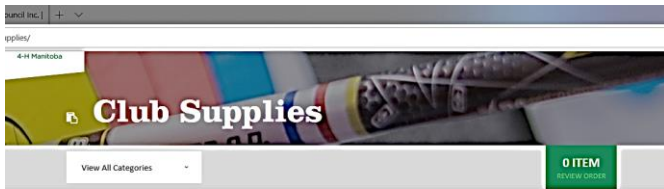
**Save Achievements** at the bottom.



- **How to order club supplies**



From the Main Menu, click on **Club Supplies**.

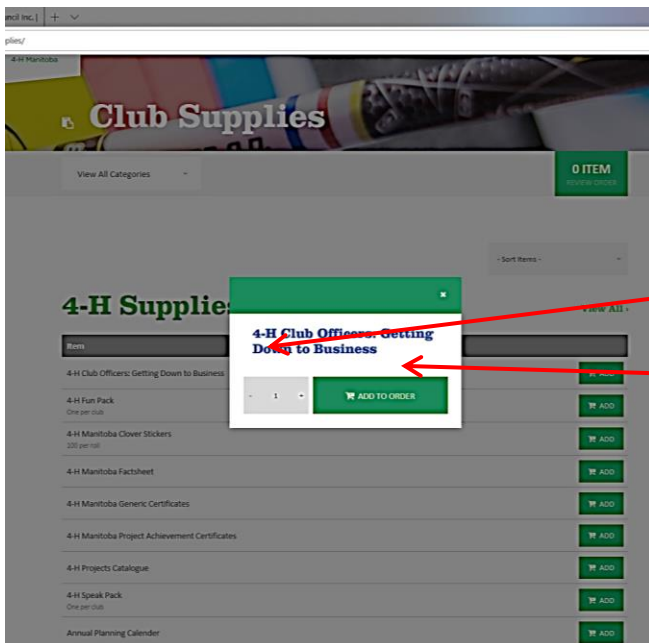


Sort Items -

### 4-H Supplies View All

Item	
4-H Club Officers: Getting Down to Business	<a href="#">ADD</a>
4-H Fun Pack One per club	<a href="#">ADD</a>
4-H Manitoba Clover Stickers 100 per roll	<a href="#">ADD</a>
4-H Manitoba Factsheet	<a href="#">ADD</a>
4-H Manitoba Generic Certificates	<a href="#">ADD</a>
4-H Manitoba Project Achievement Certificates	<a href="#">ADD</a>
4-H Projects Catalogue	<a href="#">ADD</a>
4-H Speak Pack One per club	<a href="#">ADD</a>
Annual Planning Calendar	<a href="#">ADD</a>

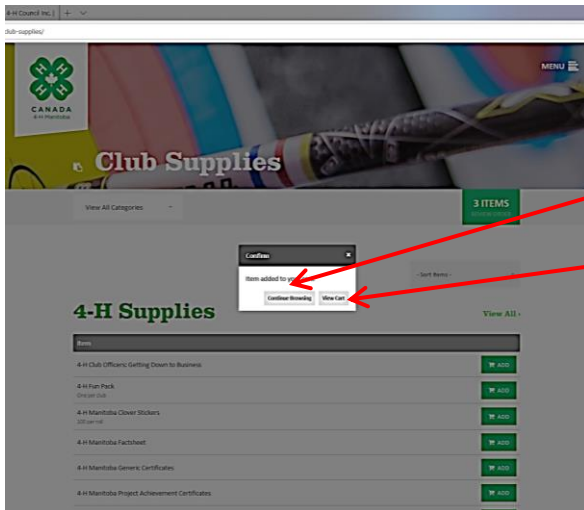
Click on **Add** for each item you wish to order.



Enter the **number** you wish to order for each item.

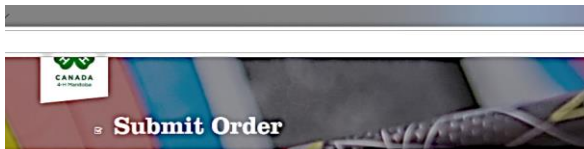
Click on **ADD TO ORDER**.

## (How to order club supplies continued)



Click on **Continue Browsing** to continue order OR

Click on **View Cart** to exit.



The screenshot shows the 'Send Order to' form on the 4-H Supplies website. The form includes fields for Club, First Name, Last Name, Email, Phone Number, Fax, Address 1, Address 2, City, Province, Postal/Zip Code, and Country. Below the form is a 'Cart' section showing '4-H Club Officers Getting Down to Business (4-H Supplies)' with a quantity of 1. At the bottom of the form is a green 'Submit Order' button. A red arrow points from the 'Submit Order' button to a text box on the right. Another red arrow points from the 'Back to Club Supplies' link to the same text box.

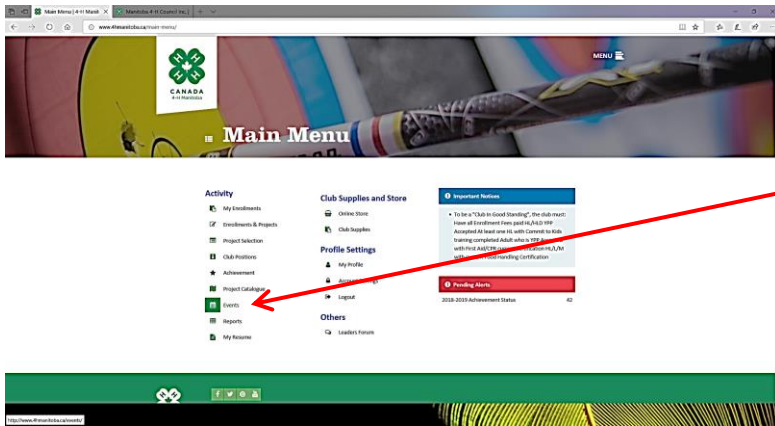
Review shipping instructions and contact information.

Review Cart.

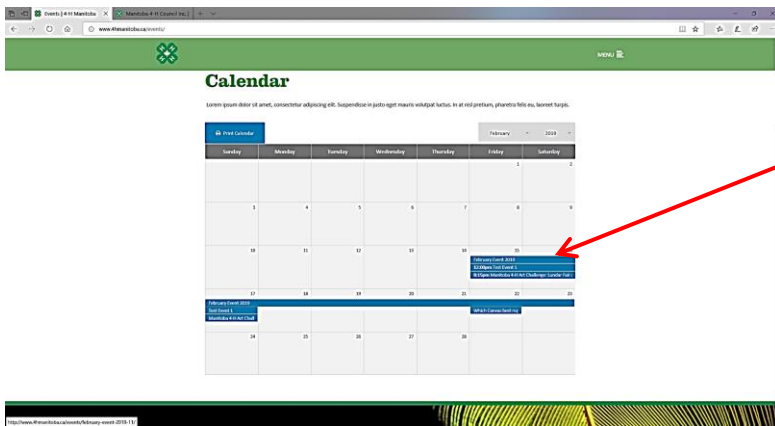
To change, click on **Back to Club Supplies**.

To submit order, click on **Submit Order**.

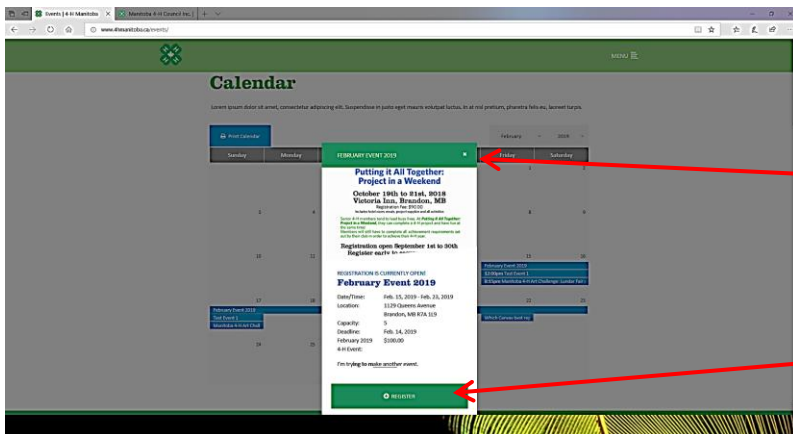
- How to register for events



From the Main Menu, click on **Events**.



Click on the event you wish to get details on or register for.

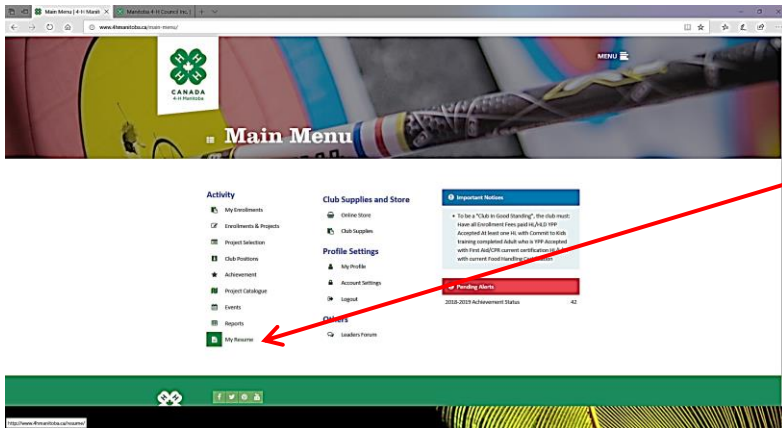


Click on the **X** at the top to close without registering

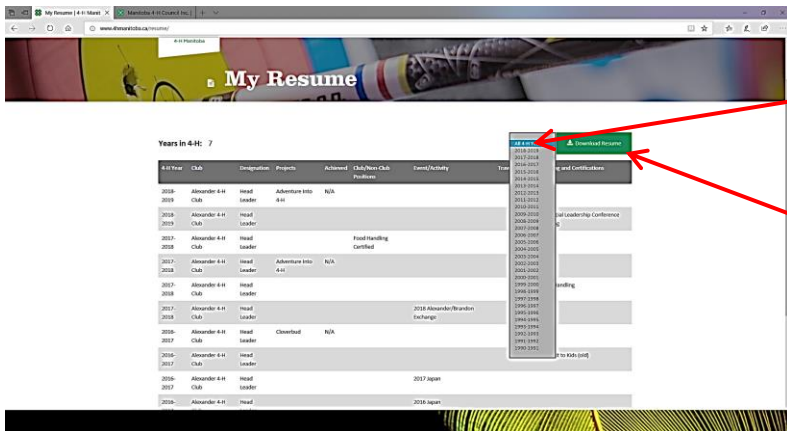
OR

Click on **Register** and follow directions.

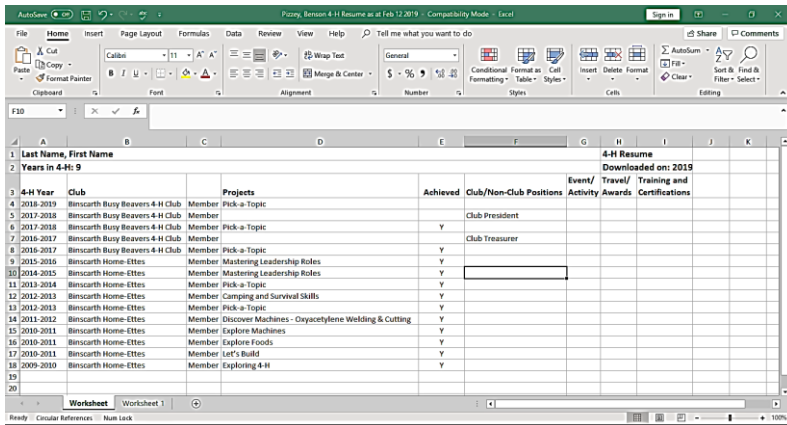
- My 4-H Resume



Click on **My Resume**.

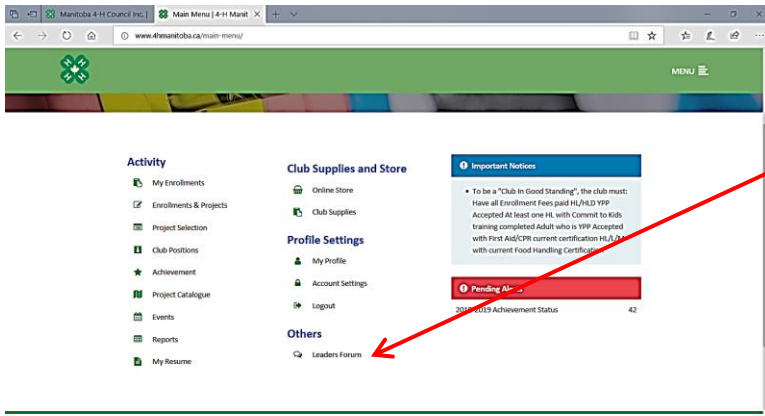


You can view a specific year or All Years on screen  
Or  
you can download a specific year or all years into Excel.

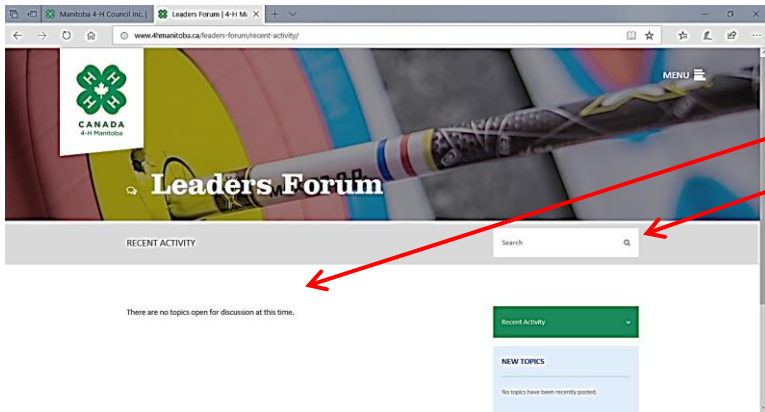


The Excel spreadsheet does require some formatting.

# • Leaders Forum

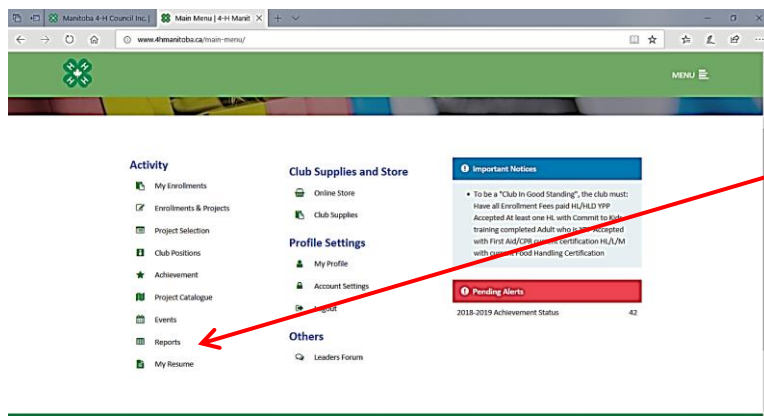


The **Leaders Forum** is where to go to post and view comments, questions and suggestions, etc. from other Leaders and Head Leaders.

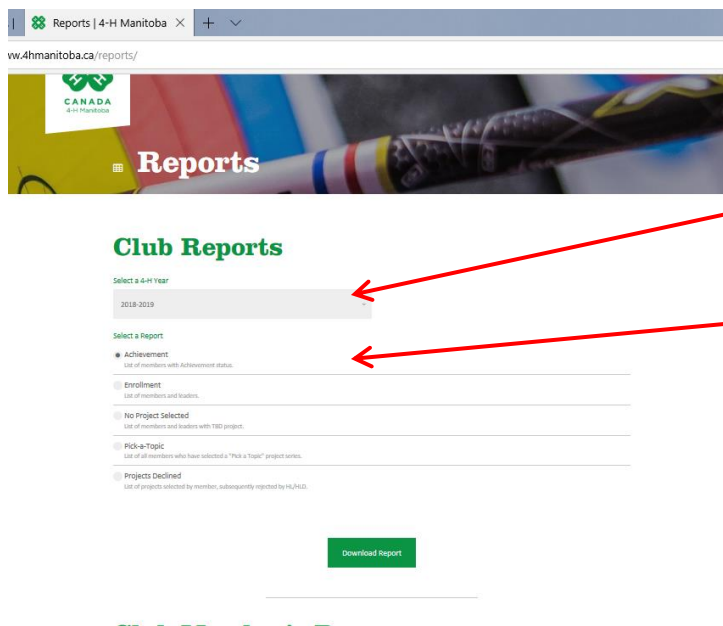


You can add, search and comment on other posts.

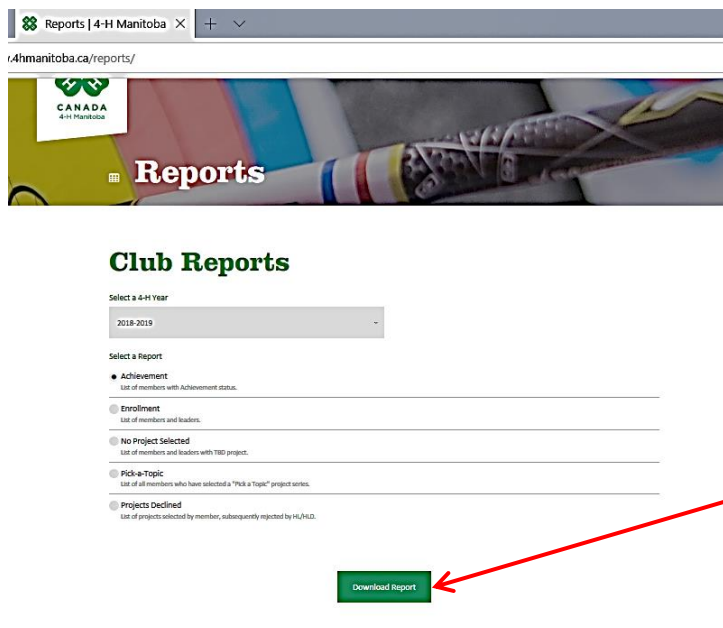
# Reports



Click on **Reports**.  
You have access to the clubs for which you are the Head Leader or Head Leader Designate.

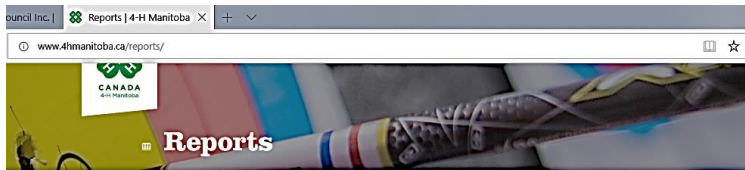


You must first **select the year** you want to run the report for.  
Next select the report you wish to run from the list.



Click on **Download** to generate an Excel spreadsheet of the report.

## (Reports continued)



### Club Reports

Select a 4-H Year  
2018-2019

Select a Report

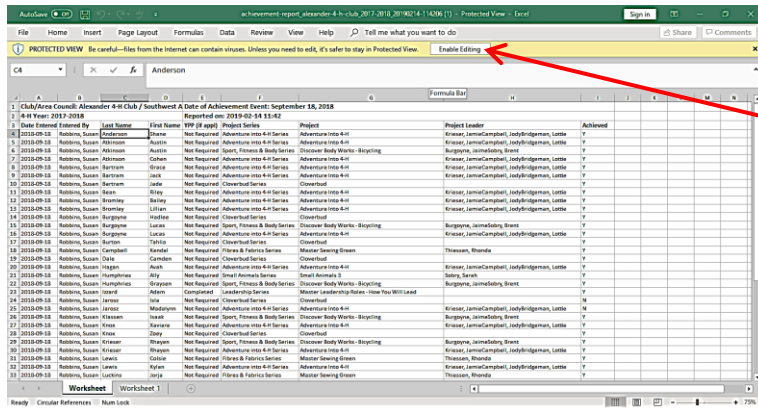
- Achievement**  
List of members with Achievement status.
- Enrollment**  
List of members and leaders.
- No Project Selected**  
List of members and leaders with TBD project.
- Pick-a-Topic**  
List of all members who have selected a "Pick-a-Topic" project series.
- Projects Declined**  
List of projects selected by member, subsequently reported by H.A.I.S.

Click on **Open** to open the spreadsheet.



### • Achievements Report

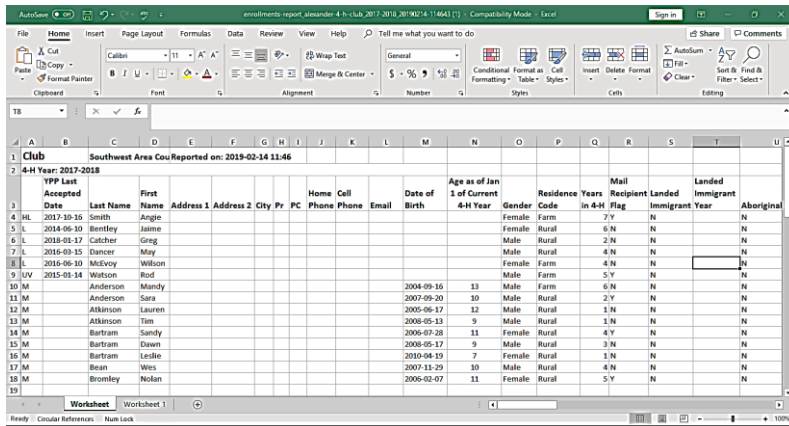
List of Members with Achievement status.



Click on **Enable Editing** to format, etc.

### • Enrollment Report

List of Members and Leaders. Includes all relevant data for the 4-H year.



This example includes hypothetical data only.

Scroll to the right for the other data.



- **No Project Selected Report**

List of Members and Leaders with TBD project.

1	Club/Area Council:	Reported on:	2019-02-14 11:56	
2	4-H Year: 2018-2019			
3	Designation	Last Name	First Name	Other Projects Selected by Affected Individuals (if applicable)
4	Leader	Smith	Jane	
5	Leader	Jones	Mary	
6	Member	Smith	Ashley	
7	Member	Smith	Jack	
8	Member	Thiss	Abby	

Make sure you know who has yet to select a project. You can track them with this report.

- **Pick a Topic Report**

List of all Members who have selected a "Pick a Topic" project series.

1	Club/Area Council:	Alexander 4-H Club	Reported on:	2019-02-14		
2	4-H Year: 2018-2019					
3	Last Name	First Name	Gender	Age	Project	Topic
4	Jones	Kira	Male	12	Pick-a-Topic	Shooting
5	McEvoy	Abby	Female	16	Pick-a-Topic	Unknown
6	Watson	John	Female	14	Pick-a-Topic	Unknown
7	Wilson	Evan	Male	12	Pick-a-Topic	Shooting

If you want to know who has Pick a Topic Projects and who has yet to name it or specify what it is.

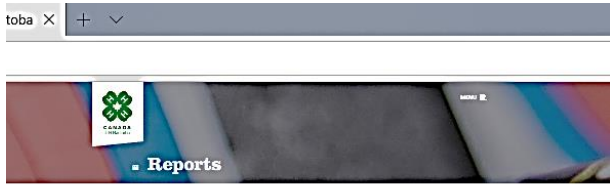
- **Projects Declined Report**

List of projects selected by member, subsequently rejected by HL/HLD.

1	Club/Area Council:	4-H Club / Area Council	Reported on:	2019-02-14 12:02	
2	4-H Year: 2018-2019				
3	Last Name	First Name	Project Series	Project	Reason for Decline
4	McEvoy	Wynn	Equine	YSIPD	No Leader Available
5	Smith	Jane	Foods	Cake Decorating	No Leader Available
6	Wilson	Jack	Machines	Explore Small Engines	No Leader Available

You can track Declined projects and the reasons they were declined.

- Club Leaders and Members 4-H Resumes



### Club Reports

### Club Member's Resume

HL/HLD's can generate the **4-H Resume** for all Leaders and Members attached to their club(s). This option is found just below the Reports options.

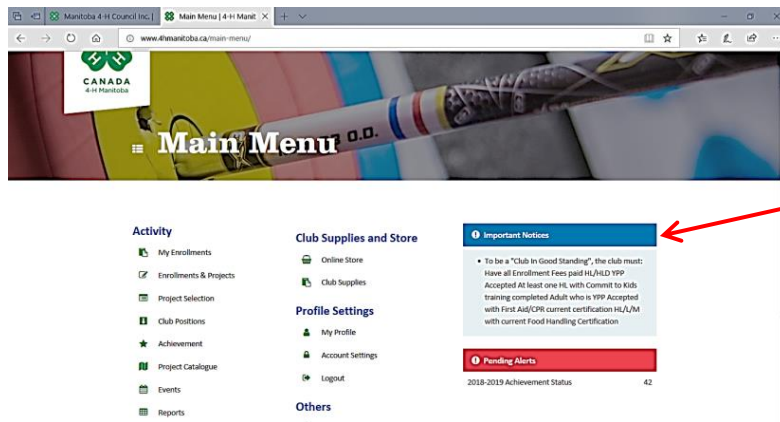
Enter last name, first name and select the individual.

Click **Download**.



								4-H Resume		
								Downloaded on: 2019-03-14		
1	Name Here	4-H Year	Club	Designation	Projects	Achieved	Club/Non-Club Positions	Event/Activity	Travel/Awards	Training and Certifications
2	Years in 4-H:	7								
4	2018-2019	4-H Club	Head Leader	Adventure Into 4-H	N/A					
5	2018-2019	4-H Club	Head Leader	Adventure Into 4-H						Provincial Leadership Conference Training
6	2017-2018	4-H Club	Head Leader	Adventure Into 4-H	N/A					Food Handling Certified
7	2017-2018	4-H Club	Leader	Adventure Into 4-H	N/A			2018 Exchange		
8	2017-2018	4-H Club	Leader	Cloverbud	N/A					
9	2016-2017	4-H Club	Leader							Commit to Kids
10	2016-2017	4-H Club	Leader					2017 Japan		
11	2016-2017	4-H Club	Leader					2018 Japan		
12	2015-2017	4-H Club	Leader						MMHC Scholarship	
13	2015-2016	4-H Club	Member	Sewing Tops & bottoms	Y					
14	2014-2015	4-H Club	Member	Master Photography	Y					
15	2013-2014	4-H Club	Member	Explore Foods	Y					
16	2012-2013	4-H Club	Member	Smart Sitter	Y					

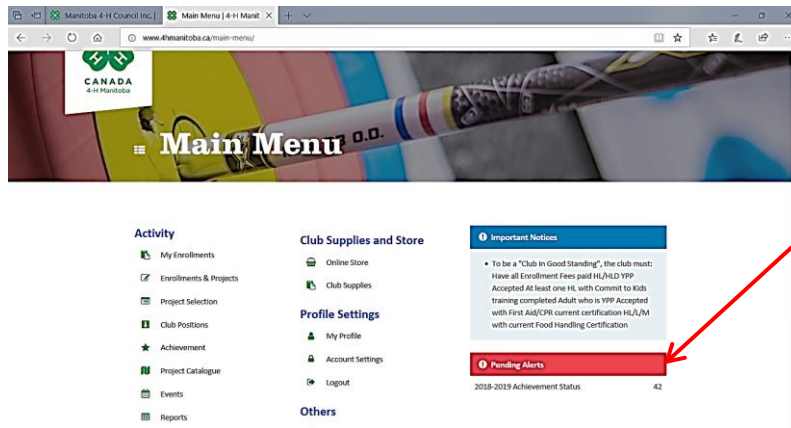
## Important Notices



M4HC may opt to post notices for Members, Leaders, HL/HLD's or all.

They will be displayed here and should be reviewed routinely.

## Pending Alerts



This is where the HL/HLD is made aware that there are tasks they need to perform. For example:

- Project Selection approvals.
- Enter Club Positions.
- Enter Achievement Status.
- Unpaid member fees.

These notices are critical and indicate HL/HLD action is required.

## Things I need to know:

### Head Leader (HL) and Head Leader Designate (HLD) enrollment approval

As HL/HLD's have access to personal information to everyone in their club(s), these enrollments are first approved by M4HC. Please enroll for M4HC approval so you can conduct business on the database.

### What is a Head Leader Designate? Do I need one?

A Head Leader Designate has the same access to the database as the Head Leader. You may need a HLD if the HL has no computer access or chooses to delegate the database input to another individual.

### Enrollment

Everyone participating in 4-H must enroll every year. HL and HLDs only have access to records for those Leaders, Volunteers and Members that are enrolled in their club. In addition, **insurance coverage is only in place for those who are enrolled in the M4HC database. It is important that all enrollments be completed as soon as possible online, and that forms are submitted to the M4HC office immediately.** If your club does not show as an option during online enrollment, email [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca) as the Database/YPP Administrator may need to activate the club before any enrollments can be added.

**Member Enrollment and Fee** (only one fee due each year regardless of how many clubs they are enrolled in):

- Online (payment by credit card is only available during online enrollment).
- Online with payment being submitted to the club or M4HC by cheque or e-transfer.
- Paper copy of enrollment form submitted to M4HC with payment.

**HL, HLD, Leader (L) & Undesignated Volunteer (UV) Enrollment:**

- Online (no fees required). Email [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca) for a New User form if you don't have a User Account.
- Paper copy of enrollment form submitted to M4HC (see exception below).

Note: ***To meet Canada 4-H Council accreditation standards, effective September 1, 2020, all HL, HLD and L who are new to 4-H must be interviewed prior to enrollment and must submit a paper form***

**Committee Volunteer Enrollment (CV):**

- Paper copy of enrollment form submitted to M4HC.

### The 4-H year: what data can HL/HLD's post?

The 4-H Year runs September – August annually. HL/HLD's may only add/edit/approve data pertaining to the **current year between September 1 – August 31**. Any additions/adjustments required for a previous year must be sent to the database administrator to be entered at [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca).

### How “Years in 4-H” are calculated for Leaders, Volunteers and Members

For an **HL/HLD/L** to receive credit for the 4-H year, they must:

- be enrolled in the database and be YPP accepted.
- Effective September 1, 2021, Commit to Kids and Youth Safety at 4-H in Canada must be completed.

For a **UV** to receive credit for the 4-H year, they must:

- be enrolled in the database and be YPP accepted.

For a **CV** to receive credit for the 4-H year, they must:

- be enrolled in the database.

For a **Member** to receive credit for the 4-H year, they must:

- be enrolled in the database and have enrollment fees paid.
- be YPP screened if 18 years or older **before** January 1 of the 4-H year.
- achieve in at least one project.
- achieve Club Requirements.

## Training Requirements/Expirations

Training requirements must be kept current. Expiry dates, where applicable, are shown below:

- Commit to Kids. (HL, HLD, L)
- Youth Safety at 4-H in Canada – 3 years from date of completion. (HL, HLD, L)
- First Aid/CPR – as identified on certificate or 3 years from date of completion.
- Food Handling – as identified on certificate or 3 years from date of completion.

## Club Standing

To be a **Club in Good Standing**, the club must fulfill **all** the following requirements:

- All Member Enrollments are submitted and fees paid to M4HC.
- HL, HLD, L and UV are enrolled and must be YPP Accepted.
- HL, HLD and L must complete and maintain Commit to Kids and Youth Safety at 4-H in Canada training.
- Minimum 1 First Aid/CPR (FA.CPR) certified **enrolled** Leader/Volunteer who is YPP Accepted.
- Minimum 1 Food Handling certified **enrolled** individual (Leader or Member).

**Note: First Aid.CPR and Food Handling Certificates:** Leaders and Members with these certifications **MUST ENROLL** in order for the certifications to be recognized for Club Standing purposes.

## Head Leader/Head Leader Designate / Leader Standing

To be a **HL, HLD or L in Good Standing**, you must:

- be enrolled and YPP Accepted.
- Effective September 1, 2020, complete and maintain Commit to Kids Youth Safety at 4-H in Canada online training.

## Undesignated Volunteer Standing

To be a **UV in Good Standing**, you must:

- be enrolled and YPP Accepted.

## Committee Volunteer Standing

To be a **CV in Good Standing**, you must:

- be enrolled.

## Member Standing

To be a **Member in Good Standing**, the Member must:

- be enrolled and have current enrollment fees paid.
- be YPP Accepted if age 18 or older before January 1 of the current 4-H year.

Designation	To be "In Good Standing"	To Receive Credit for the Current 4-H Year
<b>Club</b>	<ul style="list-style-type: none"> <li>• Head Leader (HL), Head Leader Designate (HLD), Leaders (L) and Undesignated Volunteers (UV) are <b>Enrolled and YPP Accepted</b></li> <li>• All <b>Member</b> Enrollments are submitted and Fees Paid to <b>M4HC</b></li> <li>• HL/HLD Commit to Kids and Youth Safety Training Completed</li> <li>• Enrolled Leader/Volunteer with current First Aid Certification</li> <li>• Enrolled Leader/Member with current Food Handling Certification</li> </ul>	Not applicable
<b>Head Leader &amp; Designate / Leader</b>	<ul style="list-style-type: none"> <li>• Enrollment submitted to <b>M4HC</b></li> <li>• YPP Accepted</li> <li>• Commit to Kids and Youth Safety training completed</li> </ul>	<ul style="list-style-type: none"> <li>• Be "In Good Standing"</li> </ul>
<b>Undesignated Volunteer</b>	<ul style="list-style-type: none"> <li>• Enrollment submitted to <b>M4HC</b> (Online or Paper)</li> <li>• YPP Accepted</li> </ul>	<ul style="list-style-type: none"> <li>• Be "In Good Standing"</li> </ul>
<b>Committee Volunteer</b>	<ul style="list-style-type: none"> <li>• Enrollment (paper only) submitted to &amp; approved by <b>M4HC</b></li> </ul>	<ul style="list-style-type: none"> <li>• Be "In Good Standing"</li> </ul>
<b>Member</b>	<ul style="list-style-type: none"> <li>• Enrollment submitted to <b>M4HC</b></li> <li>• <b>Member Fees Paid to M4HC</b></li> <li>• YPP Accepted (if age 18 before January 1 of the current 4-H year)</li> </ul>	<ul style="list-style-type: none"> <li>• Be "In Good Standing"</li> <li>• Achieve in at least one project</li> <li>• Achieve Club Requirements</li> </ul>

## What can/cannot be posted on the Leader Forum

Leaders **MAY** post:

- Questions.
- Suggestions.
- Sharing of information.
- Sharing of successes.

Leaders **MAY NOT** post:

- Personal information of any kind.
- Derogatory or inflammatory comments towards anyone else.
- Racial / sexual / religious comments.
- Vulgarity in any form.

## Who do I contact with database questions?

The Database/YPP Administrator is available to help you and answer questions by contacting them at:

- Email: [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca) or [yppadmin@4h.mb.ca](mailto:yppadmin@4h.mb.ca).
- Phone: **204-728-8111** or **1-844-728-8111** (toll free).
- Fax: **204-728-9040**.

## Who do I contact with general questions?

For general questions not related to the database, please contact the Club Support Coordinator for your Area Council:

<b>April Willis</b> <a href="mailto:awillis@4h.mb.ca">awillis@4h.mb.ca</a> <b>204-573-4829 (cell)</b>	<b>Karen Olafson</b> <a href="mailto:kolafson@4h.mb.ca">kolafson@4h.mb.ca</a> <b>204-573-4308 (cell)</b>
North Parkland	Central Plains
Pembina	Eastman
South Parkland	North Interlake
Southwest	Red River
Valleys North	South Interlake

## Head Leader Database Guide Checklist

- Contact M4HC to activate club if necessary at [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca).
- Review your personal profile and update if necessary.
- Enroll yourself as Head Leader.
- Await confirmation of HL enrollment from M4HC.
- Review Club Standing to see if your club has any requirements it needs to meet. As an example, the club had a YPP-screened, FA.CPR-certified individual last year who has not returned or has not enrolled yet. You would either need someone else to fill that position or have that person enroll for the club to be in Good Standing.
- Review the Project Catalogue.
- Encourage all Members and Leaders to enroll asap.
- Review club enrollments.
  - Accept or Decline project Selections and order project manuals as required (repeat as needed until all projects have been accounted for).
  - You can run the No Project Selected report to see if anyone has yet to select a project.
- Ensure Enrollments are completed (either online or paper forms) for all Leaders, Members and Volunteers, and that all paper forms and Member Fees are submitted to the M4HC office within 30 days of the first meeting to have participants properly covered by insurance. **Insurance coverage does not apply to anyone who is not enrolled at the M4HC office.**
- Order club supplies as needed.
- Enter club executive when determined.
- Enter Achievement status for each member/project **BEFORE JULY 15<sup>TH</sup>**.
  - If Achievement is not able to be entered by this date, please send Achievement information to the Database/YPP Administrator at [enrols@4h.mb.ca](mailto:enrols@4h.mb.ca).