

TEXAS 4HONLINE COUNTY MANAGER GUIDE

PENDING EVENT REVIEW EDIT WITHOUT APPROVING/SENDING BACK



REGISTRATION QUESTION EDITS

- Click on the Events link in the navigation menu on the left side of the screen.
- Click on the Awaiting Review sub-tab.



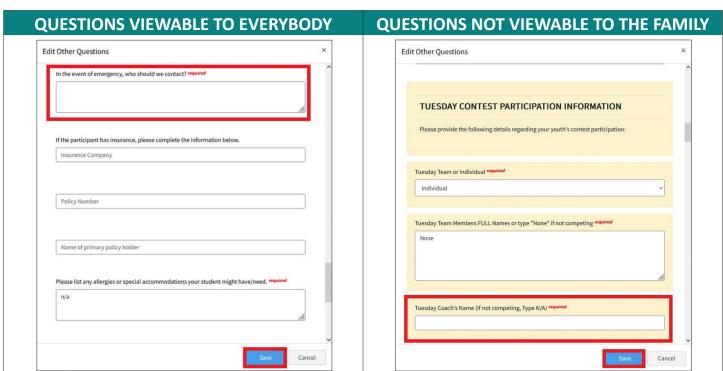
Click on the name from the list that is displayed on the screen.



• Scroll down to the Other Questions area and click the Edit button.



 Make adjustments to NON-FEE items only. Changes to fee-questions would cause issues with payments due. Highlighted areas are setup for managers to answer additional questions for the event coordinators. Not all events will have manager fields.



Click the blue Save. You can leave this screen without clicking to approve or send back.