

TEXAS 4HONLINE STATE/DISTRICT MANAGER GUIDE EVENT REGISTRATION REVIEW



REVIEWS DONE ON THE AWAITING REVIEW SCREEN

FROM EVENTS LINK

This requires the event to be in the current 4-H year so the setting details will need to be adjusted.

FROM EVENTS-AWAITING REVIEW LINK

This can only be done from the state or district manager level.

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

Home	Events Payment Due	Awaiting Review
Settings		
Managers	Events	
Members		
Participation	Search	
Registrations		
	Hierarchy Level	Any ~
Broadcasts		
Animals	Hierarchy Area	v
Enrollments		
Events	Event ID Program year	Event Name

• Click on the name from the list that is displayed on the screen to begin the review process.

	Submitted Registrations				
l	This screen displays event registrations with the pending approval tatus, only at the Archer County Area level.				
l	Event Name	Last Name	First Name	Туре	
l	2023-2024 District 3.4-H Record Book Judging	Krenek	Kannah	CountyArea	

- Click the Events link on the navigation menu.
- Filter and click the event name from the list on the screen.

Members Participation	Events							③ Add Event
Registrations	Search		Program Ye	×	2023-2024			~
Broadcasts Animals	Hierarchy Level	ley	Permission		Aey			Ĵ
Enrolments	Hierarchy Area		My Events					
Events								
Group Enrollment	Event ID Program year	Event Name	Start Date	Status	Multiple Registrations	Hierarchy	Permission	Created By
Activities Awards	866 2023-2024	2022 - 2023 D11 4-H Shooting Sports Coaches Training - October 15 & 16, 2022, Victoria, TX	10/15/2022	Testing	No	Texas 4 H and Youth Development.	Event Admin	D11 Audra Lewis

- Click the Awaiting Approval sub-tab along the top of the screen.
- Click on the name from the list that is displayed on the screen to begin the review process.

REVIEWING THE REGISTRATION

- Review the Registration Type Details, Questions, Files, Health Form Medical Release, Consents, and Invoice areas. Every event is different so the information being reviewed will be based on that event setup.
- Scroll to the bottom and make a selection. There are two main options for processing the event registration.

Comment There is a problem with the file y	omment There is a problem with the file you uploaded. Please make corrections, overwrite the file and resubmit everything again.			
Send Back	© Delety registration			
Approve	Accepts and locks in the registration. This includes locking in the payment method used.			
Send Back	Returns the event registration to the member for corrections or for deletion. A comment is required and will be emailed to the family email address.			
Block	Rejects the registration and does not allow the member to register again. This option should rarely be used and cannot be undone. This person will show up on all reports so it's recommended not to block registrations. Use the send back option with a note and delete the event from the person's profile directly.			
Delete	YOU CANNOT DELETE FROM THE AWAITING REVIEW SCREEN. Use the send back option with a note and delete the event from the member's profile.			

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