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4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE STATE/DISTRICT MANAGER GUIDE
EVENT REGISTRATION REVIEW
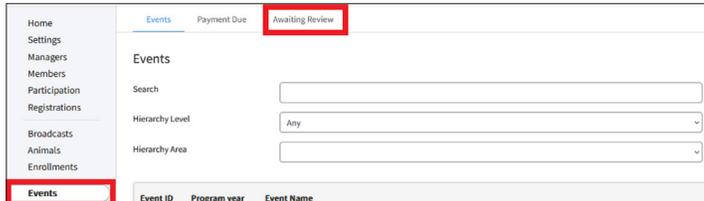
TEXAS A&M
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EXTENSION

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.

- Click on the Events link in the navigation pane 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 to begin the review process.
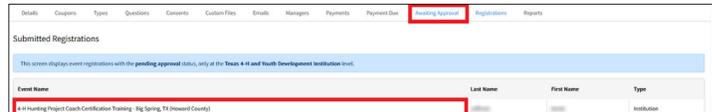

FROM EVENTS-AWAITING REVIEW LINK

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

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

- 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.

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.