

SETUP TIPS

- If the event is open to all counties in the state then create/duplicate the event while in the correct hierarchy called Texas 4-H and Youth Development – Institution. Once the event is created/duplicated it cannot be altered to change to a different hierarchy. You would need to create a new event with the same name for all other counties/districts selected.
- Make sure the Require Program Approval certification level is clicked (and county level if there are fees). District certification level is not needed if setup at the Institution level. Certification levels should not be changed once the event is active.
- The status of the event should be set to “Active” even after the event closes.

EVENT TITLES

Title Example: 2024 D6 4-H Shooting Sports Coaches Training - Monahans TX - October 16

- Include the District Number. Example: D6 or District 6
- Include the year or program year it takes place. Example: 2024-2025 or 2024
- Include the location. Example: Monahans TX
- Include the shortened date(s). Example: October 16-17
- Do not use too many special characters like parenthesis. Special characters like the “|” symbol causes programming issues especially in the download files area.

ACCOUNTING

To ensure the correct account is used on event deposits:

- Put the district number in the event name so it is easily identifiable to accounting staff.
- After the event is setup send an email to Jill Markley to let her know the account number to deposit funds into.