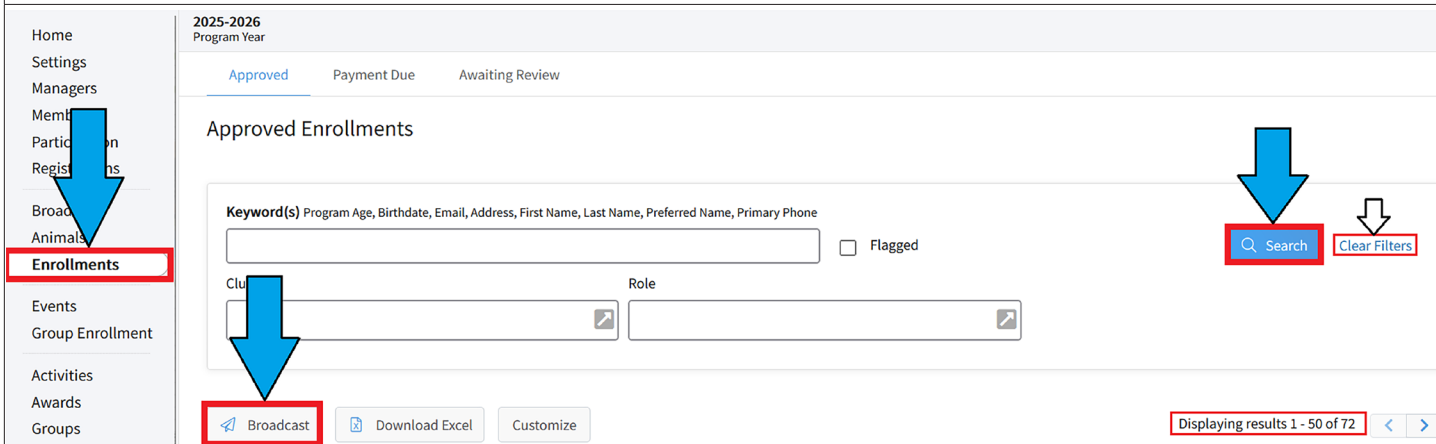


BROADCAST INFORMATION AND ENROLLMENT SEARCH SCREEN

Throughout the program, you'll find the Broadcast button located on various screens. This feature allows users to initiate the process of composing and sending an email directly from within the system. By clicking the Broadcast button, you can quickly access the email creation interface, making it easy to communicate important information to your intended recipients.

- Click the Enrollments link in the navigation menu on the left side of your screen.
- Click the Clear Filters link in the search area to reset any previous selections.
- You can type in keywords or use the dropdown menus to filter by: Club participation or Role. All dropdowns support multiple selections. You can choose more than one club or role in a single search. Click inside each field to view and select options, or leave fields blank to broaden your search.
- Click the blue Search button to display results. Results will appear at the bottom of the screen.
- Click the Broadcast button below the search area.



The screenshot shows the 'Approved Enrollments' search interface. On the left is a navigation menu with 'Enrollments' highlighted. The main area has tabs for 'Approved', 'Payment Due', and 'Awaiting Review'. Below the tabs is a search bar with a placeholder for 'Keyword(s)' and a 'Flagged' checkbox. There are two dropdown menus for 'Club' and 'Role'. At the bottom, there is a 'Broadcast' button, a 'Download Excel' button, and a 'Customize' button. A status bar at the bottom right indicates 'Displaying results 1 - 50 of 72'. Blue arrows point to the 'Enrollments' link, the 'Search' button, and the 'Broadcast' button.

Note: It is necessary to avoid changing the search criteria until the broadcast has been created and sent. Changing the search area before the broadcast is sent could cause wrong recipient lists.

BROADCAST WIZARD

Information Section

- In the Title field, enter a unique internal title for your message. This title is used for your reference only and will not be visible to recipients in the email.
- Next, enter the Subject of the email. This subject line will appear in the recipient's inbox and should clearly reflect the purpose or content of your message.

Recipients Section

- **Families:** Sends the email to the primary family contacts associated with each selected profile.
- **Members:** Sends the email directly to each individual member who has an email address on file. If a member does not have an email address, the message will be sent to their primary family's email address instead.

Email

Information

Title *

This title doesn't display in your emails. It's to help you identify each unique email.

Subject *

Appears as your email subject line.

Recipients

☒ Send to Families

Sends to primary families of all selected profiles

☐ Send to Members

Sends to each available member that has an email address on record, if an email address does not exist, the primary family email is used

BROADCAST WIZARD - OPTIONS

- Click the Edit button next to the Options section to update or correct your broadcast email settings.
- Click the blue Save button to confirm and apply all updates.



Options

Edit



Recipient Type: Family
Send to All Families: Yes
Send to Emergency Contacts: No
Send to Unsubscribed: No
Use My Email as Reply-To: No
Send Text Message Notification: No

BROADCAST WIZARD - RECIPIENTS

Carefully review the list of recipients generated based on your selections to ensure accuracy.



Recipients

Download Recipients

Displaying results 1 - 3 of 3



Names

Email

Gene Training

4honline@agnet.tamu.edu

BROADCAST WIZARD - OPTIONS

Once the configuration, message content, and any attachments (if applicable) are complete and correct, click the blue Send button at the top of the page to deliver your message.

Tip: You can send test copies of the message to yourself or those at your same level before broadcasting to all recipients.

Setup Broadcast Email

Send

Send To Self

Send To Hierarchy Managers



Email Details

Edit

Broadcast Title: Training Broadcast
Subject: Training Broadcast
To: Member Search - 09/30/2025
From: txtrainingcounty@4honline.com



BROADCAST DASHBOARD

- Click the Broadcasts link in the navigation menu on the left side of the screen.
- Expand or collapse the program year list by clicking the plus (+) or minus (-) sign.
- Select the desired broadcast by clicking the title in the email list.
- Scroll through the page to view detailed information about the broadcast, including its delivery status, date, and time.



My Emails

Search
Search emails by title, author, subject, or status...

2024-2025

Email Title	Author	Status	Date Created	Date Sent
Important Harris County 4-H Enrollment Information	4-H Online	Complete	8/13/25, 1:02 PM	8/13/25, 1:19 PM
Gift Card Collection for Kerr Co and Affected Communities	4-H Online	Complete	7/7/25, 3:51 PM	7/7/25, 3:52 PM
Big Time in 9-9 Registration Update	4-H Online	Complete	3/31/25, 6:28 AM	3/31/25, 9:32 AM
December Clover Chronicles	4-H Online	Complete	12/4/24, 3:35 PM	12/4/24, 3:37 PM
Nutrition Workshop	4-H Online	Complete	10/29/24, 11:19 AM	10/29/24, 11:20 AM
Clover test	4-H Online	Draft	8/11/25, 3:13 PM	
test	4-H Online	Draft	7/18/25, 2:43 PM	
Harris County 4-H Leadership Conference	4-H Online	Draft	9/26/24, 1:42 PM	

2023-2024

Email Title	Author	Status	Date Created	Date Sent
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