

## **TEXAS 4HONLINE COUNTY MANAGER GUIDE**

## **BROADCASTS - OVERVIEW**





## **BROADCAST CENTRAL HUB**

Throughout the program, you'll see the Broadcast button on various screens. This feature lets users easily start composing and sending emails directly within the system. Clicking the button opens the email creation interface, streamlining communication with your intended recipients.

Once a broadcast email is created, it will appear on the Broadcast Screen—the central hub for managing and viewing all communications.

Click the Broadcasts link in the left-hand navigation menu.

## **PROGRAM YEAR SECTIONS** Broadcasts Use the plus (+) or minus (–) icons to expand or collapse the list of program years. Each broadcast is assigned to a specific program year and will be displayed within that section on the Broadcast page. Queue Depth: 3 Broadcasts If no broadcasts exist for a particular program year, that year Group Enro will not appear on the screen. **SEARCH** Broadcasts Type in keywords such as the email title, subject, or status Members to filter the list. Matching results will appear on the screen, Participation while non-matching items will be hidden. Registrations Broadcasts Queue Depth: 3 To reset the list and view all items again, simply remove the Enrollments keywords from the search field. Group Enrollmen Awards 2024-2025 Email Title 11/14/24, 7:32 AM County Bills **VIEWING** Email Title Click on the email title to open the broadcast and view its Managers full details. Members Participation Registrations jay test 9/3/24, 6:37 AM 9/3/24, 6:38 AM Broadc **STATUS** • Complete - The broadcast has been successfully created, Email Title Date Sent **Date Created** finalized, and sent to all intended recipients. 9/3/24, 7:00 AM • Draft - The broadcast has been created and edited but has not yet been sent. You can continue to update the jay test 9/3/24, 6:37 AM 9/3/24, 6:38 AM content, but recipient information is locked and cannot test2 9/3/24, 6:35 AM 9/3/24, 6:35 AM be changed. 9/3/24, 6:32 AM 9/3/24, 6:33 AM • Failed – The broadcast was created and an attempt to 9/3/24, 6:30 AM send was made, but it did not go through due to one or TEST AGER SYSTEM 5/20/25, 9:23 AM more issues. Common reasons include missing required elements, such as an empty email body.