

4H ONLINE COUNTY CHECKS

ENROLLMENT WITHOUT ANY INVOICING STEPS

HANDOUT 1

The first part of invoicing is marking the payment received from the family.
This part of the process is only for county use in tracking payments ready to have an invoice created.

1. LOGIN TO MANAGER ACCOUNT



2. NAVIGATE TO ENROLLMENTS SCREEN



Home

Settings

Managers

Members

Participation

Registrations

Broadsheets

Animal Health

Enrollments

3. CLICK THE PAYMENT DUE SUBTAB LINK

4. ALL THAT APPEAR NEED ALL OF THE INVOICING STEPS COMPLETED

2024-2025
Program Year

Approved

Payment Due

Awaiting Review

Payment Due

Last Name	First Name	County	Club	Total Due
Smith	John	Smith	Elite 4-H	\$30.00
Johnson	Emily	Johnson	BRIGGS COLEMAN 4-H	\$25.00
Williams	Michael	Williams	Highland Hustlers 4-H	\$25.00

IMPORTANT

INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES

RESOURCE AVAILABLE: [CREATE AN ENROLLMENT INVOICE - 5 STEPS](#)