

# TEXAS 4-H YOUTH ENROLLMENT

## DAILY COUNTY 4H ONLINE CHECKLIST



The county is the final and only level to approve a youth enrollment. Approval locks the family out to make changes to the information and locks in the payment method. Changes to the member record can still be made by the county office but the payment method cannot be changed after approval.

### PENDING COUNTY REVIEW

- Youth members appear on the awaiting review screen only when the record is ready to be approved.

[Download Instructions](#)

### PENDING PAYMENT REPORT

- Pulling a custom report and exporting to Excel is the best way to figure out what youth still owes money for enrollment.

[Download Instructions](#)

- Download Excel file to show declined credit card enrollments and events.

[Download Instructions](#)

### PENDING CHECK PAYMENT

Payment by Check is a 3-step process needs to be completed by the county office to send in payment and make the member active.

- Step 1: Apply Payment - Create the payment with notes for county recordkeeping.
- Step 2: Create Invoice - Create the invoice to send in county/club check with.
- Step 3: Print Invoice and Mail - Print the invoice and mail into the state office.

[Download Instructions](#)

#### Pending County Payment Notes

- County check payment designated was created by the member and approved by the county office. The payment has not been applied for county record keeping purposes.

[Download Instructions](#)

#### Pending Invoice Creation

- A payment was applied to the member's record but an invoice has not been created to send with the county/club 4-H check.

[Download Instructions](#)

#### Payment Not Received

- Invoice was created but the payment was not received at the State 4-H Office.

[Download Instructions](#)