

REVIEW THESE TIPS BEFORE CONTINUING TO NEXT PAGE

APPROVAL
LEVEL

Enrollment is only approved at the final level by the county office.
After approval the family will be locked out from making changes to that member profile. This includes consent, forms and waivers.

CLUBS AND
PROJECT

Every youth **MUST** have at least one club and project.
Use the SWAP club button instead of the delete button on the review screen if a club change is needed. This will ensure that the projects are retained in a club change.

PAYMENT
TYPE

Review the invoice at the bottom of the screen carefully.
If a credit card type is not listed then the check was selected when it was submitted.
The only time a payment method can be changed is before approvals. After approval the payment record is locked for changes. The state office cannot reverse a payment type.

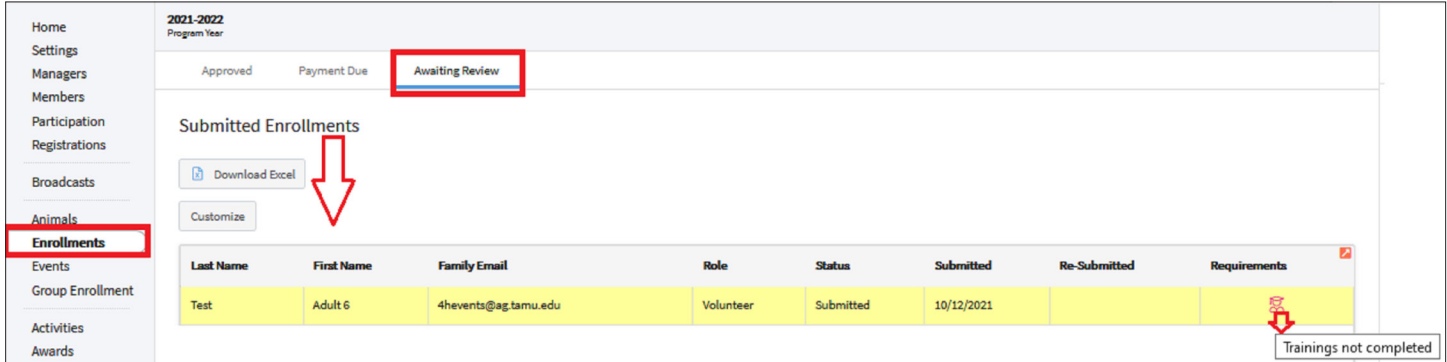
REVIEW
WAIT TIME

Wait 5 minutes in between clicking the approve button. The longer the wait time in between the better. This wait time becomes important when approvals are done with members of the same family.
There is not an undo button after the error pops up on the screen. Most credit card banks have a fraud filter in place so the credit card processor will reject and cancel out the transaction. This will require the family to return to the system to submit their payment again.

CONTINUE TO NEXT PAGE FOR INSTRUCTIONS

THE COUNTY IS THE ONLY LEVEL OF APPROVAL AND LOCKS IN THE PAYMENT TYPE

- Click the Enrollments link in the navigation menu on the left side of the screen.
- Click on the Awaiting Review sub-tab along the top of the screen. The screen will list all enrollments that have been submitted.
- Hover over the symbol in the requirements column to see what is needed before approval. Records that have an alarm clock symbol are ready to be reviewed.
- Click on the member's name to review their enrollment information.




2021-2022 Program Year

Approved Payment Due **Awaiting Review**

Submitted Enrollments

Download Excel Customize

Last Name	First Name	Family Email	Role	Status	Submitted	Re-Submitted	Requirements
Test	Adult 6	4hevents@ag.tamu.edu	Volunteer	Submitted	10/12/2021		 Trainings not completed

- Confirm that the role on the enrollment is correct.
- Scroll down to view the information on the screen and click to make limited edits if needed.



Enrollments

Birthdate: 11/15/09 Age: 12
Role: Club Member Grade: 7

Clubs

Club Name	County	Volunteer Type
Brazos Robotics 4-H Club	Brazos	

Projects

Edit

- View the invoice at the bottom of the screen to confirm that the payment type is correct. The county office can click the edit button to change to a payment by check if needed. There is not a way to reverse the payment type once approved on this screen.



Invoice - Payable Edit

Texas 4-H and Youth Development - Club Member Program Fee	\$25.00
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MasterCard 51001-10000-10000-3664

- Click the selection that is appropriate for this member profile.

Approve	Accepts and locks in the enrollment. This includes locking in the payment method used. See tips sheet before you click this option.
Send Back	Returns the enrollment to the member for corrections or for the manager to delete. A comment is required and will be emailed to the family email address.
Block	Rejects the enrollment and does not allow the member to enroll again with this profile. This option should NOT be used and cannot be undone. This person will show up on all reports so it's recommended not to use this option. Use the send back option with a note and delete the current year.



Comment

There is a problem with the file you uploaded. Please make corrections, overwrite the file and resubmit everything again.

Send Back Block Approve