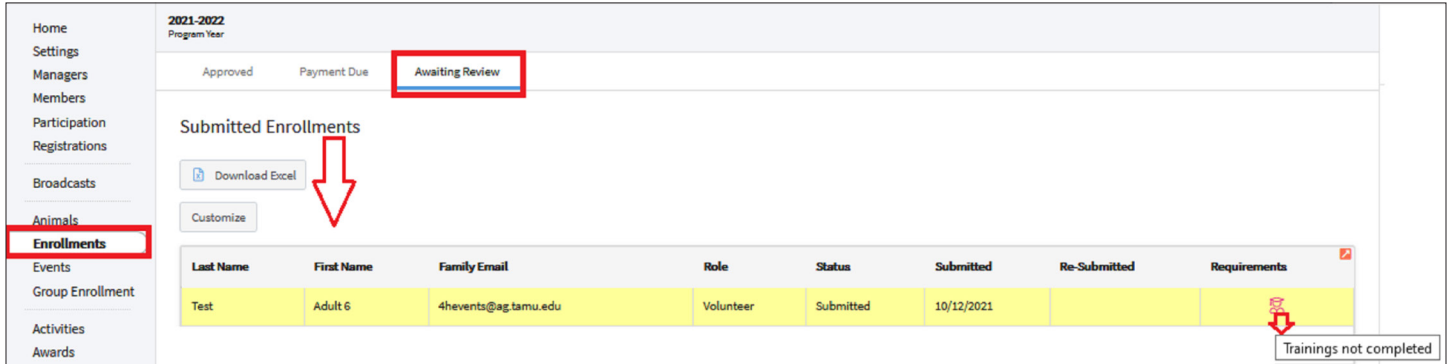


THE COUNTY IS THE ONLY LEVEL OF APPROVAL AND LOCKS IN THE PAYMENT TYPE

- Click on the Enrollments link in the navigation pane 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**

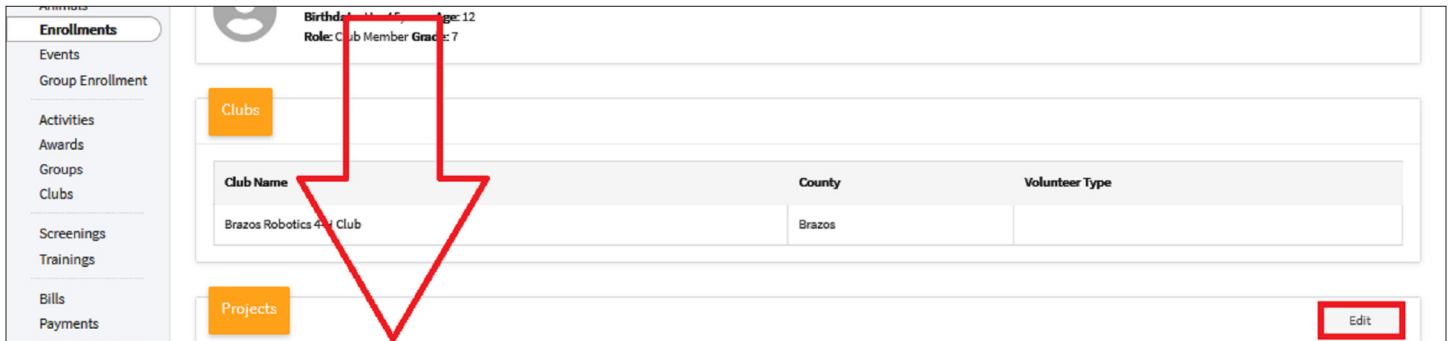
Submitted Enrollments

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.



Enrollments

Birthdate: 11/15/2009 Age: 12
Role: Club Member Grade: 7

Clubs

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

Projects Edit

- Scroll down to view the information on the screen and click to make limited edits if needed.
- 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
MasterCard	5000-10000-10000-3664

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

SEND BACK	BLOCK	APPROVE
Removes the awaiting review status and opens the profile back up for family edits. The required comment will be emailed to the family email.	In rare cases, the member needs to be prevented from being a member. This member will not be allowed to enroll for the entire current 4-H year only.	Approval locks the member profile and payment method. The payment is processed and the family receives an email.

Comment

Send Back Block Approve