

TEXAS 4HONLINE COUNTY MANAGER GUIDE

PARTICIPATION SEARCH ENROLLMENT STATUS

FROM SEARCH TO SPREADSHEET: ENROLLMENT STATUS AND WHAT IT MEANS

STATUS	CLOVER KID	CLUB MEMBER	VOLUNTEER	CHANGES	WHAT TO DO
Approved	Approved and Paid	Approved and Paid	Approved and Paid	LOCKED	Participate in Texas 4-H
Payment Due	Declined Credit Card or Step 1 Invoicing Needed	Declined Credit Card or Step 1 Invoicing Needed	Declined Credit Card or Step 1 Invoicing Needed	LOCKED	Family-CC: Resubmit Credit Card Payment County-Check: Receive Payment - Step 1
Payment Not Received By Institution	County Check Not Received	County Check Not Received	County Check Not Received	LOCKED	County: See Step 2 Creating Invoice or County: See Step 3 Mailing Check
Awaiting Review	County Review Needed	County Review Needed	County Review Needed	COUNTY CAN RETURN	County: Download Review Instructions
Submitted	Does Not Apply To Youth	Does Not Apply To Youth	Volunteer needs to submit screening or complete trainings	COUNTY CAN RETURN	Family: Complete the Screening (and approval) Family: Complete the Volunteer Orientation Family: Complete the Child Protection
Incomplete	Enrollment Not Submitted	Enrollment Not Submitted	Enrollment Not Submitted	NOT LOCKED	Family: Complete Youth Enrollment Family: Complete Adult Application
Resubmit	County sent back to Family	County sent back to Family	County sent back to Family	NOT LOCKED	Family: Resubmit Youth Enrollment Family: Resubmit Adult Application County: Delete Current Year Enrollment
Not Participating/ Dismissed	Program Year Dismissal	Program Year Dismissal	Program Year Dismissal	CAN BE REVERSED	N/A
Archived	Hidden from Family View	Hidden from Family View	Hidden from Family View	CAN BE REVERSED	County: Archive Member County: Archive Member Reactivation

ENROLLMENT STATUS INSTRUCTIONS