TEXAS 4HONLINE COUNTY MANAGER GUIDE
ENROLLMENT STATUS
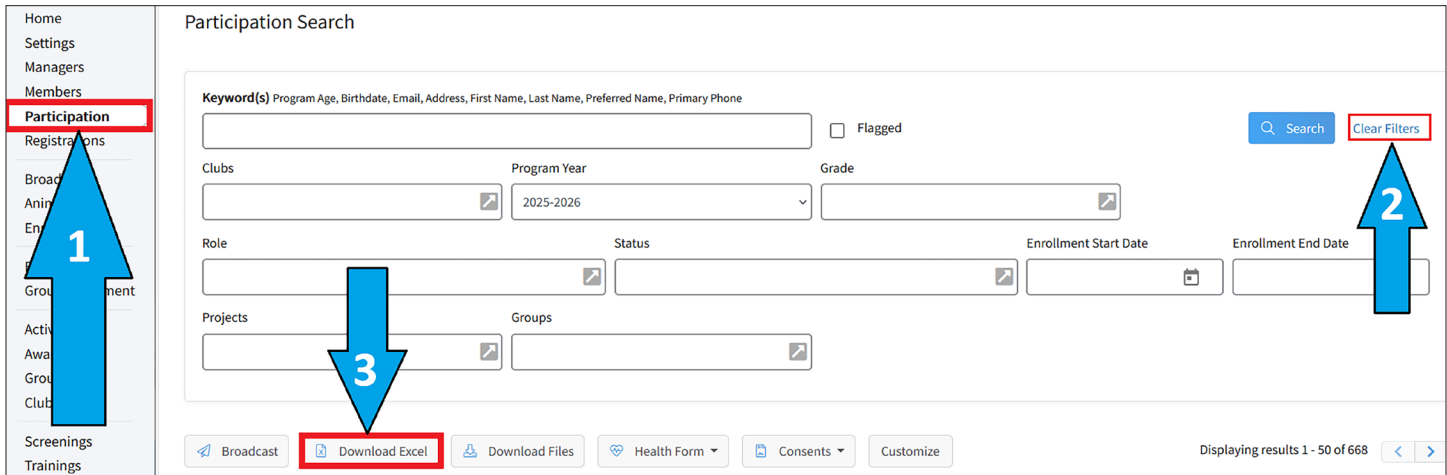https://youtu.be/I8CzD3edVYo

ENROLLMENT STATUS PARTICIPATION SEARCH

- Click the Participation link in the navigation menu on the left side of the screen.
- Click the Clear Filters link in the search area.
- The enrollment results for the will be displayed at the bottom of the screen.
- Click the Download Excel button.

- Find and open the Excel file from your device to filter and sort.

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ENROLLMENT STATUS DESCRIPTIONS AND INSTRUCTIONS

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