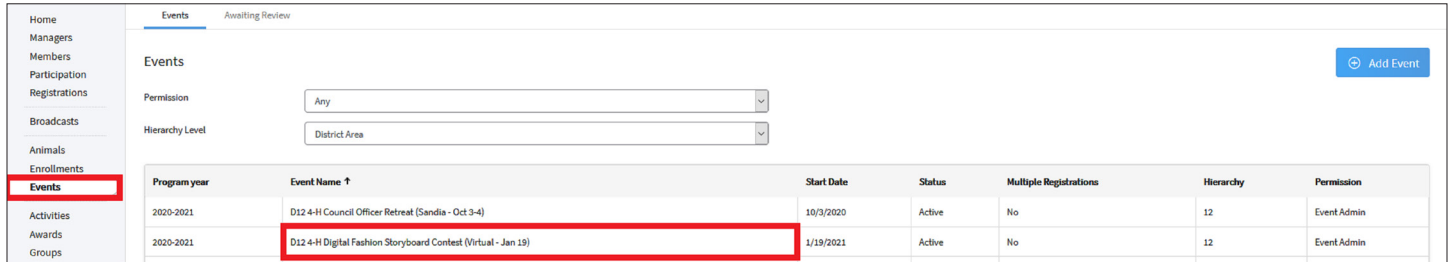
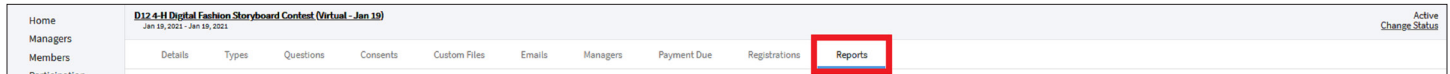


1. Click the Events link on the navigational pane.
2. Click the name of the event from the Events list. Check the hierarchy level if the event is not showing up. (District or Institution)



Program year	Event Name ↑	Start Date	Status	Multiple Registrations	Hierarchy	Permission
2020-2021	D12 4-H Council Officer Retreat (Sandia - Oct 3-4)	10/3/2020	Active	No	12	Event Admin
2020-2021	D12 4-H Digital Fashion Storyboard Contest (Virtual - Jan 19)	1/19/2021	Active	No	12	Event Admin

3. Click the Reports sub-tab along the top of the screen.



4. Click the Add Folder button on the right side of the screen.
5. Click the name of the folder created in the previous step.
6. Click the Add Report button on the right side of the screen.



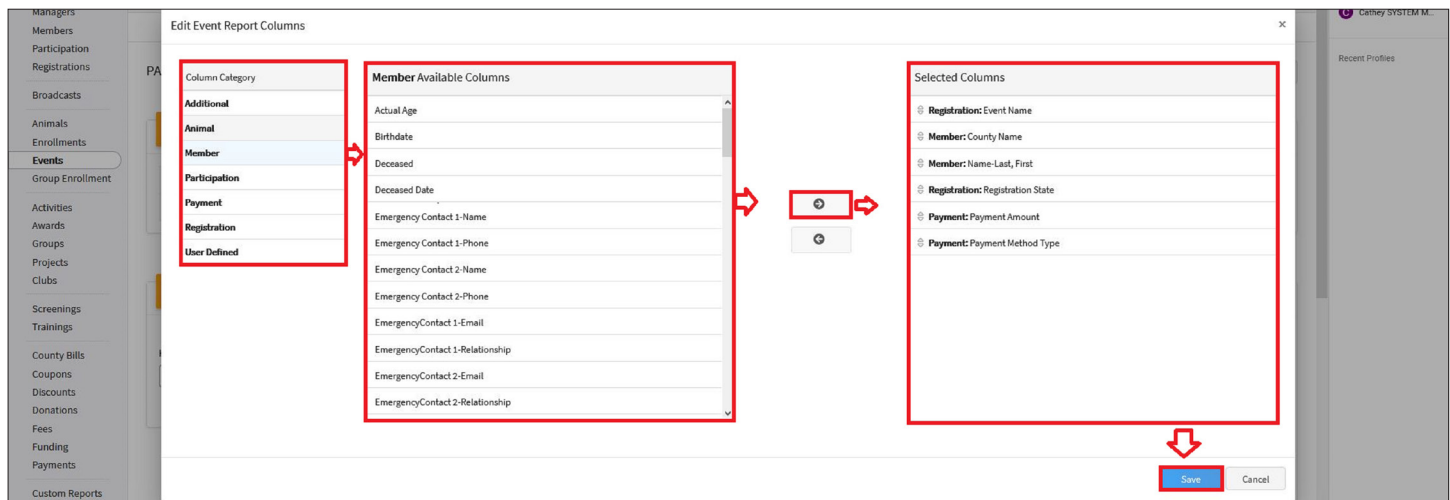
7. Click the blue Edit button under the Reports Columns section.



8. Move the following Available Columns over to the Selected Columns area:

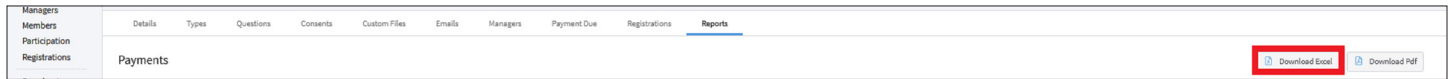
- **Registration** Event Name
- **Member** County Name
- **Member** Name-Last, First
- **Registration** Registration State
- **Payment** Payment Method Type
- **Payment** Payment Amount

9. Click the blue Save button.



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10. Click the Download Excel button along the top of the screen.



11. Open the Excel file from the previous step to filter and sort for the desired results.

### How To Read The Report - See example report below:

County Name	Name-Last, First	Payment Amount	Payment Method Type	Registration State	WHAT DOES IT MEAN
Anderson		\$35.00	NonElectronic	Approved	PAID
Andrews		\$35.00	MasterCard	Approved	PAID
Angelina		\$35.00	VISA	Approved	PAID
Bell		\$35.00	Discover	Approved	PAID
Brazos		\$10.00	Approved	NonElectronic	PAID
Anderson		\$35.00	NonElectronic	OutstandingInvoice	INVOICE STEP 1&2 NOT COMPLETED AND STATE OFFICE HAS NOT RECEIVED
Brown		\$35.00	NonElectronic	OutstandingInvoice	INVOICE STEP 1&2 NOT COMPLETED AND STATE OFFICE HAS NOT RECEIVED
Atascosa		\$35.00	MasterCard	OutstandingInvoice	CREDIT CARD ISSUE - FAMILY NEEDS TO LOGIN TRY AGAIN
Nueces		\$35.00	MasterCard	PaymentNotReceivedByInstitution	INVOICE STEP 2 NOT COMPLETED/STATE OFFICE HAS NOT RECEIVED
Nueces		\$35.00	MasterCard	PaymentNotReceivedByInstitution	INVOICE STEP 2 NOT COMPLETED/STATE OFFICE HAS NOT RECEIVED
Brazos		\$5.00	NonElectronic	PaymentNotReceivedByInstitution	INVOICE STEP 2 NOT COMPLETED/STATE OFFICE HAS NOT RECEIVED

### County Check Payments

View a few 4HOnline screens to make sure all county check payments are being processed correctly.

<a href="#">Payment Without Invoice - Event</a>	This is a county check payment designated by the member and approved at the final level. The 3-step invoice process needs to be completed by the county office to send in payment. The payment method is not reversible.
<a href="#">Invoice Not Created</a>	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.
<a href="#">Invoice Without Received Payments</a>	A payment invoice was created but the payment was not received at the State 4-H Office.

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