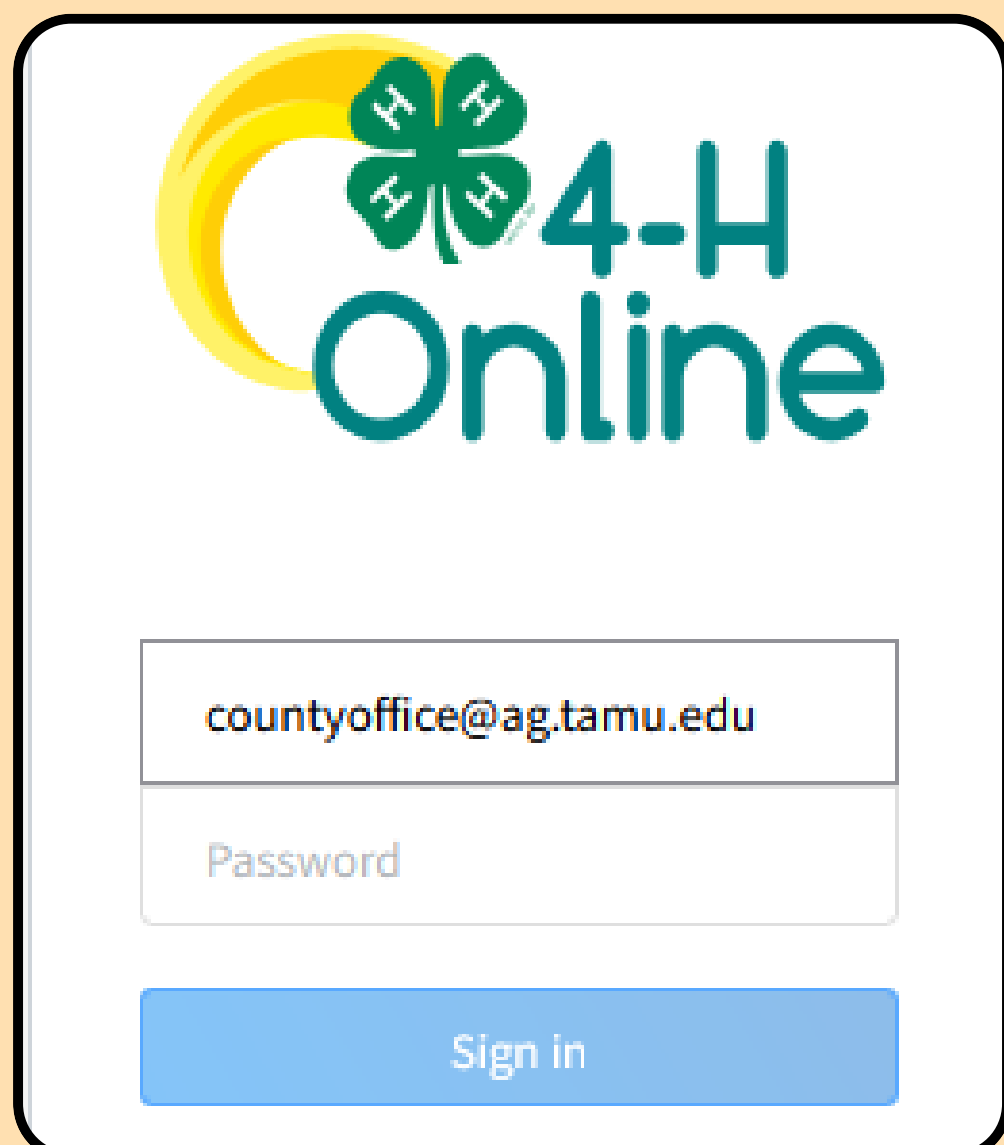


4H ONLINE COUNTY CHECKS EVENTS WITHOUT ANY INVOICING STEPS

HANDOUT 1

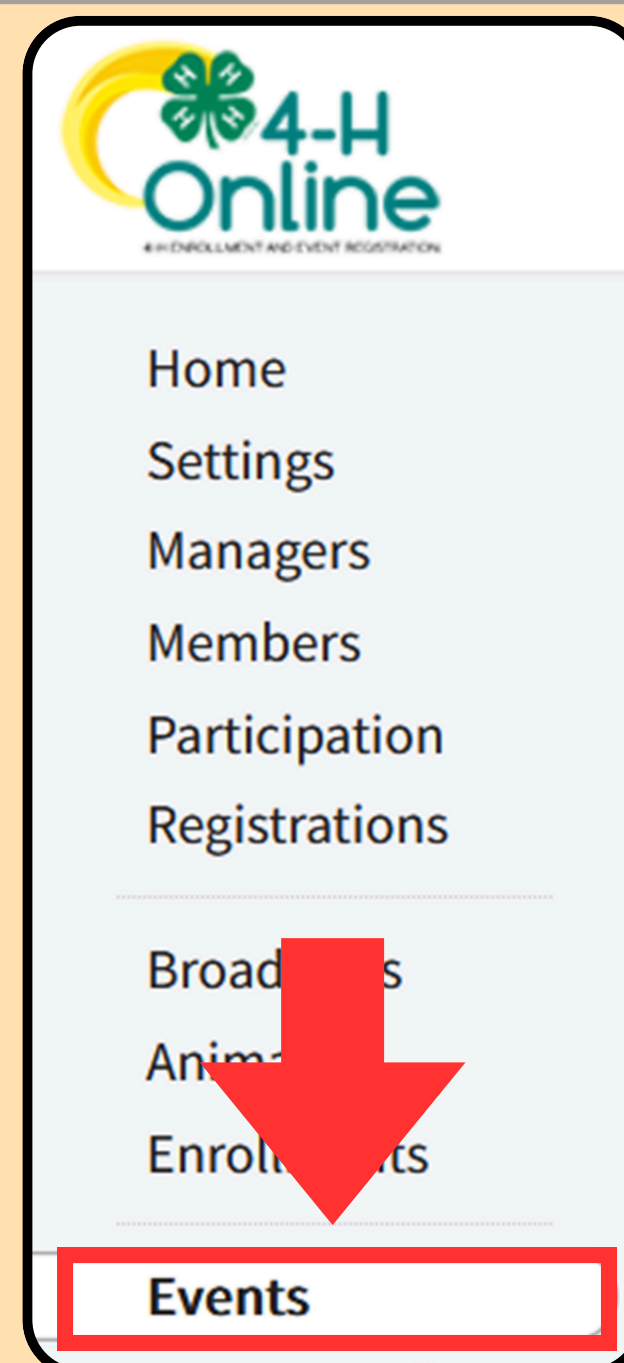
*The first part of invoicing is marking the payment received from the family.
This part of the process is only for county use in tracking payments ready to have an invoice created.*

1. LOGIN TO MANAGER ACCOUNT



The login screen for 4-H Online. It features the 4-H Online logo at the top. Below the logo are two input fields: one for the email address (countyoffice@ag.tamu.edu) and one for the password. A blue 'Sign in' button is located at the bottom.

2. NAVIGATE TO EVENTS SCREEN



The navigation menu for 4-H Online. It lists several options: Home, Settings, Managers, Members, Participation, Registrations, Broad...s, Anim..., and Enroll...ts. A red arrow points down to the 'Events' option, which is highlighted with a red box.

3. CLICK THE PAYMENT DUE SUBTAB LINK 4. ALL THAT APPEAR NEED ALL OF THE INVOICING STEPS COMPLETED



The 'Payment Due' subtab screen. It shows a table with the following data:

Event Name	Last Name	First Name	Total Due
District 9 4-H Archery Contest	[REDACTED]	Brady	15

A red arrow points up to the 'Payment Due' subtab link.

IMPORTANT

INDIVIDUALS LISTED ARE LOCKED IN AS A CHECK PAYMENT METHOD
THE TOTAL DUE FOR ANYBODY LISTED CANNOT BE ALTERED ONCE IT APPEARS ON THIS SCREEN
ONCE STEP 1 - MARKING PAYMENT RECEIVED - THERE ARE NO EDITS TO THE NOTES

RESOURCE AVAILABLE: [CREATE AN EVENT INVOICE - 5 STEPS](#)