

TEXAS 4HONLINE COUNTY MANAGER GUIDE DELETE INCOMPLETE ENROLLMENT



- Click the Members link in the navigation pane.
- Click the Clear Filters link in the search area.
- Change the Status area to Incomplete.
- Click the blue Search button.
 Click the member's name at the bettern in the search results

Online	Texas 4-H Youth Program								Q	Cathey Trainin	system MANAGER Mist g, County		
, Home Settings Managers	Member Search Create Fam												Create Family
Members Participation Registrations	Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone Image: Class State Image: Class State Class State											Clear Filters	
Broadcasts	Clubs					Grade							
Enrollments Events Group Enrollment	Rol	Role Status Enrollmer							Enrollment Sta	art Date	En	d Date	
Activities Awards													
Groups Clubs	ps s Download Excel 😔 Health Forms -												
Screenings Trainings	1.05	Member #	Last Name	First Name	Program Age	Member Email	Role	Enrollment County	Primary Club	Grade	Last Active	Status	Requirements
Bills Funding		770717	Smith	Abigail	14	4hevents@ag.tamu.edu	Club Member	Training	Training Club	9	2022-2023	Incomplete	8
Payments		762587	Smith	Project	19	4hevents@ag.tamu.edu	Club Member	Training	4-H Club - NO FEES	12	2022-2023	Incomplete	8
Custom Reports Standard Reports	P	776509	Aguilar	Luis	14	4hevents@ag.tamu.edu	Club Member	Training	Training Club	9	2022-2023	Incomplete	8

• Click red Delete link at the bottom of the screen. If the Delete link does not appear then the enrollment cannot be removed.



THE DELETE BUTTON WILL ONLY REMOVE THE CURRENT YEAR ENROLLMENT A MEMBER RECORD REMAIN IN THE SYSTEM AFTER CREATION EVEN IF DELETED

• Click the blue Confirm button to confirm the deletion.

Events	Project Smith									
Texas 4-H Youth Program	2022-2023 Club Member Enrollment (Senior)									
Enrollment	0		3		6	6				
About You	Clubs	Projects	Quartiens	Health Form	Conconte	Confirm				
Activities			Delete enrollment?			×				
Animals	Delenser	01-1				-				
Awards	Primary	Club	A			R				
Clubs	Primary	4-H Club - NO	Are you sure you want to delete this enrollment?			\$0.00				
Consents										
Groups					Contract Consult					
Health	Select Units				Confirm					
Invoice										
Projects										

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



Enrollment

About You

Note Date



7

File

HOW A DELETED ENROLLMENT RECORD APPEARS ON THE FAMILY'S MEMBER LIST SCREEN A MEMBER RECORD REMAIN IN THE SYSTEM AFTER CREATION EVEN IF DELETED OLICK the Member List link in the navigation menu.

Email

Note Type

Direction

• Confirm that the words Enroll Now appear in the member's record area.

Public Note

Private Note

Subject

Member List					
Family Events		Smith		Add Member	
Credit Cards		Texas 4-H and Youth Development 4hevents@ag.tamu.edu			
Login History Email History		1470 WILLIAM D FITCH PKWY COLLEGE STATION, TX 77845-4645 111-111-1111 Training County		,	
	Member		Programs		Welcome to the new version of 4-H Online! Add family members by clicking on Add Member at
	Abigail Smith Dec 21, 2007	1#770717 View	Texas 4-H Youth Program Enroll Now	n	the top of this page. To enroll in a program click on the Enroll Now link under the program name. If it shows Continue Enrolling under a program that means you have not completed

HOW A DELETED ENROLLMENT RECORD APPEARS ON THE MEMBER SEARCH SCREEN

A MEMBER RECORD IS LABELED AS DELETED IF THE CURRENT YEAR WAS REMOVED

Home Settings Managers	Member Search											
Members Participation Registrations	Keyword(s) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone	ar Filters										
Animals Enrollments Events Group Enrollment Activities	Role Status Enrollment Start Date End Date Club Member × Image: Club Addition of the start Date Image: Club Addition of the start Date Image: Club Addition of the start Date	ē										
Awards Groups Clubs Screenings Trainings	Image: Stress	f1 < >										
Bills Funding	T48779 Smith Jane 14 4hevents@ag.tamu.edu Club Member Training 4-H Club - NO FEES 9 2022-2023 Deleted											

CLICK TO ENROLL NOW FROM THE MEMBER LIST SCREEN TO START THE ENROLLMENT AGAIN

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