

TEXAS 4HONLINE COUNTY MANAGER GUIDE

NAVIGATION LINKS OVERVIEW

https://youtu.be/ZvFrYOA_qmc

	Home	An overview of enrollments and events totals and the download password.
	Settings	County manager settings can be adjusted on this screen. Areas that can be adjusted are overall payment instructions and enrollment payment options.
Home	Managers	Current state-approved county managers.
Settings	Members	Search for members to navigate to profiles for viewing membership details.
Managers	Participation	Search for member based on how they are involved in the program. This is the main screen recommended to use for status.
Members	Registrations	Current program year event registrations based on the search specifications.
Participation	Broadcasts	Setup and view communications with members and families.
Registrations	Animals	Search: Dog or Horse animal validations based on the search specifications.
Broadcasts	Animals	Awaiting Review: The county review of animal validations for final approval.
Animals	Enrollments	Approved: Current program year paid enrollment based on the search specifications. The main screen for approved and paid member profile changes.
Enrollments	Enrollments	Payment Due: Invoicing Step 1 - Receiving member payments for check payments.
Events	Enrollments	Awaiting Review: The county review of enrollment for final approval.
Group Enrollment	Events	Events: State and District event list. The report event sub-tab is where the county will create event registration reports.
Activities	Events	Payment Due: Invoicing Step 1 - Receiving member payments for check payments.
Awards	Events	Awaiting Reviews: The county review of event registration for final approval.
Groups	Group Enrollment	Screen to collect county programming efforts outside of 4-H membership.
Clubs	Activities	Optional: Setup county activities that can be added to member profiles.
Trainings	Awards	Optional: Setup county awards that can be added to member profiles.
Bills	Groups	Optional: Setup county groups that can be added to member profiles.
Funding	Clubs	Approved club list for current program year. Details and paperwork available.
Payments	Trainings	Adult volunteer training based on the search specifications.
Custom Reports	Bills	A list of invoices for the county and also where the county creates an invoice.
Standard Reports	Payments	County payment statuses based on the search specifications.
	Custom Reports	Custom enrollment report area to pull information related to member profiles.
	Standard Reports	Preset report downloads that generate annual federal report totals for each county.