texas.4honline.com
4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

TEXAS 4HONLINE COUNTY MANAGER GUIDE
NAVIGATION: ENROLLMENTS - APPROVED/PAID
https://youtu.be/eY8AbCu5BsI

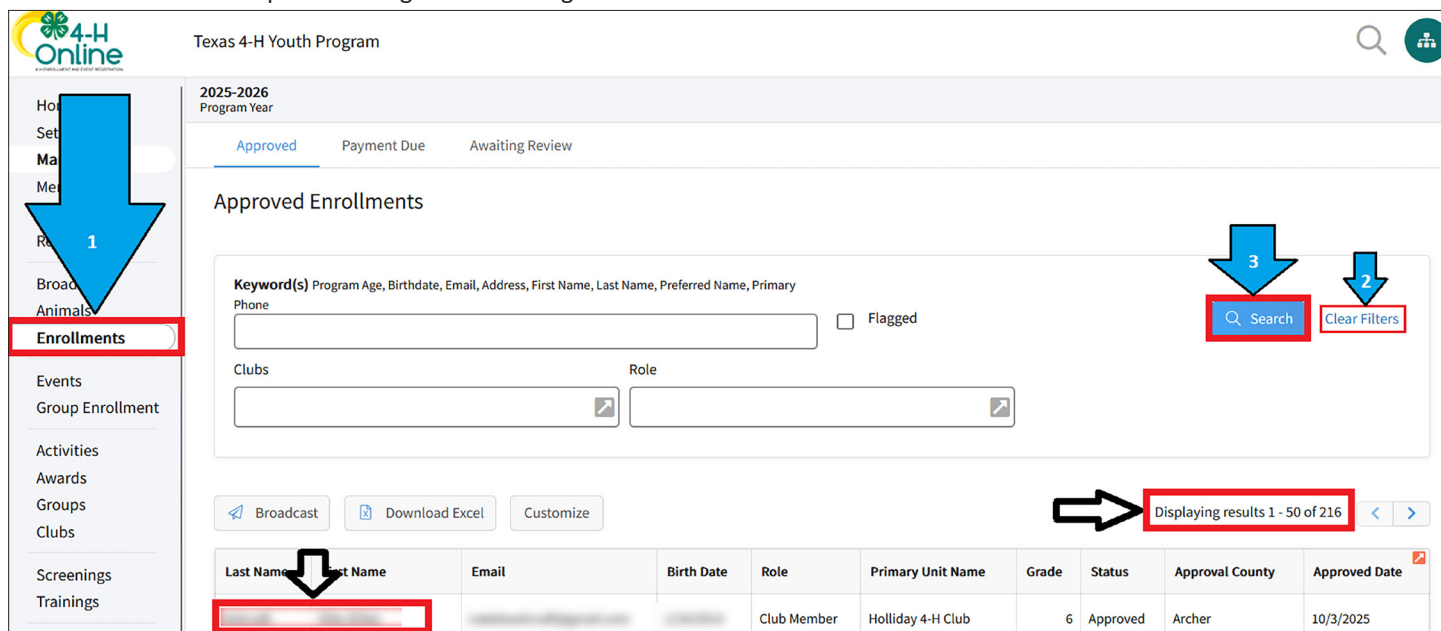TEXAS A&M
AgriLife
EXTENSION

APPROVED AND PAID ENROLLMENT SCREEN SEARCH

The Enrollment link includes sub-tabs for viewing Approved, Payments Due, and Awaiting Review enrollments. Member records displayed under the Approved tab represent enrollments that have been approved, paid and cleared to register for events and activities for the current program 4-H year.

• Click the Enrollments link in the navigation menu on the left side of the screen.
• Click Clear Filters in the search area to reset any previous search criteria.
• You can search using keywords or filter by Clubs or Role.
  Tip: These are multi-select menus, so you can choose more than one option in each category. Click inside the field to open the drop-down menu. Leaving fields blank will broaden your search.
• Click the blue Search button to display results. Results of the approved and paid members will appear at the bottom of the screen.
• Click a member's name to open their member record. From there, you can view all details about the member and are able to edit all areas with the exception of the grade if it changes their role from member to clover kid or vice versa.
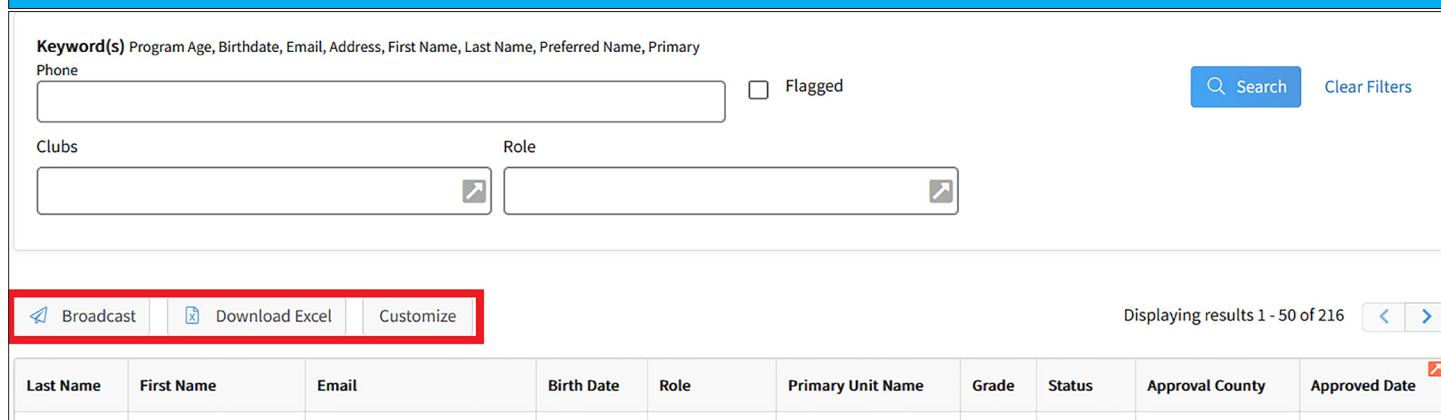
ADDITIONAL SCREEN OPTIONS

Broadcast Emails	You can send messages directly to members listed in the results area. To begin, click the Broadcast button. This will open a dialog box that guides you step-by-step through the communication process.
Download Excel	To export the member data, click the Download Excel button. The downloaded file will include a predefined list of fields from member enrollment records.
Customize	Use the Customize button to toggle fields on or off. This only affects your individual view while you're logged in—it does not change what appears in any downloaded files. If needed, click the orange northeast-facing arrow to enlarge the screen and display all available fields.