

### ENROLLMENT TAB

Search	My Account	Managers	Options	Confirm Members	Schools	Clubs	Activities	Awards	Groups	Group Enrollment	Reports
Dashboard				Enrollment						Reporting	

- Search: Search for family and individual enrollment and status.
- My Account: Update county email and contact information.
- Managers: Create manager accounts for an extension employee.
- Options: Set payment methods and other county options.
- Confirm Members: Confirm and view status of enrollments.
- Schools: Add school alias to schools placed into the system by the programmer via the United States Department of Education.
- Club: Update club password and meeting location.
- Activities, Awards, Group: Manage the activities, awards and groups.
- Group Enrollment: Manage group enrollments. (School Enrichment/Special Interest)
- Reports: Create and view reports related to enrollment.

### EVENT TAB

Search	Confirm Registrations	Events	Calendar	Locations	Views	Reports
Dashboard	Events		Calendars		Reporting	

- Search: Search for event registrations.
- Confirm Registrations: Confirm event registrations.
- Events: List of events and activities.
- Calendar: View calendar items.
- Locations: Add locations.(for district offices use)
- Views: Edit calendar views for the public.(for district offices use)
- Reports: Create and View reports related to event registrations.

### ANIMALS TAB

Search	Beef Cattle	Dairy Cattle	Goats	Horses	Llama/Alpaca	Poultry	Rabbits	Sheep	Swine	Small Pets	Dogs	Training
Dashboard	Livestock								Other		Quality Assurance	

- Search: Approve, view and search for animals by name, animal type(Horse and Dog), status, etc.

### CONNECT TAB

Messages	Notes	State Forum	Newsletters	Broadcast Emails	Schedules
Communication					

- Messages: Send message to a 4-H family in the 4-H CONNECT system. Attachments cannot be included.
- Notes: Search and view notes that have been added. Click on the clickable link under the [Note#] column. This window allows you to create a new note or edit a note already created.
- State Forum: View questions submitted by others requesting 4HConnect assistance.
- Newsletters: Post a newsletter in PDF format no larger than 3MB in size. This information will appear on the home page of every 4-H Connect family login screen in your area.
- Broadcast Emails: Allows county offices to send messages (no attachments) to members in a county, club, project, etc.
- Schedules: Setup schedules to allow members to sign up for timeslots. This is available at the county level.

### FINANCES TAB

Transfers	Payments	Invoice Items	Scholarships	Reports
Transactions		Settings		Reporting

- Transfers: Create and Create transfer invoices for animal validation, enrollment and event payments.
- Payments: Search for payment method and statuses.
- Invoice Items: View discounts.
- Scholarships: View scholarships.
- Reports: Run financial reports for animal validation, enrollment and event payments.

### DATA TAB

Audit Search	Member Options	Enrollment Issues	Event Issues	Connect Issues	Financial Issues
Dashboard	Data Cleansing	Data Validation			

- Audit Search: View member changes and edits.
- Members Options: Member management area.
- Enrollment Issues: Lists issues for the current year for the ES237 report.
- Event Issues: List of transfer invoice event issues.
- Connect Issues: Not for Texas.
- Financial Issues: List of transfer invoices not assigned.