UtahState University
COOPERATIVE EXTENSION

WHAT'S WHAT AT THE COUNTY LEVEL

Enrollment Tab	
	Search Icon: Perform searches for both families and individual profile. Check status of enrollments.
	My Account Icon: Update county email, contact information.
	Options Icon: Determine payment methods for families to use for enrollment.
	Confirm Members Icon: Confirm Adults & Youth enrollment.
	Schools Icon: Add school alias to schools placed into the system by the programmer. The lists of schools preprogrammed are provided by the United States Department of Education. If a school is not listed, members can add as they register.
	Club Icon: Add charter and deactivate county clubs. Grant 4honline access to Club Leaders.
	Activities & Awards Icons: Update a youth/adult profile with the activities and awards for that person throughout the year which is then added to the members "4-H participation history."
	Groups & Group Enrollment Icons: Enter Groups and Group Enrollments for county. (School Enrichment/Special Interest)
	Payments Icon: Process and develop invoices for Adult Volunteers who need to be screened through Youth Protection Standards.
	Reports Icon: Create reports related to enrollment.

Event Registration Tab	
	Search Icon: Perform searches for event registrations by name, event, dates, status, etc.
	Confirm Registration Icon: Confirm registrations for activities and events that are pending.
	Reports Icon: View, create, and share reports related to event registrations.
	All other icons on Event Registration Tab are primarily for district and state level event management.

Connect Tab	
	Messages Icon: Send internal individual messages to others in the 4-H CONNECT system. This includes requesting help from your district office/specialist/secretary, state office, or sending messages directly to 4-H families. This is strictly for the purpose of delivering messages without attachments.
	Notes Icon: Viewing of profile Notes. When you are on the Enrollment Tab - Search area and you click on the person's name (not the edit button) it will open up a quick edit window that allows you to edit information, including adding notes about a profile for recording items/notes, reminders. The Notes Icon allows you to see all notes added profiles in one area! These notes can be shared from the county to state level, but are not seen by the 4-H family.
	State Forum Icon: Participate in state forums. If you have a question about something in 4-H CONNECT and need help, post a question in the State Forum. Your message is posted on the home page of every county for others to respond and help you out!
	Newsletters Icon: Post your county 4-H Newsletter and/or other time sensitive materials on the home page of every 4-H CONNECT family in your county. No more excuse of "I didn't receive the 4-H Newsletter." Post it for a couple of months and then take it down! Newsletters or other materials must be in pdf format and no larger than 3MB in size.
	Broadcast Emails Icon: Broadcast a message to everyone in your county through the Broadcast Email option. This tool allows county offices to send messages (no attachments) to everyone in the county. This "to" list can be customized by any feature you wish by creating a custom report first and then selecting that report in the email setup process. Now you can send a message to all the members in one project, one club, or all your club presidents, etc!

Finances Tab	
	Transfers Icon: Develop transfers invoices for enrollment and event payments.
	Payments Icon: Check payment methods and statuses of enrollment and events.
	Invoice Items Icon: Create discounts that the county, etc. will pay for.
	Scholarships Icon: Setup discounts across the board for your entire county or a club. Setup individual scholarships for 4-H members for either enrollment participation fees or events.
	Reports Icon: Run reports for financial matters for both enrollments (youth) and event registration.