

From:

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It is that time of year that event registration has taken the lead on 4-H CONNECT. As county offices and agents are now in the process of getting 4-H members and volunteers registered for the summer events and camps we want to remind you about some important tips and hints that will make the approval and submission process easier for the county offices and our 4-H families. Please review the points below and if you have any questions, please call!

- **THE DELETE AND BLOCK REGISTRATION** button: This button found at the end of the event registration process should only be used if you are 100% sure you want to block the 4-H member from registering today, tomorrow, or forever for this event! Once it is click it is LOCKED and it can't be changed! If you need to send an event registration back to the 4-H member/family use the "RETURN TO MEMBER" button.
- **REVIEW, REVIEW, REVIEW** the event registration before you send it on! The extra time spent on the county level actually reviewing the event registrations ensures the accuracy and minimizes the possibility of the registration being returned to the 4-H member/family.
- **WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT AUTHORIZATION FORM NOW AN AREA ON 4-H CONNECT.** There is a new section for the members and volunteers called "MEDICAL." This will be where 4-H members and volunteers can now complete on-line the Waiver, Indemnification, and Medical Treatment Authorization Form. This form will not be mandatory to complete until the 2012-13 4-H year, but it will be mandatory for some 2012 summer events such as TEXAS 4-H ROUNDUP. Because it can be completed now, please make sure that all your 4-H members and volunteers complete it during their Roundup registration process. Once it is on the computer you will not need to have it completed for each event – just print it out and send a copy with the 4-H member if they are traveling with an adult other than their parent/guardian.
- **TRANSFER CANNOT BE CREATED UNTIL THE REGISTRATION HAS BEEN CERTIFIED AT THE COUNTY LEVEL.** Wondering why you can't find or create a transfer for event registration? You may need to check and see if you have certified the event registration. Event registrations will not appear in your "Quick Add" section until they have been certified at the county level.

- **TRANSFERS (INVOICES):** Please, please make sure you are completing and submitting the TRANSFER with your county/club payment. Some are still submitting individual registration/enrollment receipts. It needs to be the correct form in order to process the payment. PRINT AND REVIEW THE DOCUMENT ATTACHED TO THIS E-MAIL IF YOU NEED ASSISTANCE IN CREATING THE TRANSFERS. THESE MUST BE USED FOR ENROLLMENT, EVENT REGISTRATION, HORSE VALIDATION. FAILURE TO CREATE A TRANSFER AND SUBMIT PAYMENT IS WHAT PROMPTS E-MAIL MESSAGES FROM THE TEXAS 4-H FOUNDATION STAFF CONCERNING THE PROCESSING OF YOUR PAYMENTS!
- **TRANSFERS AND PAYMENT AMOUNTS** must match! The system is all automated now to where if you mark through items on transfers (i.e. marking a registration out) and prepare your check for a different amount than what it the transfer is it cannot be posted. Contact your District 4-H Specialist/Secretary or the State 4-H Office before you mail those type of transfer or payments so it can be corrected or properly adjusted! If not, payments are delayed in processing, or cannot be processed at all.
- **CLUB/COUNTY CHECKS** being turned off for families to select only works with the enrollment feature this year. This means that as 4-H families register for events they will have the option of paying by county/club check. Please communicate with your families on how they should be paying for events! Also make sure you review the event registration before you submit it to ensure the correct payment type! Once it is submitted and approved it cannot be changed.
- **USE OF INFORMATION ON 4-H CONNECT** is property of the Texas AgriLife Extension Service and Texas 4-H. Before any information is released or provided to any third party it must have approval by the Texas 4-H Program Director and your immediate supervisor. This includes making sure that only Extension employees have access to the system through designated login's and passwords.

Thank you for your work in processing the countless event registrations and enrollments that have traveled through 4-H CONNECT during the 2011-2012 4-H year. As you can all imagine it is a record breaking year for the system as to the number of processes it has accomplished.

Thanks

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