

Payment Instructions

Can only be done by the Primary county manager.

The payment instructions will be displayed on the user's screen. Each county can set instructions directly to their users.

Changing Settings

1. Click on the Settings tab in the navigation pane
2. Click the Edit button under the Payment Instructions

Can only be done by the Primary county manager.
Email mmcathey@ag.tamu.edu if you need assistance in figuring out which manager that is.

The screenshot shows the 'Enrollment Settings' page in the Texas 4H Online system. The 'Payment Instructions' section is highlighted in orange. It contains a text area for 'New Electronic Payment Instructions' and a 'Save' button. Below it, the 'Payment Options' section is also highlighted in orange, with 'Allow Checks' and 'Allow Credit Cards' options, each with a 'Yes' or 'No' selection.

3. Type the message that to be displayed
4. Click the Save button.

The screenshot shows a modal dialog box titled 'Edit Payment Instructions'. It has a large text area for entering the message and 'Cancel' and 'Save' buttons at the bottom right.

This county specific message will be displayed when the user checks out using a non-electronic payment method.

The screenshot shows the checkout process. The 'Payment' step is selected in the progress bar. The 'Selected Payment Method' is 'Non-Electronic Payment'. The 'Fees' section shows a total of \$0.00. The 'Fees' section includes 'Texas 4H and Youth Development - Volunteer Enrollment Fee' for \$10.00 and 'County credit applied to (Texas 4H and Youth Development - Volunteer Enrollment Fee)' for -\$10.00. There is also a 'Coupon' field and an 'Apply' button.