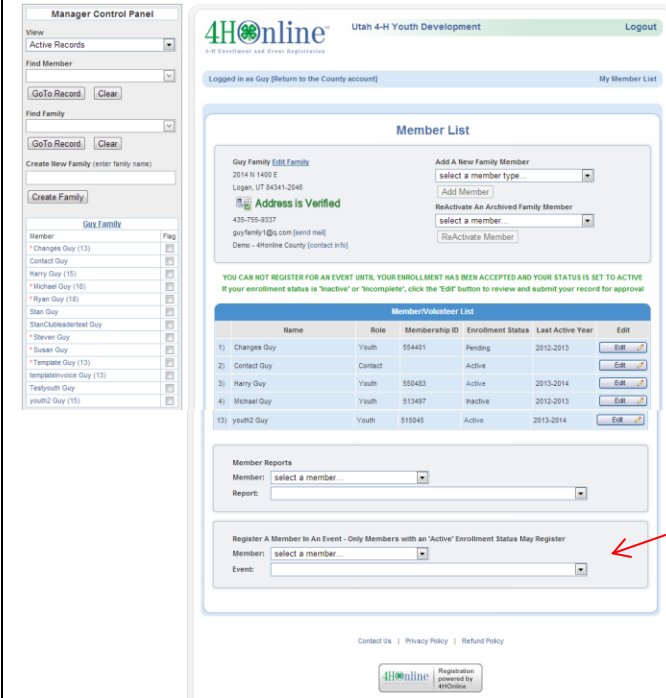


Registering Participants for an Event using 4-H Online

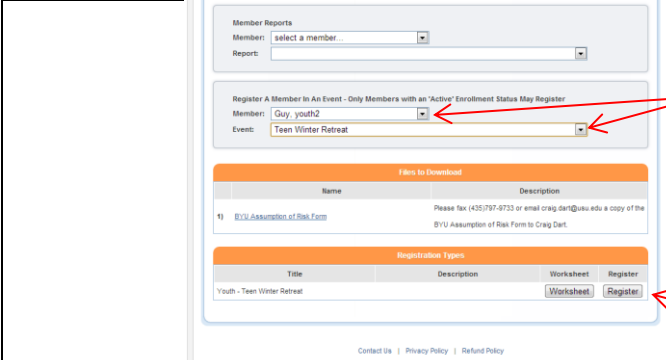


The screenshot shows the 4Honline interface. On the left is a 'Manager Control Panel' with search and family management options. The main area displays the 'Member List' for a family, including a table of members with columns for Name, Role, Membership ID, Enrollment Status, and Last Active Year. Below the table are sections for 'Member Reports' and 'Register A Member In An Event'. A red arrow points to the 'Register A Member In An Event' section.

1. The member or county manager should login <https://ut.4honline>.

When you are logged in the family's Member List for their 4H family is displayed.

2. This is the area used to register members in events.



This screenshot shows the 'Register A Member In An Event' page. The 'Member' dropdown is set to 'Guy_youth2' and the 'Event' dropdown is set to 'Teen Winter Retreat'. Below this are sections for 'Files to Download' and 'Registration Types'. A red arrow points to the 'Register' button in the 'Registration Types' table.

3. Select the Member and Event from the dropdown menus. Only the names of family members who are active and meet criteria for the event (for example grade level) will appear in the drop down menus.

4. Information about the event will appear. Select the "Register" button.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Entry Teen Winter Retreat

Additional Information

Shirt Size
 Small
 Medium
 Large
 XL
 XXL
 XXXL

Please list the names of those you want to room with (up to 3):

Would you prefer to X-Country Ski or Snowshoe?
 X-Country Ski
 Snowshoe

Do you have any special dietary needs? If so please list:

Continue >> **Delete**

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5. A screen with additional information for the event will appear. Those items that are bold must be completed. After you complete the requested information press the “Continue” button.

If you do not want to register for the event select the Delete button and a prompt will ask if you want to delete this record. If you select yes your registration is cancelled.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Cart Teen Winter Retreat

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Teen Winter Retreat	Youth - Teen Winter Retreat	\$55.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	498	Entry Fee	\$0.00

<< Previous **Delete Cart** **Check Out >>**

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6. Review the registration fee and entry fees (if any) then select the “Check Out” button.

If you do not want to register for the event select the Delete Cart button and a prompt will ask if you want to delete this record. If you select yes your registration is cancelled.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Payment Teen Winter Retreat

Payment

Pay using a non-electronic method

County/Club 4H Check

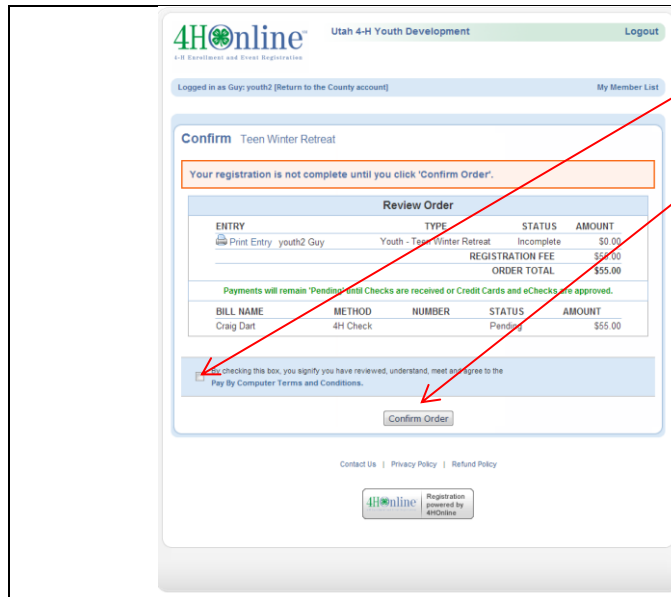
Craig Dart
 114 E 3400 S
 Paradise, UT 84329

<< View Cart **Select Payment Method >>**

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4Honline Registration powered by 4Honline

7. Press the “Select Payment Method”



8. Check the “Pay By Computer Terms and Conditions” checkbox and then press the “Confirm Order” button.

The person’s registration will be added to the event with a pending registration status.