

REGISTERING FOR EVENTS IN 4HONLINE

The following guide will walk you through how to login and register for events. There is also a video tutorial here.

<https://montana.techsmithrelay.com/4G74>

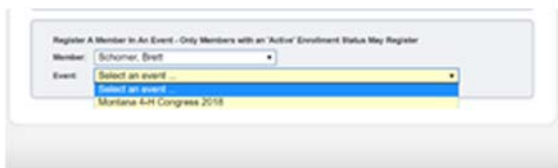
To begin registering for an event, log into 4HOnline with your family profile information. Once you have reached your home page, click the big orange “Continue to Family” button to view your member list.



At the bottom of your members list page, there are two drop down sections:

“Member Reports” and “Register a Member for an Event.”

Under the second section, click the “Select a Member” dropdown to choose the member who is registering, and click the “Event” dropdown to choose your event.



Note: If the event you are looking to register for does not appear on the “Event” dropdown, contact your county extension for assistance. If there is a limitation (age, grade, etc.) that you do not meet, the system will not allow you to register. There could be other limitations affecting your ability to register.

Once you have selected your member and event, two additional boxes will appear: “Files to Download” may include additional registration pieces you will need to complete outside of 4HOnline. Click the name of the document to download the file.

“Registration Types” will usually only include one option. Click the “Register” button to the right of the correct registration button to open the event registration section.

Note: The “Worksheet” button will allow you to print a blank copy of the registration for you to look at before you register

Montana 4-H Youth Development

Logged in as Schomer

Member List

If you are a **NEW** adult volunteer, please submit a [Volunteer Application, 4-H Volunteer Agreement](#) and Disclosure & Consent Form to your County Extension Office to be approved as a 4-H volunteer. Your County Office will add your enrollment information to your family's profile.

Schomer Family Edit Family

1725 Bridger Dr
Bozeman, MT 59715-2329
406-579-5815
brettschomer@gmail.com
Demo - Admin County [contact info]

Add A New Family Member
select a member type...
Add Member

ReActivate An Archived Family Member
select a member...
ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Brett Schomer	Contact		Active		Edit
Event Registrations 10/01/2017-09/30/2018						
	12558)	07/08/2018	Montana 4-H Pre-Congress 2018	Pending at the county level		View / Print
2)	Lucy Schomer	Youth	2252416	Active	2017-2018	Edit

Member Reports
Member: select a member...
Report: [dropdown]

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register
Member: select a member...
Event: select a member...
Schomer, Brett
Schomer, Lucy

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

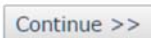
Member: Schomer, Brett
Event: Montana 4-H Congress 2018

Files to Download	
Name	Description
1) Youth and Adult Medical Form	This form must be completed by every participant

Registration Types			
Title	Description	Worksheet	Register
Agent/Host Chaperone		Worksheet	Register
Special Guest		Worksheet	Register

The “Entry” page may ask for information such as shirt size, contact information, additional health questions, and more. Read and answer each item carefully. Items in bold are required. You will be unable to continue with your registration until these items have been completed.

Once you have filled out any required information and uploaded any required documents, click



The “Cart” section is an overview of the registration and costs associated. Review the information here is correct (event, registration type, etc.).

If you need to make any adjustments, click “Edit” to be taken back to the “Entry” section. click



When you are sure everything is correct, click “Confirm order” to submit your registration. Your registration will not be finalized until you click this button!



The final page gives you a complete overview of your event registration and invoice information. From here you can “Print Entry” to print a hard copy of your registration and “Print Confirmation” to print this page (seen here) which contains an overview of the event including invoice instructions, contact information, and event specific information such as date, time, and location.

Click “return to member list” to go back to your family member’s list to enter any other family members.

ENTRY	TYPE	STATUS	AMOUNT
Print Entry - Brett Schomer	Agent/Staff/Chaperone	Pending - County	\$0.00
			REGISTRATION FEE
			\$225.00
			ORDER TOTAL
			\$225.00

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
4H Check	4H Check		Pending	\$225.00
			APPROVED PAYMENT TOTAL	\$0.00

Instructions	Registration Info
<p>Families please contact your County Extension office for payment information. Counties please send payment and completed medical forms to: Montana 4-H Center ATTN: 2018 Rec Lab 210 Taylor Hall Bozeman, MT 59717 Checks payable to: "Montana 4-H" Please include complete MEDICAL RELEASE form for each youth and adult participant with payment and invoice.</p>	<p>Brett Schomer brettschomer@gmail.com Deno County District District</p> <p>Confirmation Number 12509 Registered On May 11, 2018</p>

Event / Date / Time / Location	Event Contact
<p>Montana 4-H Congress 2018</p> <p>Date July 10, 2018 - July 13, 2018</p> <p>Time 03:00 pm - 11:00 am</p>	<p>For assistance, please contact the organizer:</p> <p>Anna Wassan anna.wassan@montana.edu</p>