

# Instructions for EVENT registration using 4Honline

Either a FAMILY or MANAGER should login to 4honline.com and navigate to the MEMBER LIST of the participants that need to be registered for this event.

**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.

Reed Family [Edit Family](#)

Po Box 147  
Harlowton, MT 59036-0147

**Address is Verified**

406-240-1954  
[mandiereed@hotmail.com](mailto:mandiereed@hotmail.com) [\[send mail\]](#)

Wheatland - Kathie Newland 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 CANNOT 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)	Laura Pankova	Youth	854837	Active	2014-2015	<a href="#">Edit</a>
2)	Eric Reed	Youth	589354	Active	2014-2015	<a href="#">Edit</a>
3)	Ian Reed	Adult	773484	Active	2014-2015	<a href="#">Edit</a>
✓ Volunteer Screening Approved (2013-2014): No Restrictions						
4)	Riley Reed	Youth	589355	Active	2014-2015	<a href="#">Edit</a>

Member Reports  
Member: select a member...  
Report:

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

Once you are on the MEMBER LIST select the member you would like to register at the bottom of the page.

Then select the event.

NOTE: Only "Active" members may register for events.

NOTE: Some events have age, county or project restrictions. Only events for which the member is eligible will appear in the "Event" drop-down

2)	Eric Reed	Youth	589354	Active	2014-2015	<a href="#">Edit</a>
3)	Ian Reed	Adult	773484	Active	2014-2015	<a href="#">Edit</a>
✓ Volunteer Screening Approved (2013-2014): No Restrictions						
4)	Riley Reed	Youth	589355	Active	2014-2015	<a href="#">Edit</a>

Member Reports  
Member: select a member...  
Report:

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

**Files to Download**

	Name	Description
1)	<a href="#">Medical Form</a>	

**Registration Types**

Title	Description	Worksheet	Register
Youth Participant	Montana 4-H youth 13 years of age or older as of October 1, 2014.	<a href="#">Worksheet</a>	<a href="#">Register</a>

In the first orange box you can download the required MEDICAL FORM and the WORKSHOP DESCRIPTIONS.

**Please include complete MEDICAL RELEASE form for each youth and adult participant**

To register a participant click REGISTER

*A worksheet is available to collect registration information from participants.*

**Select Workshops**

Workshops will take place Saturday 3/26. Please select a workshop for each session.

2 hour workshop. If selected DO NOT Choose a workshop for Session 1 or 2.

Session 1 & 2:

1 Hour workshop. Choose a workshop for session 1 and a workshop for session 2.

Session 1:

Session 2:

2 hour workshop. If selected DO NOT Choose a workshop for Session 3 or 4.

Session 3 & 4:

1 Hour workshop. Choose a workshop for Session 3 and a workshop for Session 4.

Session 3:

Session 4:

**Chaperone Information**

Who will be your county chaperone?:

**Lodging**

Participants will be housed at the Park High School and should bring: sleeping bag, air mattress or sleeping pad, towel and other personal items. YOUTH MUST BE ACCOMPANIED BY AN ADULT CHAPERONE

**T-Shirt**

Participants will receive a t-shirt with registration. Please select your preferred size.

T-Shirt Size:

**Additional Information**

Do you need to request disability accommodations or inform us of special dietary or other needs:

Please Contact Montana 4-H Center for accommodations prior to the event. 406-994-3501

Complete the "entry form" and click continue.

Please note the registration Fee is \$80 per participant. Based on the workshops selected there may be an additional workshop fee added.

NOTE: if you do not wish to register click delete and the record will be deleted and the participant will not be registered.

**Cart** Montana 4-H Rec Lab

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Montana 4-H Rec Lab	Youth Participant	\$75.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
<input type="button" value="Edit &gt;"/>	6	Entry Fee	\$0.00
(entry detail)	6	Session 1: Horse'n Around	\$2.00
(entry detail)	6	Session 2: Rope Baskets "Fill your Loop"	\$0.00
(entry detail)	6	Session 3 & 4: Robot Cowboy	\$0.00

Review the selections, if something is incorrect click previous to return to the entry form.

If everything is correct click CHECK OUT

**Payment** Montana 4-H Rec Lab

**Payment**

Pay using a non-electronic method

County/Club 4H Check

County/Club 4H check should be selected.

This is our only form of payment at this time. *This includes personal checks from members when necessary.*

Please try to complete payment for all participants from your county with one check whenever possible.

Click SELECT PAYMENT METHOD

**Confirm** Montana 4-H Rec Lab

Your registration is not complete until you click 'Confirm Order'.

**Review Order**

ENTRY	TYPE	STATUS	AMOUNT
Print Entry Riley Reed	Youth Participant	Incomplete	\$2.00
REGISTRATION FEE			\$80.00
ORDER TOTAL			\$82.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$82.00

By checking this box, you signify you have reviewed, understand, meet and agree to the Pay By Computer Terms and Conditions.

Make sure all of the fees look correct and click on the checkbox **PAY BY COMPUTER TERMS AND CONDITIONS**. *By clicking this box the member/county is agreeing to send payment by check for this registration.*

You will be able to print a copy of the registration information and invoice on the next page.

Click **CONFIRM ORDER**

**Finish** Montana 4-H Rec Lab

**Montana 4-H Youth Development**

Print Confirmation

**Order Confirmation**

ENTRY	TYPE	STATUS	AMOUNT
Print Entry Riley Reed	Youth Participant	Approved	\$2.00
REGISTRATION FEE			\$80.00
ORDER TOTAL			\$82.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$82.00
APPROVED PAYMENT TOTAL			\$0.00	

**Files to Download**

- 1) [Medical Form](#)
- 2) [Workshop Descriptions](#)

Instructions	Registration Info
Please include complete MEDICAL RELEASE form for each youth and adult participant with payment and invoice. Please send payment and completed medical form to: Montana 4-H Center ATTN 2015 Rec Lab 210 Taylor Hall Bozeman, MT 59717 Checks payable to: "Montana 4-H District 6 Event Fund"	<b>Riley Reed</b> mandiereed@hotmail.com Wheatland County District District  Confirmation Number 6 Registered On Feb 05, 2015
Event / Date / Time / Location	Event Contact
<b>Montana 4-H Rec Lab</b> <b>Date</b> March 27, 2015 - March 29, 2015  <b>Time</b> 04:00 pm - 11:00 am	For assistance, please contact the organizer:  Brett Schomer bschomer@montana.edu

If you would like to print the registration form for your records, click **PRINT ENTRY**.

Please **PRINT THE ORDER CONFIRMATION** and include it with your check.

If you have not already printed the medical release form you can do so on this page.

If you are finished, click **RETURN TO MEMBER LIST** to register another family member.

## NEXT STEPS

### CONFIRM REGISTRATION

**Registering participants in the office:** need to additionally confirm each member's registration before being able to print a combined invoice.

**Allowing families to register:** after a member has registered follow these instructions to confirm the registration. If you see in the event list that the registration is "pending" this means the registration still needs to be confirmed.

To confirm who you register just do the following:

- Sign in
- Click on the event tab
- Click on "confirm registrants"
- You should see the members from your county you have registered in a small blue box on the top left
- Click on each name and their summary will appear in the center of the screen, you can review it at this point.
- Scroll down to the bottom and click on approve registration. If something is wrong or incomplete you have the option to send it back to the member or make a change.
- Once each one is approved you will be able to proceed with doing a combined invoice.

If you register more people just go in and confirm them before printing the invoice. This is in place for when families/members register themselves, we would want the county to have an opportunity to confirm them before being complete.

### CREATING CONSOLIDATED INVOICE FOR PAYMENT

When you are paying for registrations for multiple youth or adults to attend a state event, you can create a single invoice for ease of payment

You must have confirmed the registration before you can generate invoices. **Only confirmed registrations will appear in the list for payment.**

**Once the County/State approves the registrations:**

1. Click on the Finance tab
2. Click on the Transfers icon
3. Click Quick Add
4. Click Create
5. Select the invoices (member payments) that are included in transfer (check that the county is sending to the state).
6. Click Submit transfer.
7. Click on the Print Transfer Link to print the transfer to send with the check to the state.

We are doing our best to approve registrations as they are added to 4-H online.

Also, County Extension Agents serving as chaperones should be entered in the 4honline system as a CONTACT. Follow the same steps you take to add a member.

1. if the agent's family has already been added to 4honline because they have a spouse as a volunteer or youth as members, login to the family and go directly to the family's member list.
2. If the starting from scratch click on add family and proceed as a new family.
3. On the member list page there is a drop down field indicating the type of member "Add a new family member". The choices are, adult, youth contact. The agent should be added as a **contact** as they do not and should not go through the volunteer screening process.

If county staff are acting as state chaperones they should be in the system as Adult volunteers and proceed through the volunteer screening processing. This is to be sure they are covered under MSU liability insurance.