

When you first log in you will see your **Member List** page which looks like this.

**North Dakota 4-H Youth Development** [Logout](#)

Logged in as **Smith** [Home](#) | [My Member List](#)

### Member List

**Smith Family** [Edit Family](#)  
1202 28th St S  
 Fargo, ND 58103  
 555-555-5555  
 ironroadsioux@yahoo.com  
 Ndsu Extension Service - Demo County [[contact info](#)]

**Add A New Family Member**  
select a member type...  
[Add Member](#) [Add Short-Term Member](#)

**ReActivate An Archived Family Member**  
select a member...  
[ReActivate Member](#)

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	John Smith	Youth		Pending		<a href="#">Edit</a>

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

**Register A Member In An Event**  
Member: select a member...  
Event:

Go to the bottom of the page and click on the **Member** drop down box under **Register A Member In An Event**, then select the member you are registering.

After selecting a member you may now go to the **Event** drop down and select the event you want to register for.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	John Smith	Youth		Pending		<input type="button" value="Edit"/>

**Member Reports**

Member:

Report:

**Register A Member In An Event**

Member:

Event: 

Select an event ...  
 Select an event ...  
 Aerospace Event  
 ND 4-H Shooting Sports Invitational  
 Summer Camps at Western 4-H Camp

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Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	John Smith	Youth		Pending		<input type="button" value="Edit"/>

**Member Reports**

Member:

Report:

**Register A Member In An Event**

Member:

Event:

Registration Types			
Title	Description	Worksheet	Register
Youth		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

A new box will appear underneath. Please click on **Register**.

At this time a new screen will appear where you can fill out all of the information pertaining to that "Event". For example: I am registering for a camp so here is what the registration would look like.

Logged in as Smith: John Home | My Member List

● Entry    ○ Cart    ○ Payment    ○ Confirm    ○ Finish

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**Entry** Summer Camps at Western 4-H Camp

**If you have multiple campers, you will need to register each child separately.**

**Camp Information**

Camp: Livestock Camp - \$170.00

T-shirt sizes: Large - Youth

Please list any dietary requirements or medical conditions the camp staff should be aware of:

Please list any accommodations related to disability you may require to attend camp.:

How did you hear about Camp?: Select an item ...

**If your camper would like to bunk with a friend please list the other campers name below.**  
PLEASE NOTE: We try to group campers together into age appropriate groups and while we will take your campers preference into consideration it is not guaranteed that they will bunk with their friend.

CAMP STORE ACCOUNT - The camp store is open twice a day. Items available for purchase include snacks, small toys, and clothing. An average amount added to your childs account range between \$20 and \$30.

Store Account/Canteen Deposit: \$0 - \$0.00

Please specify what you would prefer to do with any remaining balance: Donate to Camp

**Campers will NOT be allowed to overspend their camp store account. Refunds will be in check form. We ask that if the refundable amount is under \$5 that it be donated to the camp.**

**Sweatshirts and extra t-shirts are available for purchase at the camp store. Please indicate which size and amount you would like to purchase.**

Sweatshirts: 0 x \$20.00 each

Please indicate the sizes you would like to order:

T-Shirts: 0 x \$10.00 each

Please indicate the sizes you would like to order:

**LIVESTOCK CAMP ONLY: Youth are encouraged to bring their own livestock. Please indicate below what species of animal you plan to bring to camp.**

Animal Type:

I have the option of choosing which camp I'd like to attend.

Which size T-shirt I want.

Any medical or Dietary information that the camp needs to be aware of.

Informative information

Do I want to have money at the Camp Store.

AND

I can preorder a sweatshirt or any extra t-shirts if I'd like.

After all the info is filled in I click on Continue.

The next page it you **Cart** where you see what you are registered for and how much it will cost. If you have a Scholarship Code you would enter it here.

Otherwise once you have looked it over you can now click on **Check Out**.

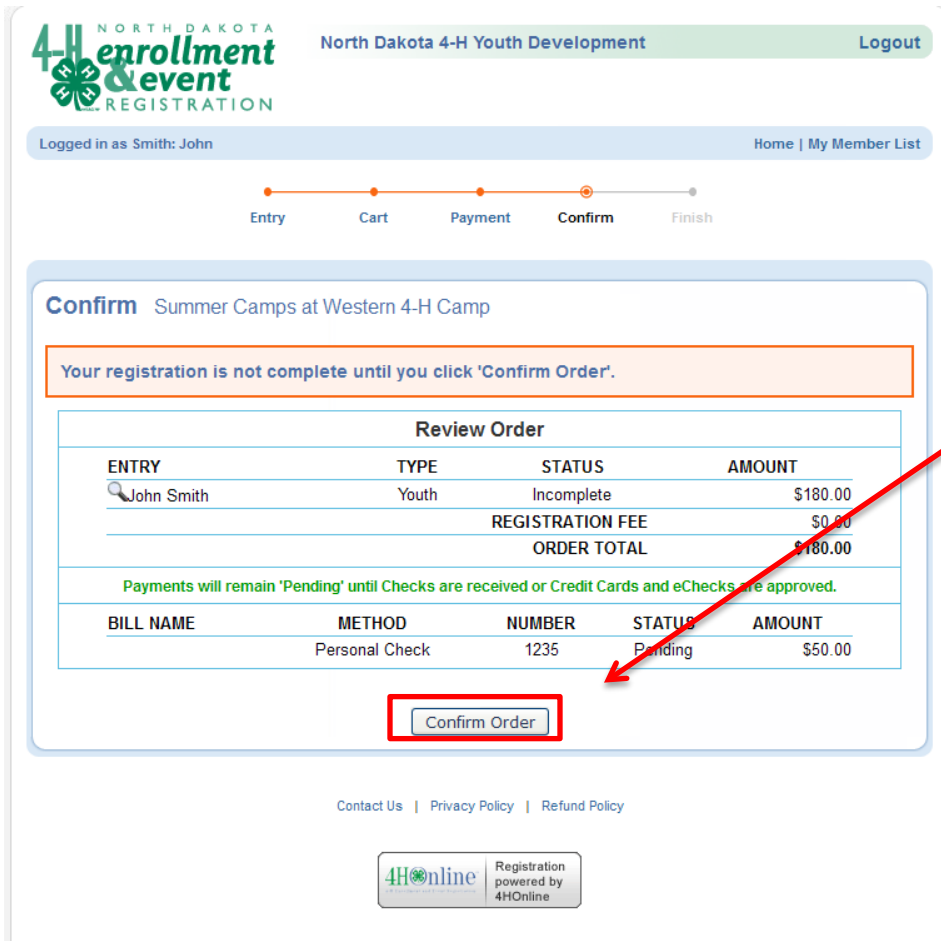
You can also Delete the Cart if you change your mind or Add another Entry (Event).

On the Payment page you have the option to pay with a(n):

- Credit Card
- eChecking Account
- or with a Check

After selecting your payment type please choose if you are paying the **Deposit** only (this option may or may not be available depending on the event) or to **Pay Full Amount**.

Then click on Select Payment Method.



NORTH DAKOTA  
**enrollment & event**  
 REGISTRATION

North Dakota 4-H Youth Development Logout

Logged in as Smith: John Home | My Member List

Entry    Cart    Payment    **Confirm**    Finish

**Confirm** Summer Camps at Western 4-H Camp

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


Review Order			
ENTRY	TYPE	STATUS	AMOUNT
John Smith	Youth	Incomplete	\$180.00
REGISTRATION FEE			\$0.00
ORDER TOTAL			\$180.00

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	Personal Check	1235	Pending	\$50.00

**Confirm Order**

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 Registration powered by 4HOnline

The next page is the **Confirm** page. Please look over it and make sure the information is correct. Then click on **Confirm Order**.

NOTE: You must click on **Confirm Order** otherwise your registration will not go through.

The last page is the **Finish** page where you see your receipt. Congratulations! You are now registered for your event!