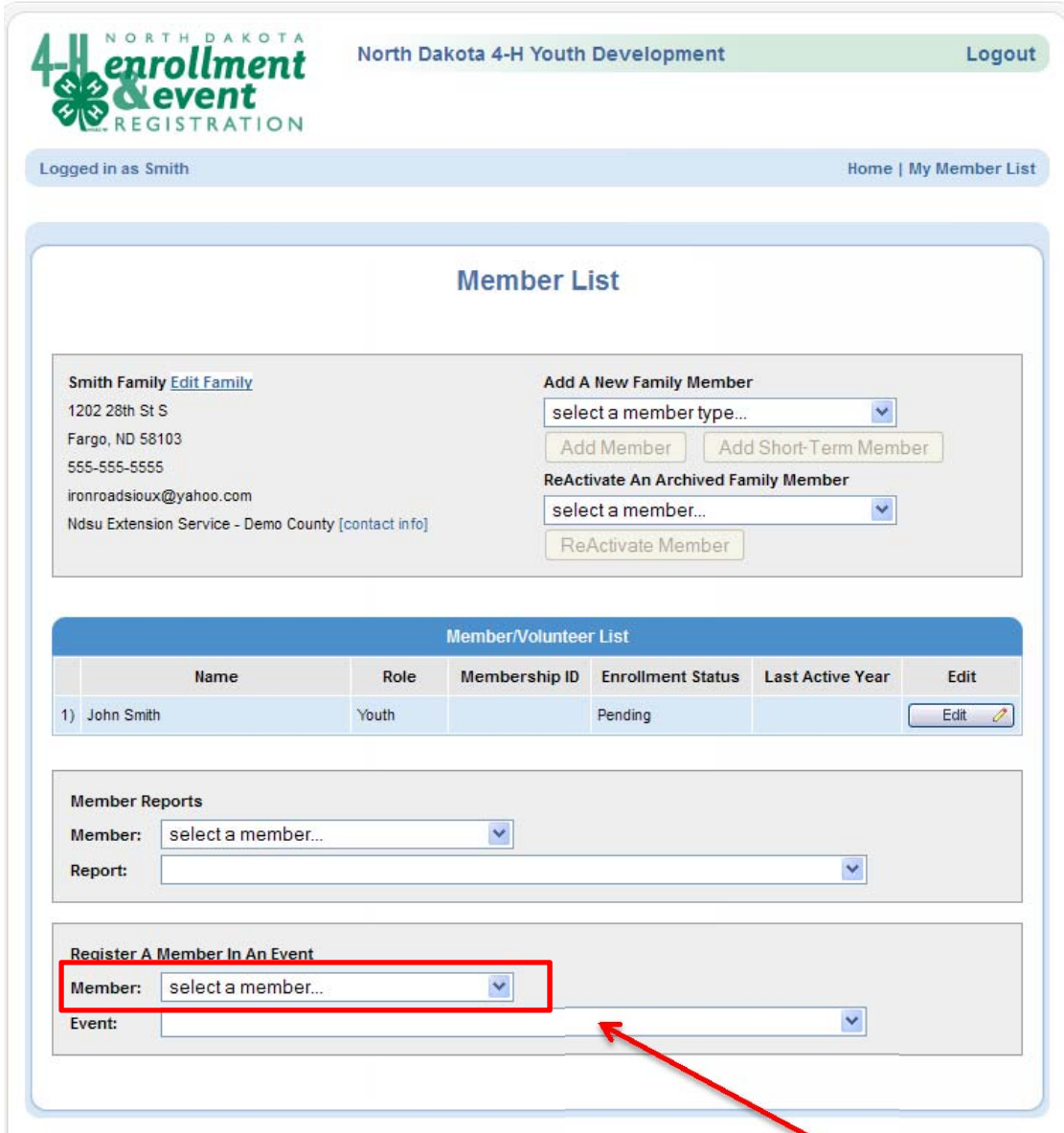


When registering for an event you must have a 4honline profile. If you need help setting up a new profile please see the following tutorial \_\_\_\_\_

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



NORTH DAKOTA  
**4H enrollment & event**  
 REGISTRATION

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

---

**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 is your **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**.

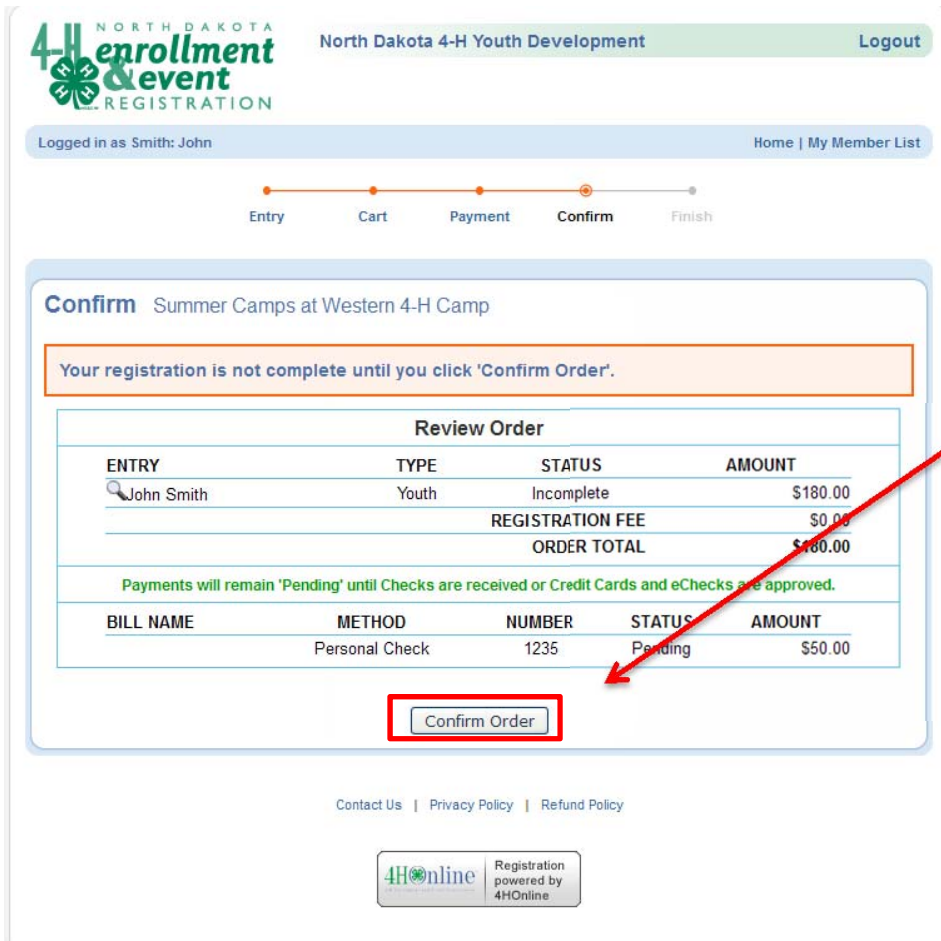
You can also Delete the Cart if you change your mind or Add another Entry (Event).

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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 [Refund Policy](#)


 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!