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.

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.

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.

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.

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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.
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.

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