



## To register for the 4-H Livestock Quiz Bowl Contest:

### Log on to 4-H Online:

This should be an agent who has access to all their county youth's records, and can approve that all members are full time 4-H members.

1. Select the **enrollment tab**
2. Put a member of the teams **name** in under the enrollment tab
  - a. Select your county (not necessary, but you can)
3. Hit **search** and their name should appear at the bottom of screen
4. Click the **"Login"** button on the far right of the screen by the members name

North Dakota 4-H Youth Development [2017-2018] Center For 4-H Youth Development Ls (State) Home | Logout

**1.** Enrollment Events Animals Connect Finances Data Friends Quiz Bowl

Search My Account Managers Confirm Employees Literature Clubs Projects Activities Awards Groups Reports

Quick Videos Quick Exports Quick Reports

Members/Volunteers Families Projects Activities Awards Groups Training

Keyword(s) (4-H Age, Address, Birthdate, Email, First Name, Preferred Name, Last Name, Primary Phone)

Sydnee Halvorson **2.** **3.** Search Clear Filters

Select a county ... Enrollment Date From To Clear Dates Flagged Gender Yes No Male Female

Role Status Volunteer Adult Contact Custom Youth Active Archived Inactive Incomplete Not Participating Pending Short-Term Yes No

1 records returned

Flag Options Add Flagged Add Family Email to Flagged Members Email to Search Results

MEMBERS/VOLUNTEERS												
Name	V	Years	Member #	County	Status	4H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
Halvorson, Sydnee		5	570377	Cass	Active	9	Youth	Female	Clover Friends	Sep 14, 2017	Oct 27, 2017	<b>4.</b> Login

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1. Move to the bottom of the screen under **Register A Member In An Event**
2. **Select the member** you are going to register your team under

North Dakota 4-H Youth Development

Logged in as Halvorson [State]

### Member List

**Halvorson Family** [Edit Family](#)

682 12th Ave E  
West Fargo, ND 58078-3119  
701-373-5988  
holly.halvorson@ndsu.edu [send mail]  
Ndsu Extension Service - Cass Lm 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) Holly Halvorson	Adult	489722	Inactive	2014-2015	<a href="#">Edit</a>
Event Registrations 09/01/2016-08/31/2017					
Event Registrations 09/01/2017-08/31/2018					
33619) 03/21/2018: 2018 Spring Training & Program Planning <b>Approved</b> <a href="#">View / Print</a>					
2) Sydnee Halvorson	Youth	570377	Active	2017-2018	<a href="#">Edit</a>
Event Registrations 09/01/2013-08/31/2014					

**Member Reports**

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

**Register A Member In An Event**

Member: select a member...  
Event: select a member...  
Halvorson, Holly  
Halvorson, Sydnee

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For additional questions or help contact Holly Halvorson at [holly.halvorson@ndsu.edu](mailto:holly.halvorson@ndsu.edu) or 701.231.9218

1. Move to the SECOND drop down for **EVENT**
2. Select the event: **2018 State Livestock Quiz Bowl Contest**
3. This will generate another screen, click **register** (picture on next page)

**Manager Control Panel**

View: Active Records

Find Member: Enter member name ...

GoTo Record Clear

Find Family: Enter family name ...

GoTo Record Clear

Create New Family (enter family name)

Create Family

**Halvorson Family**

Member	Flag
*Holly Halvorson	<input type="checkbox"/>
Sydnee Halvorson (9)	<input type="checkbox"/>

Add Adult Add Youth

**North Dakota 4-H Youth Development** Logout

Logged in as Halvorson [State] My Member List

**Member List**

**Halvorson Family** Edit Family

682 12th Ave E  
West Fargo, ND 58078-3119  
Address is Verified  
701-373-5988  
holly.halvorson@ndsu.edu [send mail]  
Ndsu Extension Service - Cass Lm 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) Holly Halvorson	Adult	469722	Inactive	2014-2015	Edit
Event Registrations 09/01/2016-08/31/2017					
Event Registrations 09/01/2017-08/31/2018					
... 33819) 03/21/2018: 2018 Spring Training & Program Planning Approved View / Print					
2) Sydnee Halvorson	Youth	570377	Active	2017-2018	Edit
Event Registrations 09/01/2013-08/31/2014					

Member Reports

Member: select a member...  
Report:

Register A Member In An Event

Member: Halvorson, Sydnee

Event: Select an event ...  
Select an event ...  
2018 Cass County Basic Fondant Techniques Class (FULL)  
2018 Cass County Clothing & Fiber Arts Event  
2018 Cass County Kids Cooking School  
2018 Cass County Rube Goldberg Challenge  
2018 Extension Youth Conference  
2018 State 4-H Rube Goldberg Challenge  
2018 State Archery Match (Washburn) - June 8-9  
**2018 State Livestock Quiz Bowl**

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**Manager Control Panel**

View  
Active Records

Find Member  
Enter member name ...  
GoTo Record Clear

Find Family  
Enter family name ...  
GoTo Record Clear

Create New Family (enter family name)  
Create Family

**Halvorson Family**

Member Flag  
\*Holly Halvorson  
Sydnee Halvorson (9)

Add Adult Add Youth

**Halvorson Family** Edit Family

662 12th Ave E  
West Fargo, ND 58078-3119  
Address is Verified  
701-373-5688  
holly.halvorson@ndsu.edu [send mail]  
Ndsu Extension Service - Cass Lm 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) Holly Halvorson	Adult	459722	Inactive	2014-2015	EM
Event Registrations 09/01/2016-08/31/2017					
Event Registrations 09/01/2017-08/31/2018					
33619	03/21/2018: 2018 Spring Training & Program Planning	Approved	View / Print		
2) Sydnee Halvorson	Youth	570377	Active	2017-2018	EM
Event Registrations 09/01/2013-08/31/2014					

**Member Reports**

Member: select a member...  
Report:

**Register A Member In An Event**

Member: Halvorson, Sydnee  
Event: 2018 State Livestock Quiz Bowl

**Files to Download**  
there are no files to download for this event

**Registration Types**

Title	Description	Worksheet	Register
Youth	Youth	Worksheet	Register

1. Select your **county**
2. Add each individual team member into the appropriate category
3. Select **continue**

**Manager Control Panel**

View  
Active Records ▼

Find Member  
Enter member name ...  
GoTo Record ➔ Clear ☒


Find Family  
Enter family name ...  
GoTo Record ➔ Clear ☒

Create New Family (enter family name)  
Create Family ➔

**Halvorson Family**

Member	Flag
* Holly Halvorson	<input type="checkbox"/>
Sydney Halvorson (9)	<input type="checkbox"/>

Add Adult ➔ Add Youth ➔



Logged in as Halvorson: Sydney (7 State) My Member List

Entry Cart Payment Confirm Finish

Entry 2018 State Livestock Quiz Bowl

**2018 State 4-H Livestock Quiz Bowl ONLY**

**\$10.00 per team** – Make checks payable to the ND 4-H Foundation (PO Box 6050, Dept 7280 Fargo, ND 58108)

Late registration will be on April 27th for \$20

Registration closes May 2nd

**Saturday May 5, 2018**

Check-in starts at 8:50 am and the contest begins at 9:30 am  
Dickinson State University

**\*\*LUNCH WILL NOT BE PROVIDED\*\***

Which county are you representing: Cass 1.

Junior Team #1 (age 8-13): Ina Bison  
Ilove 4-H  
Jr Bison  
NDSU 2.

Junior Team #2 (age 8-13):  

Junior Team #3 (age 8-13):  

Senior Team #1 (age 14-18): Sr Bison  
Green Gold  
NDSU  
Champion

Senior Team #2 (age 14-18):  

Senior Team #3 (age 14-18):  

Individuals with disabilities are invited to request reasonable accommodations to participate in NDSU-sponsored programs and events. To request accommodation(s), please enter here or contact Holly Halvorson at 701-231-7251 by April 27 to make arrangements:  

3. Continue >> Delete

**NOTE:** The contest is **\$10 per team**. 4-H Online will not calculate this for you at this time (we are working on this). Make sure you write your check for the correct amount of teams you have entered.

1. Select “Check out” and then “Continue” on the next page to advance to payment.

**Manager Control Panel**

View: Active Records

Find Member: Enter member name ...

Go To Record Clear

Find Family: Enter family name ...

Go To Record Clear

Create New Family (enter family name):

Create Family

Halvorson Family

Member	Flag
Holly Halvorson	
Sydnee Halvorson (9)	

Add Adult Add Youth

**4-H enrollment & event REGISTRATION** North Dakota 4-H Youth Development Logout

Logged in as Halvorson: Sydnee [State] My Member List

Entry Cart Payment Confirm Finish

EventTitle: Cart 2018 State Livestock Quiz Bowl

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

**REGISTRATION INFORMATION**

Event	Registrant Type	Registration Fee
2018 State Livestock Quiz Bowl	Youth	\$10.00

**ENTRIES**

Modify	Entry #	Item/Description	Amount
	26901	Entry Fee	\$0.00

<< Previous Delete Cart **Check Out >>**

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**NOTE:** The contest is **\$10 per team**. 4-H Online will not calculate this for you at this time (we are working on this). Make sure you write your check for the correct amount of teams you have entered.

**Manager Control Panel**

View: Active Records

Find Member: Enter member name ...

Go To Record Clear

Find Family: Enter family name ...

Go To Record Clear

Create New Family (enter family name):

Create Family

Halvorson Family

Member	Flag
Holly Halvorson	
Sydnee Halvorson (9)	

Add Adult Add Youth

**4-H enrollment & event REGISTRATION** North Dakota 4-H Youth Development Logout

Logged in as Halvorson: Sydnee [State] My Member List

Entry Cart **Payment** Confirm Finish

**Payment 2018 State Livestock Quiz Bowl**

**PAYMENT INSTRUCTIONS:**

If paying via check, please make check payable to Center for 4-H, mail to:  
NDSU Center for 4-H  
FLC 219, Dept. 7280  
PO Box 6050  
Fargo, ND 58108-6050

Please include a note detailing program fees or the name of the event you are paying for. If you have questions, please contact the Center for 4-H Youth Development at ndsu.4-H@ndsu.edu or 701-231-7251.

Financial assistance for the program fee may be available. Contact your County Extension Office for details.

**Pay using a non-electronic method**

County/Club 4H Check

Change Billing Address

<< View Cart **Continue >>**

1. Press **“Confirm Order”**

- a. You will only see the name of the student you registered the team under

**Manager Control Panel**

View: Active Records

Find Member: Enter member name ...

GoTo Record Clear

Find Family: Enter family name ...

GoTo Record Clear

Create New Family (enter family name):

Create Family

**Halvorson Family**

Member: Holly Halvorson, Sydnee Halvorson (9)

Add Adult Add Youth

**North Dakota 4-H Youth Development** | Logout

enrollment & event REGISTRATION

Logged in as Halvorson: Sydnee [State] | My Member List

Progress: Entry Cart Payment **Confirm** Finish

**Confirm 2018 State Livestock Quiz Bowl**

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

Review Order				
ENTRY	TYPE	STATUS	AMOUNT	
Print Entry Sydnee Halvorson	Youth	Incomplete	\$0.00	
		REGISTRATION FEE	\$10.00	
		<b>ORDER TOTAL</b>	<b>\$10.00</b>	

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$10.00

Confirm Order

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1. Final step indicates you are “**Finished.**”
2. Make sure if you are paying via check, make check payable to **Center for 4-H** and mail it to the address listed

**Manager Control Panel**

View  
Active Records ▼

Find Member  
Enter member name ...  
Go To Record ➡ Clear ⌫

Find Family  
Enter family name ...  
Go To Record ➡ Clear ⌫

Create New Family (enter family name)  
  
Create Family ⌂

**Halvorson Family**

Member	Flag
* Holly Halvorson	☐
Sydney Halvorson (9)	☐

Add Adult ➡ Add Youth ▼

North Dakota 4-H Youth Development Logout

Logged in as Halvorson: Sydney [↑ state] My Member List

**Finish 2018 State Livestock Quiz Bowl**

North Dakota 4-H Youth Development Print Confirmation

**Order Confirmation**

ENTRY	TYPE	STATUS	AMOUNT
Print Entry Sydney Halvorson	Youth	Pending - County	\$0.00
<b>REGISTRATION FEE</b>			<b>\$10.00</b>
<b>ORDER TOTAL</b>			<b>\$10.00</b>

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$10.00
<b>APPROVED PAYMENT TOTAL</b>				<b>\$0.00</b>

Files to Download

There are no files to download for this event.

Instructions	Registration Info
<p><b>PAYMENT INSTRUCTIONS:</b></p> <p style="font-size: x-small;">If paying via check, please make check payable to <b>Center for 4-H</b>, mail to:            NDSU Center for 4-H            FLC 219, Dept. 7280            PO Box 6050            Fargo, ND 58108-6050</p> <p style="font-size: x-small;">Please include a note detailing program fees or the name of the event you are paying for. If you have questions, please contact the Center for 4-H Youth Development at <a href="mailto:ndsuh4h@ndsu.edu">ndsuh4h@ndsu.edu</a> or 701-231-7251.</p> <p style="font-size: x-small;">Financial assistance for the program fee may be available. Contact your County Extension Office for details.</p>	<p><b>Sydney Halvorson</b>  <a href="mailto:holly.halvorson@ndsu.edu">holly.halvorson@ndsu.edu</a>            Cass County            District 05</p> <p style="font-size: x-small;">Confirmation Number 33928            Registered On Apr 17, 2018</p>
Event / Date / Time / Location	Event Contact
<p><b>2018 State Livestock Quiz Bowl</b>  <b>Date</b>            May 05, 2018 - May 05, 2018</p>	<p style="font-size: x-small;">For assistance, please contact the organizer:</p> <p style="font-size: x-small;">Leigh Ann Skurupey  <a href="mailto:leighann.skurupey@ndsu.edu">leighann.skurupey@ndsu.edu</a></p>

Return To Member List

**NOTE:** The contest is **\$10 per team**. 4-H Online will not calculate this for you at this time (we are working on this). Make sure you write your check for the correct amount of teams you have entered.