Idaho 4-H State Teen Association Convention Registration
4-H Online Instructions

**For Non 4-H members:** Complete the online registration form**

**Registration:** 4-H Members must be enrolled and in active status in 4-H for the 2017/18 program year to register for the 2018 Idaho 4-H State Teen Association Convention. Chaperones and College Staff must be certified volunteers (completed a successful background check and the Protecting Minors training) and in “active” status in 4-H.

To enroll as a 4-H Member or a Certified Volunteer, follow these steps:

1. Log on to 4-H Online at https://idaho.4honline.com

2. Complete your re-enrollment for 2017/2018 and pay your county’s enrollment fee. **Please Note: Certifying as a Volunteer can take 2-3 weeks, so please enroll early so that you have plenty of time to register for the event.** **

3. After a county 4-H staff member has approved your enrollment and your status is “active”, you may begin the event registration process.

To register for the Idaho 4-H State Teen Association Convention, follow these steps:

4. Log on to 4-H Online at: https://idaho.4honline.com. Select “Continue to Family”. 

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5. Select “Register A Member In An Event”. Select your name. Select 2018 Idaho 4-H State Teen Association Convention (STAC).

6. Select “Files to Download”: If there are any relevant documents that go along with this event, they will be posted in this section for you to download.

7. Registration Type: Select “Register” to begin the registration.

8. Complete the online Entry form for the 2018 Idaho 4-H STAC. **Note:** Workshop Tracks and Exploratory Tracks have maximum numbers of participants. If a Track is “grayed” out and can’t be clicked, it means it is full and you will have to make an alternate Track choice.**

9. After Entry form is completed, select “Continue” to proceed.
10. Select “Checkout” to proceed to the next page.

11. There currently isn’t an online payment system set up through 4-H Online Event registrations. It will automatically default to the County/Club 4-H Check. Click “Select Payment Method” to continue.

12. Review Order: On this page, you can print your Entry form for your records if you choose. The county and state offices will have a digital record. To finalize your registration, “Check” the agreement statement and select “Confirm Order”.

Registration Questions or Problems?: Please contact Shana Codr, scodr@uidaho.edu or by phone: (208) 885-7700. For 4-H Online technical assistance, please send an email to support@idaho4honline.zendesk.com.

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