

4-H Ambassador Summit Registration and Payment Instructions (4-H Members and Chaperones)

Registration: 4-H Members must be enrolled and in active status in 4-H for the 2018 program year to register for the 2018 Ambassador Summit. Chaperones must be certified volunteers and in "active" status in 4-H.

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

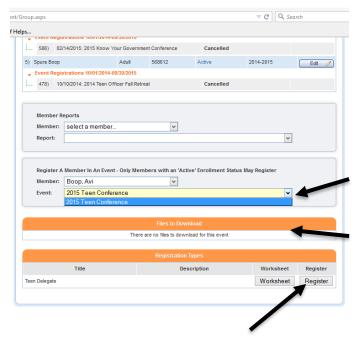
- 1. On or after October 1st: Log on to 4-H Online at https://idaho.4honline.com
- 2. Complete your re-enrollment for 2018 and pay your county's enrollment fee. **Please Note: Certifying as a Volunteer can take 2-3 weeks, so please enroll early so that you have plenty of time to register for the event.**
- 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 4-H Ambassador Summit, follow these steps:

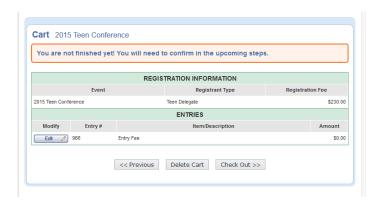
4. Log on to 4-H Online at: https://idaho.4honline.com. Select "Continue to Family".







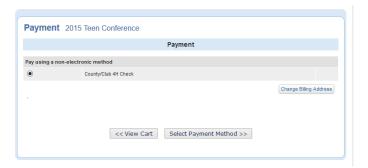
- 5. Select "Register A Member In An Event". Select your name. Select Ambassador Summit.
- 6. Select "Files to Download": If there are any relevant documents that go along with this event, they will be posted in this section for you to download.
- 7. Registration Type: Select "Register" to begin the registration.
- 8. Complete the online Entry form for the Ambassador Summit.
- 9. After Entry form is completed, select "Continue" to proceed.



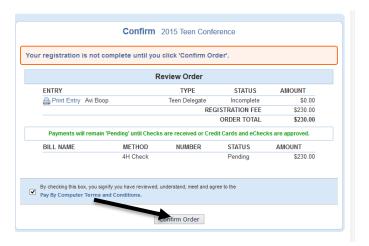
10. Select "Checkout" to proceed to the next page.



11. There currently isn't an online payment system set up through 4-H Online Event registrations. (Please refer to payment instructions below on where to pay for the event). 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, select "Confirm Order".



4-H Members and Chaperones:

Registrations: Registrations are \$125.00 per 4-H Member; \$50.00 per Chaperone and Ambassador Steering Committee Members/State Officers and open from October 5 – November 2, 2018.

Registration Deadline: Last day to register for the event is **November 2, 2018**. No registrations will be accepted after that date.

Payments: Please go to www.uidaho.edu/4hevents to make your payment. Registrations will not receive final approval in 4-H Online until payment is received in full through the Marketplace site. **Note: DO NOT remit payment to your local County Office. If you are receiving a local scholarship, please work with your county for reimbursement. **

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.

