



## Ambassador Online Application Process

### How to apply through 4-H Online:

You must be enrolled and in active status in 4-H for the 2016 program year to apply to this year's Ambassador Training.

To apply, follow these steps:

1. On or after October 1, log on to 4-H Online at <https://idaho.4honline.com>
2. Complete your re-enrollment for 2016 and pay your county's enrollment fee.
3. After a county 4-H staff member has approved your enrollment and your status is "active", you may begin the Event Registration process.
4. Log on to 4-H Online at: <https://idaho.4honline.com>. Select "Continue to Family".





5. Select "Register Member for an Event". Select your name. Select 2016 Ambassador Training Conference.

Logged in as 345 (9 County) Home | My Member List

### Member List

If your enrollment status is **Inactive** or **Incomplete**, click the **Edit** button to review, update (or correct) and submit your record for approval. If your status is **Pending**, your record is complete and waiting for county Extension approval.

Volunteers must have a successful background screen, completed the Protecting Minors Training, and remit enrollment fees (to county Extension Office) for an enrollment to be considered complete.

**345 Family** | Edit Family  
15 Soloway Loop  
Albion, ID 83620  
**Address is Not Verified**  
345-234-4567  
345@e.com [send mail]  
Demonstration County [contact info]

**Add A New Family Member**  
select a member type...  
Add Member  
**ReActivate An Archived Family Member**  
select a member...  
ReActivate Member

**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Que 345	Adult	Must Resubmit	Incomplete		Edit
2)	zoo 345	Adult	547850	Inactive	2012-2013	Edit

**Member Reports**  
Member: select a member...  
Report: select a member...

**Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register**  
Member: select a member...  
Event: select an event...

6. "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".
8. Complete your essay questions and read/agree to the Code of Conduct.
9. There is a \$125.00 fee for this registration (an additional \$25.00 fee if ordering a shirt). Chaperones, Steering Committee Members and State Officers have a \$50.00 registration fee.
10. Print the final invoice from 4-H Online.
11. Let your county 4-H staff member know you have submitted an application for the 2016 Ambassador Training, so they can approve it in 4-H Online.
12. Make a payment to your local county extension office. Or pay online at: [www.uidaho.edu/4hevents](http://www.uidaho.edu/4hevents)

You should complete your online application by November 4, 2016 if you plan to attend this year's conference.

Please contact Shana Codr, [scodr@uidaho.edu](mailto:scodr@uidaho.edu) if you have any questions.