



Events

As Idaho has progressed with using 4-H Online there has been an increase of State event registrations facilitated through 4-H Online. Counties are able to create event registrations for county events or can even collaborate to facilitate event registration for District events.

For best results use the Firefox browser.

Before getting started in events

- Take time to “pre-plan” your events – look at prior paper enrollment forms to assess what is/is not needed
- What counties will be participating?
- Does registration need to be restricted by project?
- Are youth, who are in a certain grade only eligible to participate?
- What are the event start/end dates?
- Will money be charged?
 - Are there special invoice instructions?
- It is absolutely critical to have event contact information listed. Who is the primary person responsible for this event?
 - Is there a website for further information that people can visit?

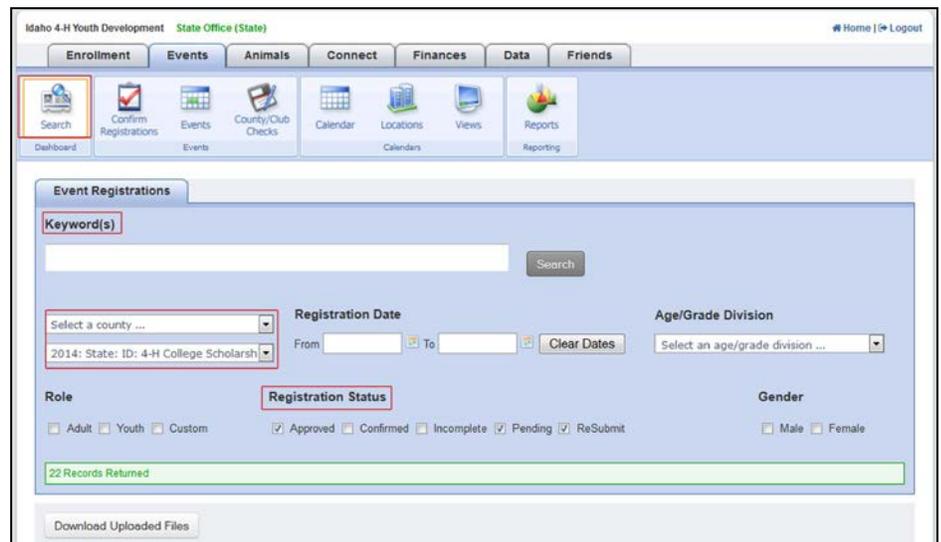
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Events Dashboard

Search

- The 'Search' icon is where you can look up registrations for events. You can set a variety of filters i.e. county, specific event, and registration status. Depending on the event you can also download uploaded files.
- Be sure to clear your filters after searching.



Idaho 4-H Youth Development State Office (State) Home | Logout

Enrollment Events Animals Connect Finances Data Friends

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Dashboard Events Reporting

Event Registrations

Keyword(s)

Search

Select a county ... Registration Date From To Clear Dates Age/Grade Division Select an age/grade division ...

2014: State: ID: 4-H College Scholarsh

Role Registration Status Gender

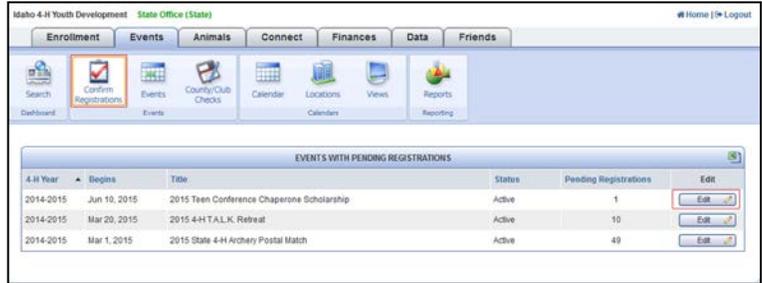
Adult Youth Custom Approved Confirmed Incomplete Pending ReSubmit Male Female

22 Records Returned

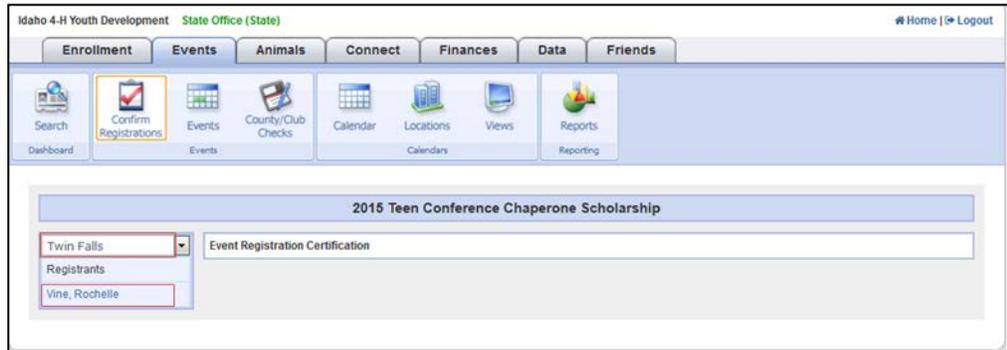
Download Uploaded Files

Confirm Registrations

- On your home screen you will see this icon “Event Registrations Pending”.
- To confirm registrations click the “Confirm Registrations” icon. Events with pending registrations will populate in the area below.
- Click ‘Edit’ on the event with the registration(s) to approve.
- Select your County from the drop down list
- Registrant names will appear (in the example Rochelle Vine)
- Depending on how long the registration form is you may have multiple pages. Review information – READ carefully to ensure information entered matches what is needed.
- If there are no errors, click “Accept Registration” If there are errors or questions were not answered make a note in



4-H Year	Begins	Title	Status	Pending Registrations	Edit
2014-2015	Jun 10, 2015	2015 Teen Conference Chaperone Scholarship	Active	1	Edit
2014-2015	Mar 20, 2015	2015 4-H T.A.L.K. Retreat	Active	10	Edit
2014-2015	Mar 1, 2015	2015 State 4-H Archery Postal Match	Active	49	Edit



Idaho 4-H Youth Development State Office (State)

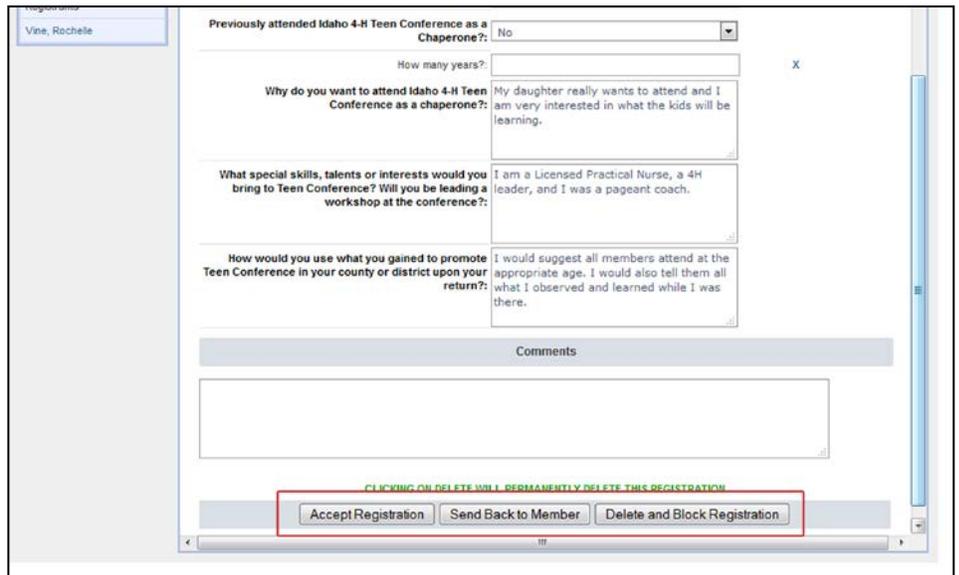
Enrollment Events Animals Connect Finances Data Friends

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

2015 Teen Conference Chaperone Scholarship

Twin Falls Registrants Vine, Rochelle

Event Registration Certification



Registrant: Vine, Rochelle

Previously attended Idaho 4-H Teen Conference as a Chaperone?: No

How many years?:

Why do you want to attend Idaho 4-H Teen Conference as a chaperone?: My daughter really wants to attend and I am very interested in what the kids will be learning.

What special skills, talents or interests would you bring to Teen Conference? Will you be leading a workshop at the conference?: I am a Licensed Practical Nurse, a 4H leader, and I was a pageant coach.

How would you use what you gained to promote Teen Conference in your county or district upon your return?: I would suggest all members attend at the appropriate age. I would also tell them all what I observed and learned while I was there.

Comments

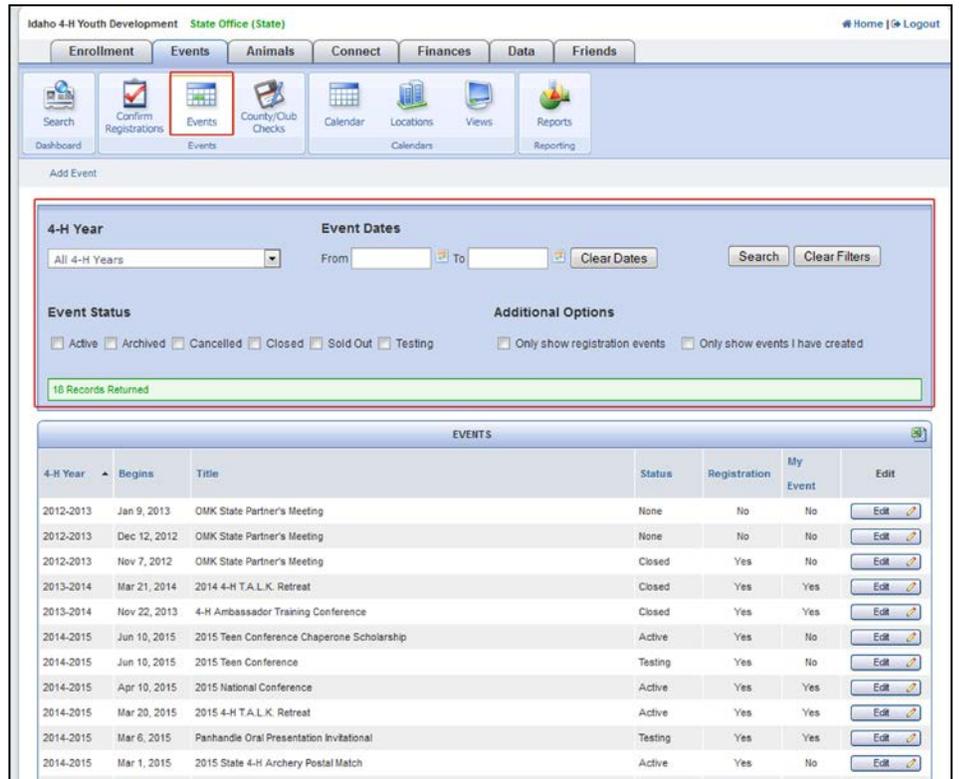
CLICKING ON DELETE WILL PERMANENTLY DELETE THIS REGISTRATION

Accept Registration Send Back to Member Delete and Block Registration

the comments section above then click “Send Back to Member”. The form will go back to the registrant for resubmission. To delete a registration click “Delete and Block Registration”

Events

- Clicking on this icon will display events that you have created
- As this list populates you will have the ability to search for events by 4-H year and other filters



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Enrollment Events Animals Connect Finances Data Friends

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Dashboard Registrations Events Calendars Reporting

Add Event

4-H Year All 4-H Years Event Dates From To Clear Dates Search Clear Filters

Event Status Active Archived Cancelled Closed Sold Out Testing Additional Options Only show registration events Only show events I have created

18 Records Returned

4-H Year	Begins	Title	Status	Registration	My Event	Edit
2012-2013	Jan 9, 2013	OMK State Partner's Meeting	None	No	No	Edit
2012-2013	Dec 12, 2012	OMK State Partner's Meeting	None	No	No	Edit
2012-2013	Nov 7, 2012	OMK State Partner's Meeting	Closed	Yes	No	Edit
2013-2014	Mar 21, 2014	2014 4-H T.A.L.K. Retreat	Closed	Yes	Yes	Edit
2013-2014	Nov 22, 2013	4-H Ambassador Training Conference	Closed	Yes	Yes	Edit
2014-2015	Jun 10, 2015	2015 Teen Conference Chaperone Scholarship	Active	Yes	No	Edit
2014-2015	Jun 10, 2015	2015 Teen Conference	Testing	Yes	No	Edit
2014-2015	Apr 10, 2015	2015 National Conference	Active	Yes	Yes	Edit
2014-2015	Mar 20, 2015	2015 4-H T.A.L.K. Retreat	Active	Yes	Yes	Edit
2014-2015	Mar 6, 2015	Panhandle Oral Presentation Invitational	Testing	Yes	Yes	Edit
2014-2015	Mar 1, 2015	2015 State 4-H Archery Postal Match	Active	Yes	No	Edit

County/Club Checks

For Idaho, the Finances Feature has not been turned on this does not have any real functionality for the events that we do.

Calendar

In Idaho, the calendar is linked to the Idaho 4-H Youth Development Calendar. Events created will default to this calendar as well.

Locations

See page 6

Views

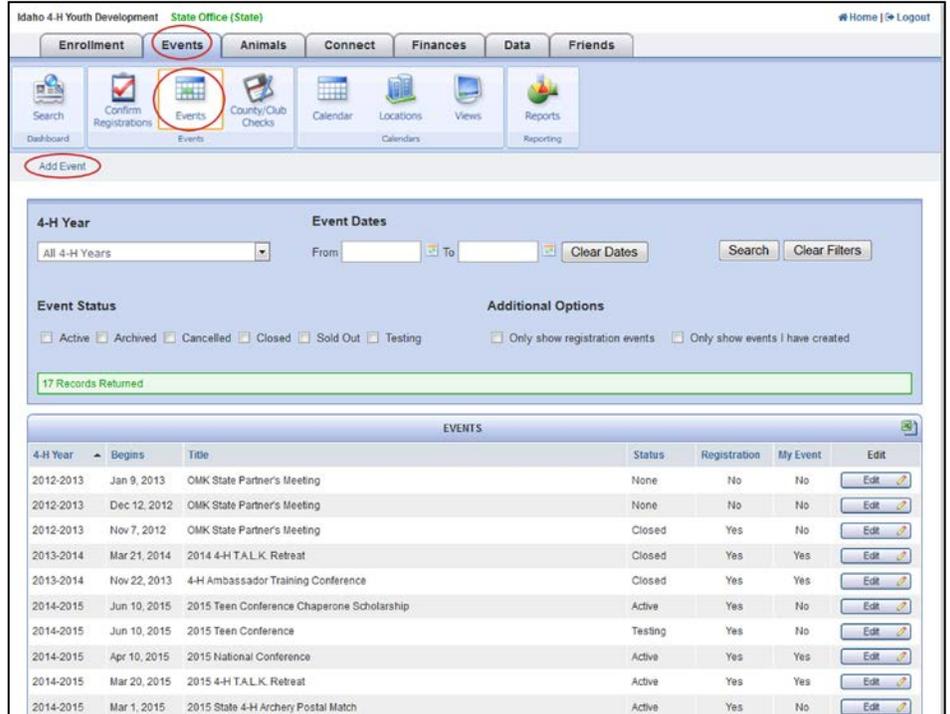
Idaho utilizes the same calendar, therefore views are not necessary

Reports

See page

Steps to create an event(s):

- Login to your account on 4-H Online at <https://idaho.4honline.com>
- From the Dashboard click on the 'Events' Tab
- Click on the 'Events' icon
- Click 'Add Event' listed under the dashboard



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Enrollment **Events** Animals Connect Finances Data Friends

Search Confirm Registrations **Events** County/Club Checks Calendar Locations Views Reports

Add Event

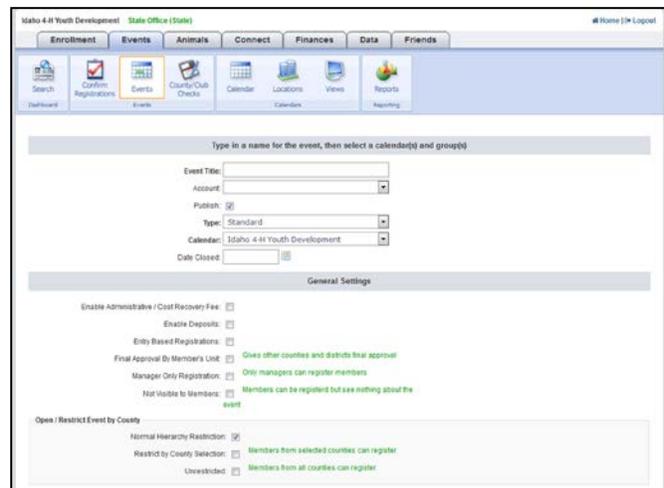
4-H Year: All 4-H Years Event Dates: From: To: Clear Dates Search Clear Filters

Event Status: Active Archived Cancelled Closed Sold Out Testing Additional Options: Only show registration events Only show events I have created

17 Records Returned

4-H Year	Begins	Title	Status	Registration	My Event	Edit
2012-2013	Jan 9, 2013	OMK State Partner's Meeting	None	No	No	Edit
2012-2013	Dec 12, 2012	OMK State Partner's Meeting	None	No	No	Edit
2012-2013	Nov 7, 2012	OMK State Partner's Meeting	Closed	Yes	No	Edit
2013-2014	Mar 21, 2014	2014 4-H T.A.L.K. Retreat	Closed	Yes	Yes	Edit
2013-2014	Nov 22, 2013	4-H Ambassador Training Conference	Closed	Yes	Yes	Edit
2014-2015	Jun 10, 2015	2015 Teen Conference Chaparone Scholarship	Active	Yes	No	Edit
2014-2015	Jun 10, 2015	2015 Teen Conference	Testing	Yes	No	Edit
2014-2015	Apr 10, 2015	2015 National Conference	Active	Yes	Yes	Edit
2014-2015	Mar 20, 2015	2015 4-H T.A.L.K. Retreat	Active	Yes	Yes	Edit
2014-2015	Mar 1, 2015	2015 State 4-H Archery Postal Match	Active	Yes	No	Edit

- A window should appear where you can enter details about your event.
- Enter in initial information first
 - Event title
 - Event dates
 - Event contact information



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Enrollment Events **Animals** Connect Finances Data Friends

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Type in a name for the event, then select a calendar(s) and group(s)

Event Title:
Account:
Position:
Type: Standard
Calendar: Idaho 4-H Youth Development
Date Closed:

General Settings

Enable Administrative / Cost Recovery Fee:
Enable Deposits:
Entry Based Registrations:
Final Approval By Member's Unit: Gives other counties and districts final approval
Manager Only Registration: Only managers can register members
Not Visible to Members: Members can be registered but see nothing about the event

Open / Restrict Event by County

Normal Hierarchy Restriction:
Restrict by County Selection: Members from selected counties can register
Unrestricted: Members from all counties can register

- Once this information has been entered be sure to click 'Save' – scroll all the way to the bottom of the page.
- Once the initial save has been done you can enter in grade/project restrictions etc.

Reinact Event by School Grade
 Restricted by School Grade Selection: Youth from selected grades can register
 Selected Grades:

Levels Certifying Registrations

County:
 District:
 Region:
 State:

Youth Validation

Validate Age:
 Beginning Birthdate:
 Ending Birthdate:
 Validate Gender Max:
 Female Max:
 Male Max:

Animal/Livestock Integration

Animal Based Entries:
 List Animals by Family:
 Animal Type:

Select the date and time when this event will begin and end

Start Date: 12 am :00
 End Date: 12 am :00

Cleanup: :00

Select a repeat option

Do not repeat:
 Repeat Every: 1 week(s) on su sa fr th we tu mo su
 Repeat on the: First Sunday of every 1 month(s)
 Repeat every month:
 Repeat every year:

Invoice Instructions

Event Invoice Instructions:
 Use County Invoice Instructions: Overrides event invoice instructions

Comments

Comment:

Type in event contact information

Name:
 Phone:
 Email:
 Event Web Address:

Save

- After adding additional information be sure to click 'Save'
- You are now ready to get into the set up components for the event. To move forward with your event setup click 'Add Registration'

Cleanup: :00

Select a repeat option

Do not repeat:
 Repeat Every: 1 week(s) on su sa fr th we tu mo su
 Repeat on the: First Sunday of every 1 month(s)
 Repeat every month:
 Repeat every year:

Invoice Instructions

Event Invoice Instructions:
 Use County Invoice Instructions: Overrides event invoice instructions

Comments

Comment:

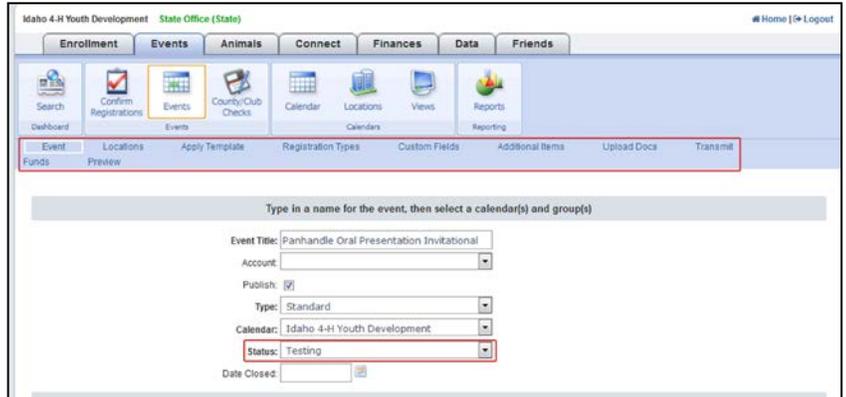
Type in event contact information

Name: Erika Thiel
 Phone: 208-243-8311
 Email: ethiel@uidaho.edu
 Event Web Address: http://web.care.idaho.edu/hsreporting/ih

Save Delete Add Registration

You should now see a line of text under the dashboard with different items that you may (or for some events) may not use for events.

- Your event will now have a status – in order to view the options your event needs to be in ‘Testing’ mode.
- Once your event goes ‘Active’ it is live and will accept entries. I strongly suggest restricting county registration to Demo on your initial setup. You can do set up of your event in testing then go ‘Active’ for Demo county participants only. This way you can experiment with the entries and make sure things are working properly. If your event has a set number of participants you may need to add those numbers of Demo county registrations back into your total head count.



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Enrollment Events Animals Connect Finances Data Friends

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Event Locations Apply Template Registration Types Custom Fields Additional Items Upload Docs Transmit

Type in a name for the event, then select a calendar(s) and group(s)

Event Title: Panhandle Oral Presentation Invitational

Account: [Dropdown]

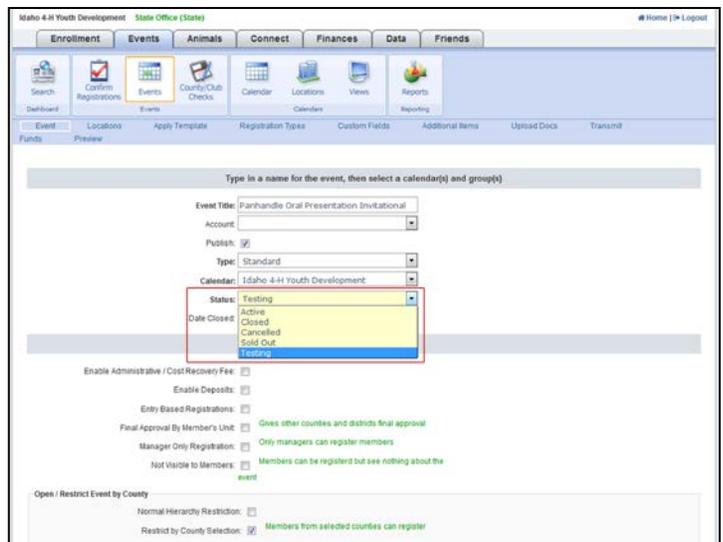
Publish:

Type: Standard

Calendar: Idaho 4-H Youth Development

Status: Testing

Date Closed: [Date Picker]



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Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Event Locations Apply Template Registration Types Custom Fields Additional Items Upload Docs Transmit

Type in a name for the event, then select a calendar(s) and group(s)

Event Title: Panhandle Oral Presentation Invitational

Account: [Dropdown]

Publish:

Type: Standard

Calendar: Idaho 4-H Youth Development

Status: Testing

Date Closed: [Date Picker]

Enable Administrative / Cost Recovery Fee:

Enable Deposits:

Entry Based Registrations:

Final Approval By Member's Unit: Give other counties and districts final approval

Manager Only Registration: Only managers can register members

Not Visible to Members: Members can be registered but see nothing about the event

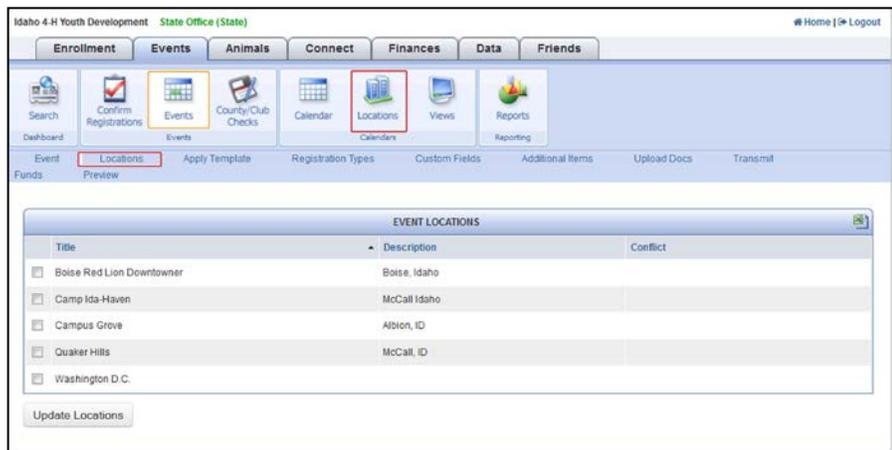
Open / Restrict Event by County

Normal Hierarchy Restriction:

Restrict by County Selection: Members from selected counties can register

Locations

- Click on ‘Location’ in the blue tool bar. Here is where you would click to add your location for your event.
- If your location is not listed on the list of where your event will be held, you may have to add the location to the list by clicking the ‘Locations’ icon in the dashboard.



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Event Locations Apply Template Registration Types Custom Fields Additional Items Upload Docs Transmit

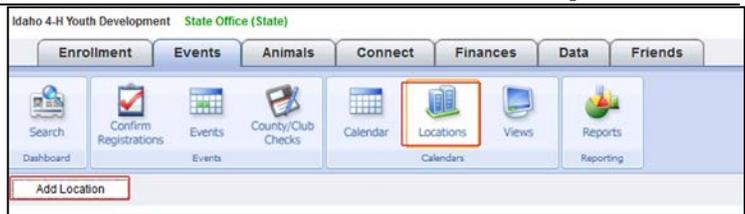
EVENT LOCATIONS

Title	Description	Conflict
<input type="checkbox"/> Boise Red Lion Downtowner	Boise, Idaho	
<input type="checkbox"/> Camp Ida-Haven	McCall Idaho	
<input type="checkbox"/> Campus Grove	Albion, ID	
<input type="checkbox"/> Quaker Hills	McCall, ID	
<input type="checkbox"/> Washington D.C.		

Update Locations

Events - 4-H Online HelpSheet

- Once you have clicked the 'Locations' icon click 'Add Location' located under the dashboard.
- A popup window should appear, enter the location name in the 'Location Title'.
- Click Save.
- You will need to click on the 'Events' icon, locate your event, click 'Edit' to resume set up.



- The next section is "Apply Template". For a new event, you will not have an event to work off of. Once the event is created, you can select the event, from the drop down list. This will import/embed the formatting etc. from the prior year's event. That said, be careful to review dates, contact information and registration specifics such as costs and paperwork as there may be changes to that information.

Registration Types

If your event requires registrations, you will need to set up registration types, typically these will be youth and adults.

To add registration types:

- Click 'Registration Types'
- Click 'Add Registration Type'



- Add in a title (name) for your Registrant Type
- Select Role Type from the drop down list

- Depending on your event you have some options such as limiting the number of registrations. You also have the option of enabling age divisions – this is a very handy feature when you get to custom field setup.
- Registration date is a very important section. If you need to test your event then this date should be wider than your actual registration timeline. These dates maybe adjusted several times during testing so it is critical that you double check this before an event goes active.
- If your event has a registration fee for participants you can specify that here as well as early and late registration fees.
- Once you have made your selections click ‘Save’. Repeat steps until you have set up all registration types, as necessary.

Custom Fields

This is where you build your “Registration” form if you will. If you have a copy of an existing registration form to work off of, have it handy. This will help ensure that you are capturing all pertinent information.

Before you begin setting up Custom Fields...

A lot of information that has been historically captured on paper registration forms is captured during the enrollment process in 4-H Online such as: health information, birth date, 4-H age, contact information, emergency contact information, and T-shirt sizes. If your registration form has that information on it, use a red pen and put an X through it. This information can be pulled in event reports, it is not necessary to add those custom fields for your online registration form. What should remain are questions particular to the event.

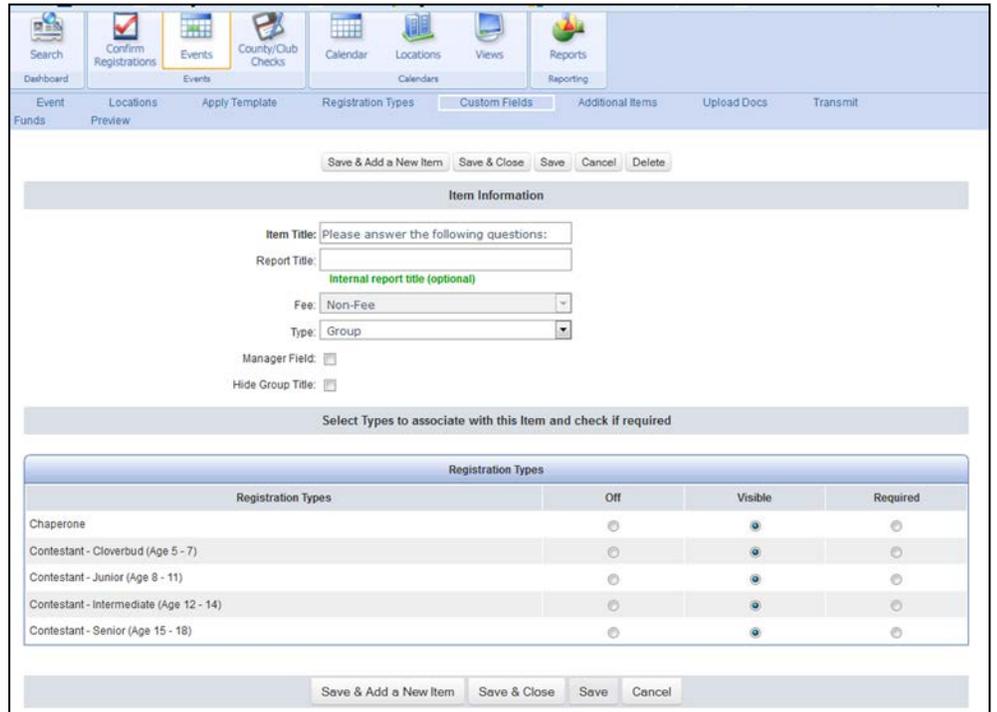
To add Custom Fields

The first custom field that needs to be added is a group. This creates a header and “groups” common fields.

- Type in the ‘Item Title’ field *Please answer the following questions:* or what you would like to have as your lead statement/item to show first at the top of your page.
- Select “Group” from the ‘Type’ drop-down list

- For this example I clicked use age divisions, see how this example has populated with age division information. There will be elements that may be specific just to a particular registration type but for this initial setup you want this visible for everyone.

- Off means it will not show
- Visible means it is visible on the form
- Required means you have to answer (need to be careful with radio button or check box answers as the system will require every option to be answered)



Save & Add a New Item Save & Close Save Cancel Delete

Item Information

Item Title: Please answer the following questions:

Report Title:

Internal report title (optional)

Fee: Non-Fee

Type: Group

Manager Field:

Hide Group Title:

Select Types to associate with this Item and check if required

Registration Types	Off	Visible	Required
Chaperone	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contestant - Cloverbud (Age 5 - 7)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contestant - Junior (Age 8 - 11)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contestant - Intermediate (Age 12 - 14)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contestant - Senior (Age 15 - 18)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Save & Add a New Item Save & Close Save Cancel

- Click Save

This sample is of a drop down list.

- When you initially create your Custom Field and get down to the group, click Save.
- You will then get the opportunity to add options.
- For each option that you want to appear in the drop down list, enter those items in separately.
- Determine who this information needs to appear for – is it something you want to be required or can it be visible?
- When finished click “Save and Close”

Item Title:

Report Title:

Internal report title (optional)

Fee:

Type:

Parent List:

Group:

Manager Field:

Enter Item List Options

Option Title	Max Available - Number of items available for registration	
<input type="text"/>	0	0 for unlimited
<input type="button" value="Add Option"/>		

List Options

Option Title	Max Available	Priority	Edit
Demonstration	0	1	<input type="button" value="Edit"/>
Illustrated Talk	0	2	<input type="button" value="Edit"/>
Speech	0	3	<input type="button" value="Edit"/>
Dramatic Presentation	0	4	<input type="button" value="Edit"/>
<input type="button" value="Update Priority"/>			

Select Types to associate with this Item and check if required

Registration Types	Off	Visible	Required
Chaperone	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contestant - Cloverbud (Age 5 - 7)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contestant - Junior (Age 8 - 11)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contestant - Intermediate (Age 12 - 14)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Contestant - Senior (Age 15 - 18)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

As information populates in the custom fields list you can update the priority. What priority means is the order in which items will appear on the form.

- To change the order, change the number in the priority column
- Click the double arrows.

Priority	Title	Fee	Type	Manager Field	
↑ ↓	Please answer the following questions:		Group	False	Edit
1	NOTE: All ages are as of January 1, 2015		Title Bar	False	Edit
2	Please select the category you will be participating in:		Drop Down List	False	Edit
3	Is this presentation		Radio Button	False	Edit
4	If team presentation, who is your partner?		Single-Line Text	False	Edit
5	Is this a Horse presentation?		Drop Down List	False	Edit
6	What is the title of your presentation?		Single-Line Text	False	Edit
7	What county are you chaperoning for?		Drop Down List	False	Edit

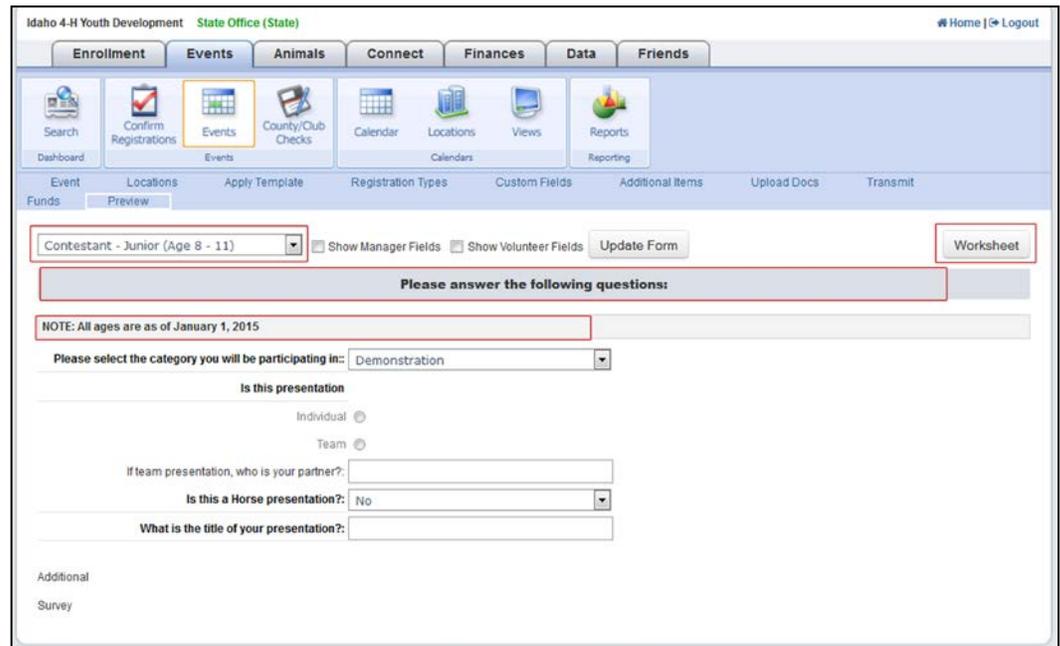
Upload Docs – Custom Field

If your event requires an upload that isn't already asked for in 4-H Online enrollment you can create a field where documents can be uploaded. Uploaded files can only be in a .pdf or .jpg format.

Preview

From the blue line of text you can click 'Preview' at any point in building your event (as long as it is still in test mode) to preview the worksheet for registrants

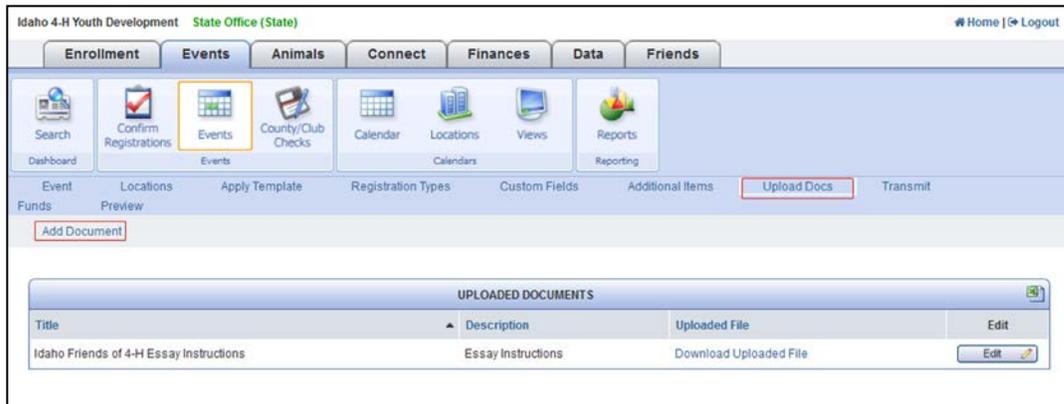
- Select what each registrant sees by selecting the registrant type from the drop down list
- Clicking 'Worksheet' will show you an example of the paper form
- The darker gray band is a GROUP
- The lighter gray band is a TITLE
- The questions listed in the sample are as follows:
 - Dropdown list
 - Radio Button
 - Single line of Text
 - Dropdown list
 - Dropdown list



Types of Custom Fields	
<i>(adapted from Todd Mehrkens University of Minnesota)</i>	
Check box	Collects “all that apply” types of data. However, these individual entries show up on reports as yes/no NOT the specific data type (Erika will be sharing this at the 2015 users’ conference)
Date	Forces a mm/dd/yyyy response
Decimal	Accepts two places decimal, numerical data. Allows math operations to be done on the data (see ‘number’ field)
Drop Down List	One option for collecting those “choose one” types of data. Radio button is another option. Must click save after initial setup to add drop down options
Email	Forces email format (remember all emails are supplied as part of enrollment and are available in reports)
File Upload	Forces a request where .pdf or .jpg can be uploaded as part of the registration form
Group	Creates a header and also groups common fields. I.e. Health/Demographic/Special Interest etc.
Multi-Line Text	Creates a text field/box that can accommodate larger amounts of text (i.e. short essay questions)
Number	Will only accept numbers. The big advantage is you can do math operations with this field in reports (i.e. adding a total)
Phone	Forces phone number (remember phone numbers are supplied as part of enrollment and are available in reports)
Radio Button	One option for collection “choose one” type of data (Drop Down List is the other). Must click save after initial setup to add in drop-down options.
Random	Creates a randomly assigned number that is only visible and accessible through the reports tool. Does not show up on the screen.
Single Line Text	Creates a text field for entering simple strings (one or few words) of text).
Social Security #	Do not use!
Title Bar	Like the Group option – you can use this element to provide helpful information and break up the form into sections
Zip	Forces zip code (this information is collected at initial enrollment) available in reports

Upload Docs

This section is where you can upload documents i.e. event registration instructions and/or program flyers. This information are items that registrants can download BEFORE they start the registration process. I have found it is very handy to create step by step instructions on how to navigate the registration process (also include specifically a list ensure they download all materials). In addition I post this information as a newsletter just to have bases covered.



Testing

Test your events in the Demo County before going live

- Do a registration for a youth, go through all the steps of submission to approval. Does everything work?
- Repeat this step for an adult registration

Going ACTIVE

Once all of the setup for an event is complete, the form is ready for use.

- However, it will not be available until you go back into the Event setup screen and change the status from 'Testing' to 'Active'.
 - Don't forget to check to see that the correct county/counties are selected (not just Demo County)
 - Scroll down and click 'Save'.
- If you made changes to registration dates to accommodate testing be sure to change those dates by revisiting your registration types section.

Registering for an Event

After an event has been set up and is at an "Active" status participants can register. Registration is done from the Member list page.

If an event does not show up:

- Have any items changed during testing i.e. registration dates?
- If an event is project restricted, the member must be enrolled in the project to have that appear in the list
- If an event is grade restricted, you may need to check to see if the window is wide enough to capture all youth (check age)
- Event status must be Active
- Check registration dates under Registrant types

Once registrations are submitted they will remain pending until confirmed at all levels



Editing Existing Registrations

Once a registration has been submitted, it is only possible for staff to make edits.

- Click on the Events Tab
- Click on the Search Icon
- Locate the desired registration
- Click Edit
- Under the Entries section click the green link to access the registration

If the link is not live (green) it means the registration is incomplete

Event Reports

To generate event reports be sure to click on the Events tab first. There are standard reports but they are event specific, you need to select the specific event from the dropdown list first before getting desired report to generate.

Custom reports are event specific. To create custom event reports, follow the same steps as you would for custom report setup. Tip sheets on reports can be accessed at <http://web.cals.uidaho.edu/4hreporting/4h-online/staff-helpsheets/>

If you have questions or need further information do not hesitate to contact Erika Thiel at ethiel@uidaho.edu

If you are experiencing an issue with 4-H Online please submit a support ticket to support@idaho4honline.zendesk.com