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”.

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10/2018
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](http://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.