





The screenshot shows a web interface for event registration. At the top, there are event listings with columns for ID, date, title, status, and year. Below this is a 'Member Reports' section with dropdowns for 'Member' and 'Report'. The main section is titled 'Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register'. It has a 'Member' dropdown set to 'Boop, Avi' and an 'Event' dropdown with '2015 Teen Conference' selected. Below the event selection is a 'Files to Download' section with a message 'There are no files to download for this event'. At the bottom is a 'Registration Types' table with columns for Title, Description, Worksheet, and Register. The 'Teen Delegate' row has 'Worksheet' and 'Register' buttons.

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.

The screenshot shows a 'Cart' for the '2015 Teen Conference'. A warning message at the top says 'You are not finished yet! You will need to confirm in the upcoming steps.' Below is a table for 'REGISTRATION INFORMATION' with columns for Event, Registrant Type, and Registration Fee. The row shows '2015 Teen Conference', 'Teen Delegate', and '\$230.00'. Below that is a table for 'ENTRIES' with columns for Modify, Entry #, Item/Description, and Amount. The row shows an 'Entry Fee' of '\$0.00'. At the bottom are navigation buttons: '<< Previous', 'Delete Cart', and 'Check Out >>'.

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".

ENTRY	TYPE	STATUS	AMOUNT
<a href="#">Print Entry</a> Avi Boop	Teen Delegate	Incomplete	\$0.00
		REGISTRATION FEE	\$230.00
		ORDER TOTAL	\$230.00

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$230.00

### **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](mailto:scodr@uidaho.edu) or by phone: (208) 885-7700. For 4-H Online technical assistance, please send an email to [support@idaho4honline.zendesk.com](mailto:support@idaho4honline.zendesk.com).



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