Event 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 an event. 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](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 an event.**

3. After a county 4-H professional has approved your enrollment and your status is “active”, you may begin the event registration process.

To register for an event, follow these steps:

4. Log on to 4-H Online at: [https://idaho.4honline.com](https://idaho.4honline.com). Select “Continue to Family”.

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5. Select “Register A Member In An Event”. Select your name. Select the event from the drop down list.

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.

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 how 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”.

Payment Instructions for 4-H Members and Chaperones:

After completing your registration in 4-H Online, please go to www.uidaho.edu/4hevents to submit your payment for the event. **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@idaho4online.zendesk.com.