

## 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.

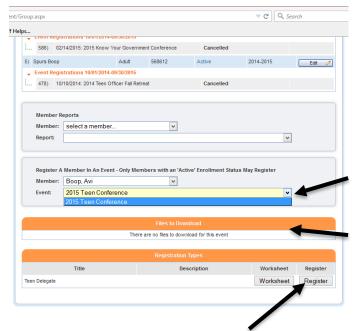
To enroll as a 4-H Member or a Certified Volunteer, follow these steps:

- 1. On or after October 1st: Log on to 4-H Online at <a href="https://idaho.4honline.com">https://idaho.4honline.com</a>
- 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: <a href="https://idaho.4honline.com">https://idaho.4honline.com</a>. Select "Continue to Family".



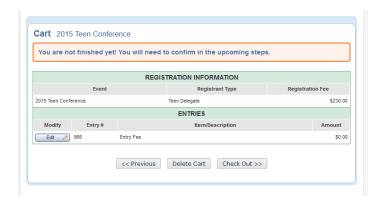


- 5. Select "Register A Member In An Event". Select your name. Select the event from the drop down list.
- 6. Select "Files to Download": If there are any relevant documents that go along with this event, they will be posted in this section for you to download.

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.



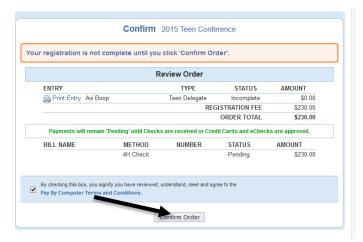
10. Select "Checkout" to proceed to the next page.



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 <a href="https://www.uidaho.edu/4hevents">www.uidaho.edu/4hevents</a> 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, <a href="mailto:scodr@uidaho.edu">scodr@uidaho.edu</a> or by phone: (208) 885-7700. For 4-H Online technical assistance, please send an email to <a href="mailto:support@idaho4honline.zendesk.com">support@idaho4honline.zendesk.com</a>.