# Registering for Events in 4HOnline

Washington State 4-H is moving to registration in 4HOnline for many events. The following guide will walk you through how to login and register for events such as Know Your Government and Camps.

Log in to 4HOnline

To begin registering for an event, log into 4HOnline with your family profile information. Once you have reached your home page, click the big orange "Continue to Family" button to view your member list.

🍀 **Note**: Using 4HOnline to register for events requires that you have a profile already set up within 4HOnline. If you have not yet registered for 4-H using 4HOnline, you'll want to start there.

For help enrolling, visit http://extension.wsu.edu/4h/join-4-h or contact your county extension office for assistance.
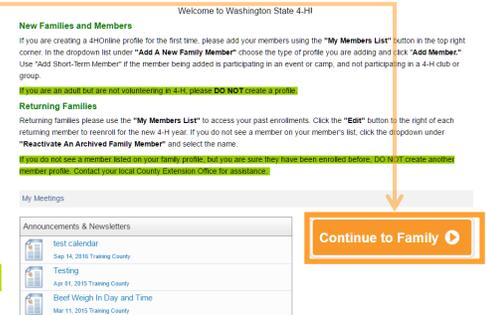
Choose Your Member and Event

At the bottom of your members list page, there are two drop down sections: **"Member Reports"** and **"Register a Member for an Event."** Under the second section, click the "Select a Member" dropdown to choose the member who is registering, and click the "Event" dropdown to choose your event.
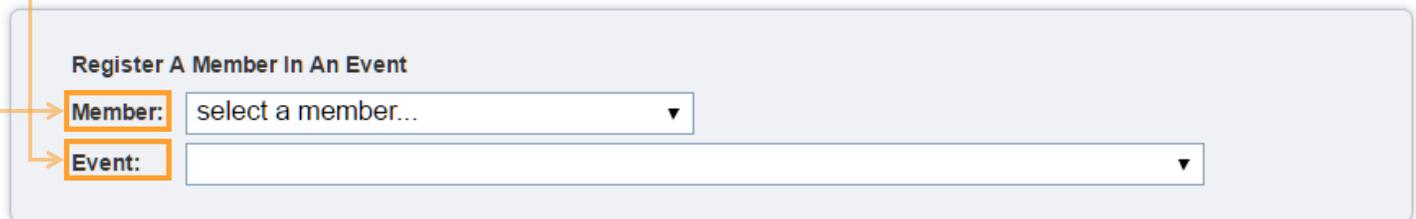
Register A Member In An Event

Member: select a member... ▼

Event: ▼

🍀 **Note**: If the event you are looking to register for does not appear on the "Event" dropdown, contact your county extension for assistance. If there is a limitation (age, grade, etc.) that you do not meet, the system will not allow you to register. There could be other limitations affecting your ability to register.

Once you have selected your member and event, two additional boxes will appear:

"Files to Download" may include additional registration pieces you will need to complete outside of 4HOnline. Click the name of the document to download the file.

Files to Download	
Name	Description
1) Code of Conduct	

"Registration Types" will usually only include one option. Click the "Register" button to the right of the correct registration button to open the event registration section.

Registration Types			
Title	Description	Worksheet	Register
Youth Participant		Worksheet	Register
Youth Staff (CF)		Worksheet	Register

🍀 **Note**: The "Worksheet" button will allow you to print a blank copy of the registration for you to look at before you register. A printer registration will NOT be accepted in lieu of the 4HOnline registration; it is simply for your reference.

Register for the Event

Each event registration will be different, but all will require you walk through these sections:

- Entry
- Cart
- Payment
- Confirm
- Finish

You must complete each section to fully register for the event.

Entry

The **"Entry"** page may ask for information such as shirt size, contact information, additional health questions, and more. Read and answer each item carefully. Items in **bold** are required. You will be unable to continue with your registration until these items have been completed.

Some events may require additional registration items (code of conduct, health information, etc.) and may ask that you upload the document to 4HOnline. Boxes such as the one below are file upload sections. Click the "Select" button to open the system dialog for your computer where you can browse to and select the file to be uploaded. * indicates a document upload is required.

Once you have filled out any required information and uploaded any required documents, click Continue >>

Cart

The **"Cart"** section is really an overview of the registration and costs associated. You will not pay for events using 4HOnline. Review the information here is correct (event, registration type, etc.). If you need to make any adjustments, click "Edit" to be taken back to the **"Entry"** section.

REGISTRATION INFORMATION

Event	Registrant Type	Registration Fee
Know Your Government	Youth Participant	$160.00

ENTRIES

Modify	Entry #	Item/Description	Amount
Edit ✏	85	Entry Fee	$0.00

Click Check Out >> to continue to the next section.

Payment

At this time we are not able to take online payments for events. Some events (like Know Your Government) will want you to write a check to your county extension office. Some events may require payment at the time of the event. Check the event information for details on how to remit payment to the event organizers.

Click [Select Payment Method >>] to continue to the next page.

Confirm

This screen gives you one last chance to review your registration type and fees. If you need to edit anything at this point, click on the page names at the top to skip to that section.

Entry   Cart   Payment   Confirm   Finish
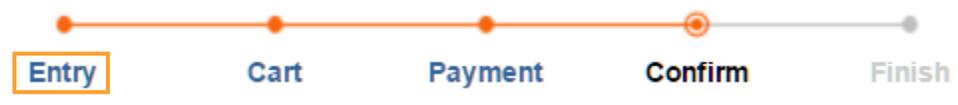
When you are sure everything is correct, click [Confirm Order] to submit your registration. **Your registration will not be finalized until you click this button!**

Your registration will remain pending until the event organizers have had the opportunity to review your registration. Depending on payment method, your registration may not be finalized until your payment has been received.

Finish

This final page gives you a complete overview of your event registration and invoice information. From here you can "Print Entry" to print a hard copy of your registration and "Print Confirmation" to print this page which contains an overview of the event including invoice instructions, contact information, and event specific information such as date, time, and location.

Click [Return To Member List] to go back to your family member's list.

View Registration Status

Once your registration has been submitted, you can view your registration status and print your confirmation on your **Family Member List** page.

5) Axtell5 Axtell-main	Youth	1755615	Active	2016-2017	Edit
Event Registrations 09/01/2016-08/31/2017					
10123) 02/18/2017: Know Your Government			Pending at the county level		View / Print

Note: If you have any questions about the event registration process or need any assistance with this, contact your local county extension office for help.

4-H
Washington State University
Extension