

4HONLINE

Registering for an event

Created: July 7, 2014

OVERVIEW

Registrations for some events are done in 4HOnline. This document walks you through registering for an event.

FINDING THE EVENT

Log into your family account and look at your member list. Scroll to the bottom and find the section titled “Register A Member In An Event”. Select the name of the member you want to register. Then select the event. A series of boxes will appear at the bottom of the screen. Click on the “Register” button.

REGISTERING FOR THE EVENT

On the next screen you will be asked for specific information related to the event. This may include t-shirt size, cabin or seminar choices, etc. Any required fields are in bold. Click on the “Continue >>” button. If you missed any required fields, you will get an error message and the missing fields will be highlighted.

Verify your choices and click on the “Check Out >>” button.

On the Payment screen, the only selection is County/Club 4H Check. Click on the “Select Payment Method” button.

On the Confirm screen, check the box agreeing to the Pay By Computer Terms and Conditions. Click the “Confirm Order” button.

On the Finish screen, you can print your entry.

Follow the invoice instructions for submitting payment.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.