



Virginia Cooperative Extension

Virginia Tech • Virginia State University

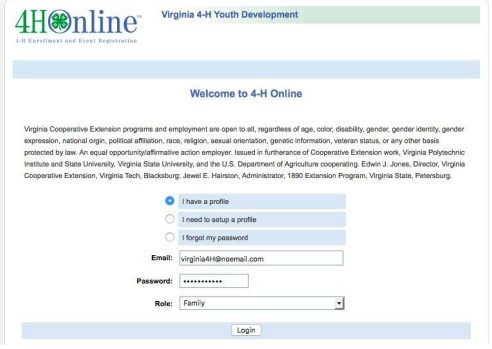

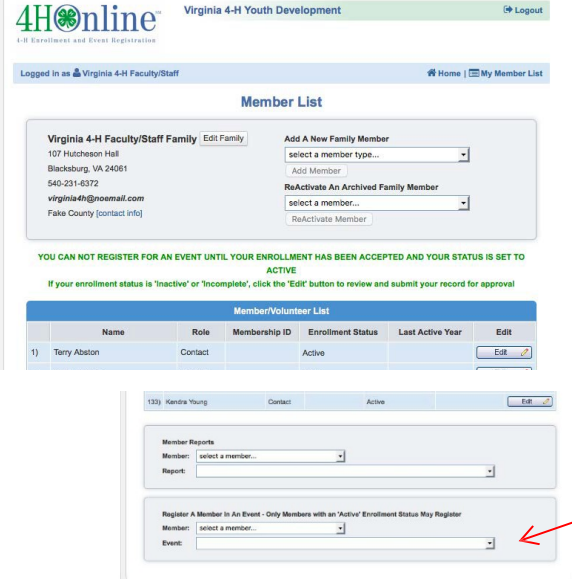
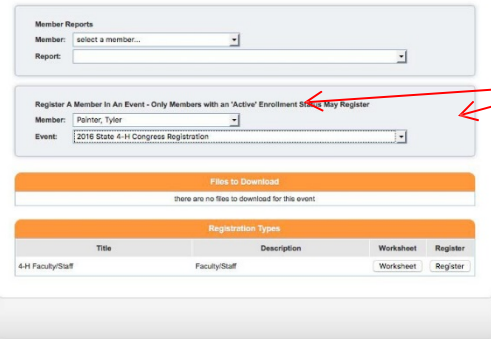
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**Virginia 4-H
Blacksburg, VA 24061
(Local) 540-231-6372**

Registering as an Agent/Staff for an Event using 4-H Online

  	<p>1. The Agent should log in with Email Address: virginia4H@noemail.com, Password: Virginia4h Leave family as the role.</p> <p>Then click Login and the orange continue to family button on the following screen.</p> <p>When you are logged in you will see the Member List for Agents/Staff. Please check this list for your name. If your name is not included in this list, please contact Tonya Price or Mellissa Breen to be added.</p> <p>2. If your name is in the list, scroll to the bottom to the page to the Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register section. This is the area used to register members in events.</p>
	<p>3. Select your name and the event from the dropdown menus.</p> <p>4. Your registration type will appear. Select the "Register" button.</p>

4Honline Virginia 4-H Youth Development

Logged in as Virginia 4-H Faculty/Staff: Tonya

Entry Cart Payment Continue Finish

Entry 2016 State 4-H Congress Registration

4-H All Star Information

Are you a 4-H All Star?

Yes

No

To Be Tapped

What unit where you tapped in?

What year were you tapped? X

For Current All Stars ONLY - I will attend All-Star Practice on Wednesday?

Yes

No

For All Congress Participants

T-Shirt Size (Adult Sizes): Small

Unit Photo: 0 x \$5.00 each

Group Photo: 0 x \$5.00 each

DVD: 0 x \$5.00 each

Continue >> Delete

5. A screen with additional information for the event will appear. Those items that are bold must be completed. After you complete the requested information press the “Continue” button.

If you do not want to register for the event select the Delete button and a prompt will ask if you want to delete this record. If you select yes your registration is cancelled.

4Honline 4-H Enrollment and Event Registration

Logged in as Guy: youth2 (Return to the County account) My Member List

Cart Teen Winter Retreat

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Teen Winter Retreat	Youth - Teen Winter Retreat	\$55.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	498	Entry Fee	\$0.00

<< Previous Delete Cart Check Out >>

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4Honline Registration powered by 4Honline

6. Review the registration fee and entry fees, if any, then select the “Check Out” button.

If you do not want to register for the event select the Delete Cart button and a prompt will ask if you want to delete this record. If you select yes your registration is cancelled.

4Honline 4-H Enrollment and Event Registration

Logged in as Guy: youth2 (Return to the County account) My Member List

Payment Teen Winter Retreat

Payment

Pay using a non-electronic method

County/Club 4H Check

Craig Dart
114 E 9400 S
Paradise, UT 84326

Edit Billing Information

<< View Cart Select Payment Method >>

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7. Press the “Select Payment Method”

The screenshot shows the 4Honline registration interface. At the top, it says "4Honline Virginia 4-H Youth Development" and "4-H Enrollment and Event Registration". Below that, it indicates the user is logged in as "Virginia 4-H Faculty/Staff: Fred [County]". A progress bar shows the steps: Entry, Cart, Payment, Confirm, and Finish. The current step is "Confirm" for the "Test 2016 State 4-H Congress Registration". A message box states: "Your registration is not complete until you click 'Confirm Order'". Below this is a "Review Order" section with two tables. The first table lists the entry details, and the second table lists the payment method. A red arrow points to the "Confirm Order" button at the bottom.

ENTRY	TYPE	STATUS	AMOUNT
Print Entry Fred Flintstone	4-H Faculty/Staff	Incomplete	\$0.00
REGISTRATION FEE			\$215.00
ORDER TOTAL			\$215.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$215.00

Confirm Order

8. Review all of the information to make sure it is correct, click "Print Entry" to print a copy of your registration, and then click the Confirm Order button.

Your registration will be added to the event in a pending registration status. The State Office will review your registration and approve or send back to you if edits need to be made.