



# Virginia Cooperative Extension

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

## For Unit Use Only-4-H Congress Payment, Invoice and Scholarships

Virginia 4-H Youth Development

Order Confirmation			
ENTRY	TYPE	STATUS	AMOUNT
Spongebob Squarepants	4-H Youth Delegate-Full Week	Pending - County	\$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
APPROVED PAYMENT TOTAL				\$0.00

Files to Download

There are no files to download for this event

Instructions	Registration Info
Payments can only be made by check. Please check with your local unit on making payment and who to make check payable too. PLEASE DO NOT MAKE PAYMENT UNTIL YOU RECEIVE YOUR INVOICE FROM YOUR UNIT OFFICE.	Spongebob Squarepants virginia4h@noemail.com State Office County District General  Confirmation Number 11 Registered On Apr 07, 2016
Event / Date / Time / Location	Event Contact
<b>Test 2016 State 4-H Congress Registration</b> <b>Date</b> April 04, 2016 - May 11, 2016  <b>Time</b> 07:00 am - 12:00 am	For assistance, please contact the organizer:  Melissa Breen <a href="mailto:msbreen@vt.edu">msbreen@vt.edu</a>

1. At the completion of the registration **each participant** will receive an Order Confirmation screen. That looks like this

**Note:** Under the Instructions box it says "Payments can only be made by check (this is for families-Unit offices can make payment by Hokie Mart or 4-H Foundation). Please check with your local unit on making payment and who to make check payable to. PLEASE DO NOT MAKE PAYMENT UNIT YOU RECIEVE YOUR INVOICE FROM YOUR UNIT OFFICE.

Please do not make payment until you receive your Unit invoice from the State Office. This Invoice will include ALL Participants in your Unit. You will be responsible to print individual invoices.

Report Quick View

State Administrative Assistant  
2016: Test 2016 State 4-H Congress Registration

Report: Financial - Payment List: By Event

Member: 4-H County	Event: Title	Member: Last Name	Member: First Name	Member: Amount	Registrati on: Status	Registrati on: Stage Number	Invoice: Registrati on: Amount	Payment: Amount	Payment: Method	Payment: Status
State Office	Test 2016 State 4-H Congress Registration	Adult	Example	0	Approved	8	215.00	215.00	4H Check	Pending
State Office	Test 2016 State 4-H Congress Registration	Fake	Adult	0	Approved	6	215.00	215.00	4H Check	Pending
State Office	Test 2016 State 4-H Congress Registration	Squarepants	Spongebob	0	Pending	County 11	215.00	215.00	4H Check	Pending
State Office	Test 2016 State 4-H Congress Registration	Youth	Example	10.00	Approved	7	225.00	225.00	4H Check	Pending
State Office	Test 2016 State 4-H Congress Registration	Youth	Fake	0	Pending	County 5	215.00	215.00	4H Check	Pending

\*Congress registrations can only be paid from the Unit account if the delegates check has been deposited into unit account.

\*To pay from Foundation funds, you will need to do a Foundation funds transfer. The fund for Congress is 881458.

\*To pay in HokieMart, you will do a direct bill, choose A6 purchases from other Government Entities. You will use 12211 as account code. For vendor choose Virginia

4-H Foundation with the address 107 Hutcheson Hall 0419, Blacksburg, VA 24061.

Virginia 4-H Youth Development [2015-2016] Fake (County) Home | Logout

Enrollment Events Connect Data

Search My Account Managers Options Confirm Members Schools Clubs Activities Awards Groups Group Enrollment Payments Reports

Dashboard Enrollment

New Messages

Author	Sent	(state all)
"4HOnline - Initial Event Registration" for your review	4HOnline Apr 7 2016 1:07PM	(state all)
"4HOnline - Initial Event Registration" for your review	4HOnline Apr 7 2016 1:03PM	(state all)
"4HOnline - Initial Event Registration" for your review	4HOnline Apr 5 2016 11:26AM	(state all)
"4HOnline - Initial Event Registration" for your review	4HOnline Apr 5 2016 11:16AM	(state all)

Announcements & Newsletters

Items to Review

0 Enrollments Pending

2 Event Registrations Pending

Items to Order / Pay

4 Event Checks Due

2015-2016 Enrollment Snapshot

Youth Club Enrollment	3
Adult Volunteer Enrollment	0
Youth Volunteer Enrollment	0
Group Youth Enrollment	0

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2. To print an individual invoice, the County should log in to the Family profile, select the event from the list.

Virginia 4-H Youth Development [2015-2016] Fake (County) Home | Logout

Enrollment Events Connect Finances Data

Search My Account Managers Options Confirm Members Schools Clubs Activities Awards Groups Group Enrollment Payments Reports

Dashboard Enrollment

Quick Reports

Members/Volunteers Families Projects Activities Awards Groups Training

Keyword(s) (Address, Email, Last Name, Primary Phone)

Select a county ...

Family Enrollment Date From To Clear Dates

1 Records Returned

Flag Options Add Family Email to Flagged Families Email to Search Results

Name	Address	Phone	Email	Status	Created	Login
Virginia 4-H Faculty/Staff	107 Hutchesson Hall Blacksburg, VA 24061	540-231-6372	virginia4h@noemail.com	Active	Feb 24, 2016	Login

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4Honline  
4-H Enrollment and Event Registration

Logged in as Virginia 4-H Faculty/Staff (County) My Member List

### Member List

Virginia 4-H Faculty/Staff Family Edit Family

107 Hutchesson Hall  
Blacksburg, VA 24061

**Address is Not Verified**

540-231-6372  
virginia4h@noemail.com [send mail]  
Fake County [contact info]

Add A New Family Member

select a member type...  
Add Member Add Short-Term Member

ReActivate An Archived Family Member

select a member...  
ReActivate Member

**YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE**

If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Terry Abston	Contact		Active		Edit
2) Example Adult	Adult	1643581	Active	2015-2016	Edit
Event Registrations 10/01/2015-09/30/2016					
8)	04/04/2016: Test 2016 State 4-H Congress Registration		Payment Required: Make Payment		View / Print
3) Fake Agent	Contact		Active		Edit
Event Registrations 10/01/2015-09/30/2016					
4)	04/04/2016: Test 2016 State 4-H Congress Registration		Incomplete		Edit
4) Kathryn Abster	Contact		Active		Edit

Then click "View/Print" This page is also available to the families when they log into their account.

We will deduct scholarships at the State level. That is why it is important that there is no payment made until you receive an invoice from the State 4-H Office.

For Unit Scholarships please fill out this survey

[https://qtrial2012.az1.qualtrics.com/SE/?SID=SV\\_0dZIMBkIDSn1eIJ](https://qtrial2012.az1.qualtrics.com/SE/?SID=SV_0dZIMBkIDSn1eIJ)

4Honline™ Virginia 4-H Youth Development Logout

4-H Enrollment and Event Registration

Logged in as Virginia 4-H Faculty/Staff: Adult (7 State) My Member List

Entry Cart Payment Confirm Finish

**Finish** Test 2016 State 4-H Congress Registration

Virginia 4-H Youth Development Print Confirmation

**Order Confirmation**

ITEM	RATE	QUANTITY	AMOUNT
STATE: VA: SCHOLARSHIP: Scholarship Award	40.00	1	\$(40.00)

ENTRY	TYPE	STATUS	AMOUNT
<a href="#">Print Entry</a> Adult Fake	4-H Adult Volunteer	Approved	\$0.00
REGISTRATION FEE			\$215.00
<b>ORDER TOTAL</b>			<b>\$175.00</b>

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
APPROVED PAYMENT TOTAL				<b>\$0.00</b>

**Files to Download**

There are no files to download for this event

Instructions	Registration Info
Payments can only be made by check. Please check with your local unit on making payment and who to make check payable too. PLEASE DO NOT MAKE PAYMENT UNTIL YOU RECEIVE YOUR INVOICE FROM YOUR UNIT OFFICE.	<b>Adult Fake</b> virginia4h@noemail.com State Office County District General  Confirmation Number 6 Registered On Apr 05, 2016

Event / Date / Time / Location	Event Contact
<b>Test 2016 State 4-H Congress Registration</b> <b>Date</b> April 04, 2016 - May 11, 2016  <b>Time</b> 07:00 am - 12:00 am	For assistance, please contact the organizer:  Mellissa Breen msbreen@vt.edu

[Return To Member List](#)

The balance due is the amount left to pay after all deductions have been processed.