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

1. The Agent should log in with Email Address: virginia4H@noemail.com, Password: Virginia4h
   Leave family as the role.
   
   Then click Login and the orange continue to family button on the following screen.

   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 Joi Saville (joi.saville@vt.edu) to be added.

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.

3. Select your name and the event from the dropdown menus.

4. Your registration type will appear. Select the “Register” button.
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.

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.

7. Press the “Select Payment Method”
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.