

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; M. Ray McKinnie, Interim Administrator, 1890 Extension Program, Virginia State University, Petersburg.

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

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

	 The Agent should log in with Email Address: virginia4H@noemail.com, Password: Virginia4h Leave family as the role.
Upgenie and Brancing Vergenie 4-H Youth Development Vergenie Largerie from all Strapins 6-H Francymutt Billionage Parameter Vergenie is vergenie Notarioge Vergenie is Vergenie & Noveletiens Continue to Family O	Then click Login and the orange continue to family button on the following screen.
Viginia 4-H Youth Development @ Logodi Viginia 4-H Youth Staff @ Manage of Control of Contro	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.
1) Terry Abaton Contact Active Edf 13) Kentra Young Contact Active 13) Kentra Young Contact Active 11) Terry Abaton Edf 12) Kentra Young Contact Member In John Toronton Register A Member In John Toronton	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.
Mumber Reports Mumber West a mentoer. Report Report Report Report Report Print Cody Menders to At Event - Only Menders with an Active' Enrolment the Cody Register Mumber Wenter, there Wenter Print Download Print Download Report Report Report Download	 Select your name and the event from the dropdown menus. 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.
Exercise Answer Ceff Teen Writer Retreat Tee Out finished yet! You will need to confirm in the upcoming steps. Noter Registration fire Teen Writer Retreat Tee out finished yet! You will need to confirm in the upcoming steps. Noter Registration fire Tee will retreat Youd-Tee Writer Retreat Steps Entry Tee Writer Retreat Exercise Tee Youd-Tee Writer Retreat Exercise Exercise Exercise Exercise Exercise Exercise Exercise Exercise Exercise Exercise Exercise Description Answer Step Exercise Description	 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.
Control Class of Dataset Automatical Statuset Automatical Statuset Payment Team Minister Referent Payment Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Control Class of Dataset Control Class of Dataset Payment Payment Retord Dataset Payment Retord Dataset Control Class of Dataset Payment Retord Dataset<	7. Press the "Select Payment Method"

Utrginia 4-H Youth Development G+ Logout	8. Review all of the information to make sure is correct, click "Print Entry" to print a copy of your registration, and then click the Confirm Order button.
Logged in as ▲ Vrignis 4.41 Faculty/Staff: Fred ∯ County Image: My Member Lst Entry Cart Payment Confirm Frenkt Confirm Test 2016 State 4.4H Congress Registration Your registration is not complete until you click 'Confirm Order'. Nour registration is not complete until you click 'Confirm Order'. Print Entry TYPE STATUS AMOUNT Print Entry 4.4H Faculty/Staff Incomplete \$215.00 ORDER TOTAL \$215.00 \$215.00 Bill NAME METHOD NUMBER \$TATUS AMOUNT 4H Check Printing \$215.00 Confirm Order State State	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.