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

Registering a Family Member (Youth or Adult) for an Event using 4-H Online

4Honline Virginia 4-H Youth Development

Logged in as Virginia 4-H Faculty/Staff

Member List

Virginia 4-H Faculty/Staff Family

107 Hutcherson Hall
Blacksburg, VA 24061
540-231-6372
virginia4h@noemail.com
Fiske County [contact info]

Add A New Family Member

select a member type...

Add 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) Kathryn Alstat	Contact		Active		Edit

131) Kendra Young Contact Active Edit

Member Reports

Member: select a member...

Report: select a member...

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member: select a member...

Event: select a member...

1. The youth or adult member should login to <https://va.4honline.com>. Please use Google Chrome or Firefox as the internet browser. This program is not very compatible with Internet Explorer.

When you are logged into your family account, the Member List screen will be displayed.

2. Scroll to the bottom of the page to the section that is titled, **Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register**. This is the area used to register members for an event.

Member Reports

Member: select a member...

Report: select a member...

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member: Painter, Tyler

Event: 2016 State 4-H Congress Registration

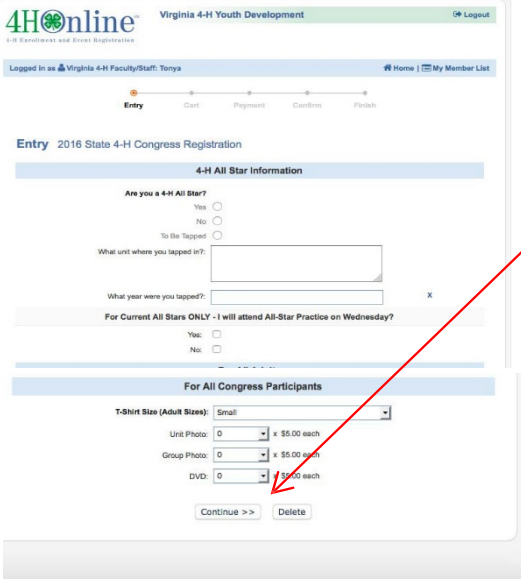
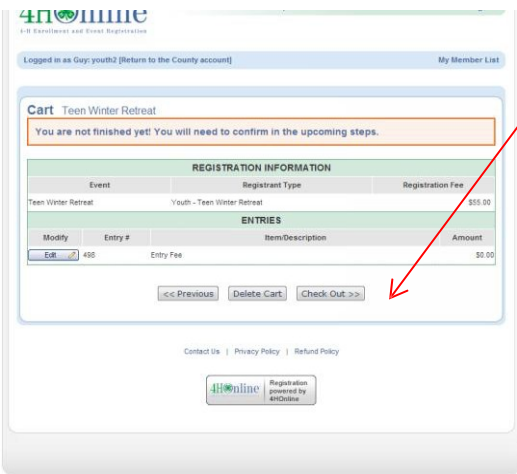
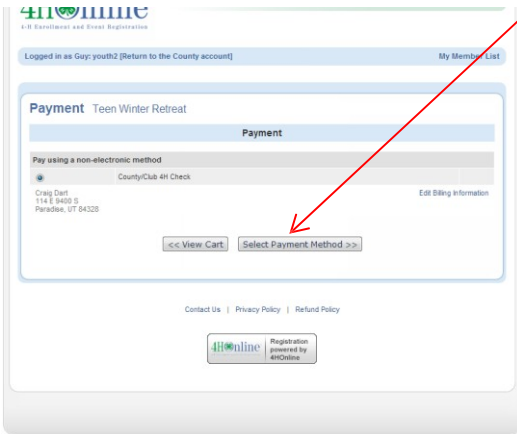
Files to Download

there are no files to download for this event

Title	Description	Worksheet	Register
4-H Faculty/Staff	Faculty/Staff	Worksheet	Register

3. Select the Member and Event from the dropdown menus. Only the names of family members who are **active** and meet criteria for the event (for example age or grade level) will appear in the drop down menus.

4. Registration types for the event will be displayed. Select your appropriate registration type (full-time or one day) and click 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. <i>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.</i>
	6. Review the registration fee and entry fees, if any, then select the “Check Out” button. <i>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.</i>
	7. Press the “Select Payment Method”

4Honline™ Virginia 4-H Youth Development Logout

4-H Enrollment and Event Registration

Logged in as Virginia 4-H Faculty/Staff: Fred [County] My Member List

Entry Cart Payment **Confirm** Finish

Confirm Test 2016 State 4-H Congress Registration

Your registration is not complete until you click "Confirm Order".

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

The member's registration will be added to the event in a pending registration status. Your local Extension Office will review the registration and approve or send back to you for corrections.