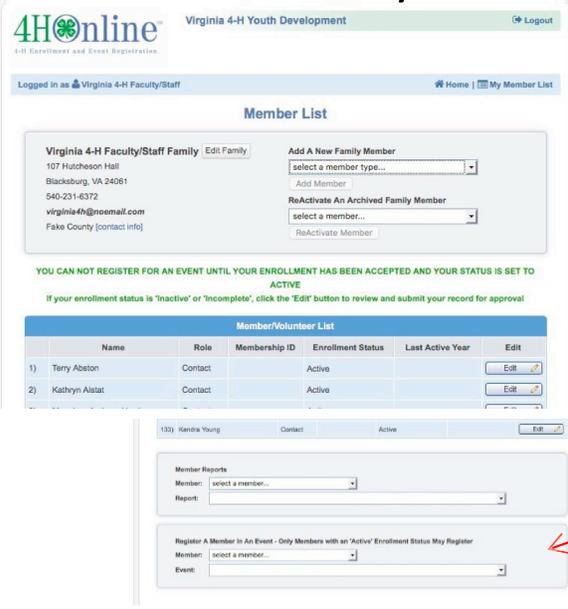
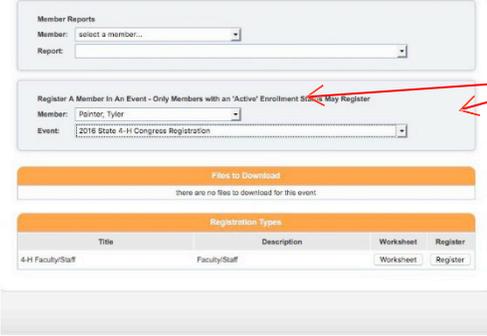


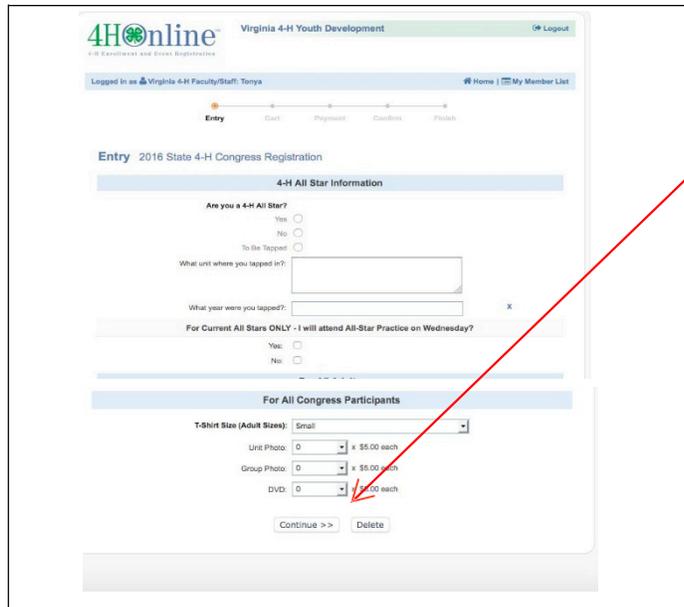


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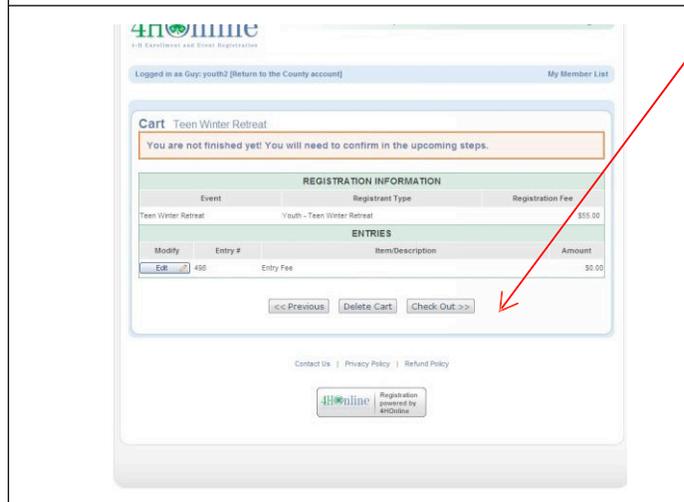
Unit Office Registering On Behalf of a Family for an Event using 4-H Online

 <p>The screenshot shows the 4Honline interface for a family. It includes a 'Member List' table with columns for Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit. Two members are listed: Terry Abston and Kathryn Alstat, both with 'Active' enrollment status. Below the table is a 'Register A Member In An Event' form with dropdown menus for Member and Event. A red arrow points to the 'Register A Member In An Event' section.</p>	<p>1. The unit manager should login to: https://va.4honline.com</p> <p>Once logged in, click on the Families tab to find the family you want to register for the event. Click Login beside the family name. When you are logged into the family, the Member List screen for the family will be displayed.</p> <p>2. Scroll to the bottom of the page until you see Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register. This is the area used to register members in events.</p>
 <p>The screenshot shows the 'Register A Member In An Event' page. It features dropdown menus for 'Member' (selected as 'Painter, Tyler') and 'Event' (selected as '2016 State 4-H Congress Registration'). Below these are sections for 'Files to Download' and 'Registration Types'. A table of registration types is shown with columns for Title, Description, Worksheet, and Register. The 'Register' button is highlighted with a red arrow.</p>	<p>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.</p> <p>4. Registration types will then be displayed. Click the "Register" button that is beside the appropriate registration type for that member.</p>



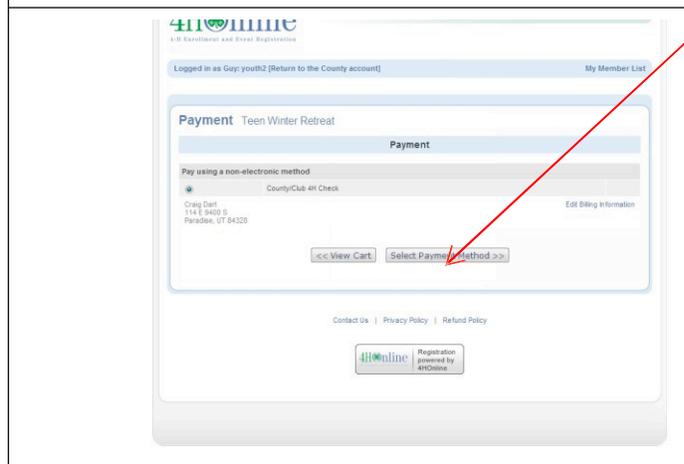
5. A screen with additional information for the event will appear. Those items that are bold must be completed. After you complete the requested information press the “Continue” button.

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”

4Honline Virginia 4-H Youth Development

Logged in as Virginia 4-H Faculty/Staff: Fred (County)

Entry Cart Payment **Confirm** Finish

Confirm Test 2016 State 4-H Congress Registration

Your registration is not complete until you click 'Confirm 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 checks 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 the registration, and then click the "Confirm Order" button.

The member's registration will be added to the event in a pending registration status.

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

Enrollment Events **Connect** Data

Members/Volunteers Families Projects Activities Awards Groups Training

Keywords (Address, Email Last Name, Primary Phone)

Select a county ...

Family Enrollment Date From To Clear Dates

1 Records Returned

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

9. You will then need to click on County beside the lightning bolt near the top of the screen. This will take you back to the search screen. From here, click on the Events tab, Confirm Registrations icon, and then on Edit beside the event. Here you will see a listing of registrations that need to be approved in the column on the left hand side. Click on the member's name to review their registration, make edits if needed, and accept.

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

Enrollment Events **Connect** Data

Event Registrations

Keywords

Select a county ...

Select an event ...

Registration Date From To Certified Date From To

Role Registration Status Gender Age/Grade Division

8 Records Returned

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

Enrollment Events **Connect** Data

4-H Year	Begin	Title	Status	Pending Registrations	Edit
2015-2016	Apr 4, 2016	Test 2016 State 4-H Congress Registration	Active	1	Edit

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

Enrollment Events **Connect** Data

Test 2016 State 4-H Congress Registration

Registrants Youth, Fake

Event Registration Certification

Test 2016 State 4-H Congress Registration

Registrants Youth, Fake

- Chess
- Checkers
- Sorry Board Game
- Trivial
- Stack Cup Challenge
- Minute to Win! Triple Challenge
- Traditional Game Room (Play non-competitive and board games)
- Competition Scholarship - \$2.00

Comments

CLICKING ON DELETE WILL PERMANENTLY DELETE THIS REGISTRATION

Accept Registration Send Back to Member Delete and Block Registration