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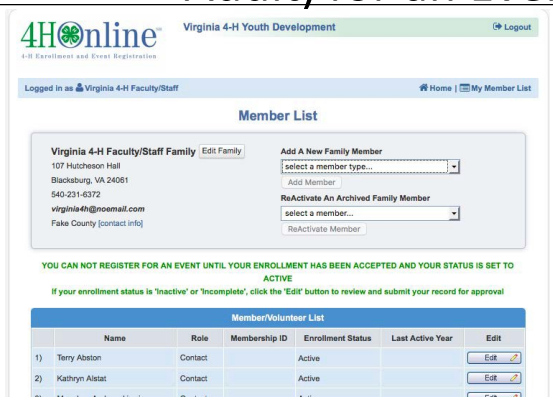
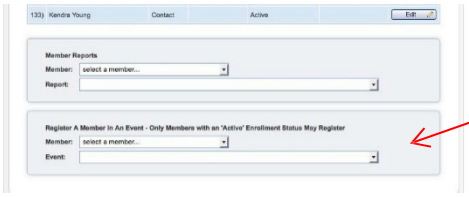
Virginia 4-H
Blacksburg, VA 24061
(Local) 540-231-6372

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

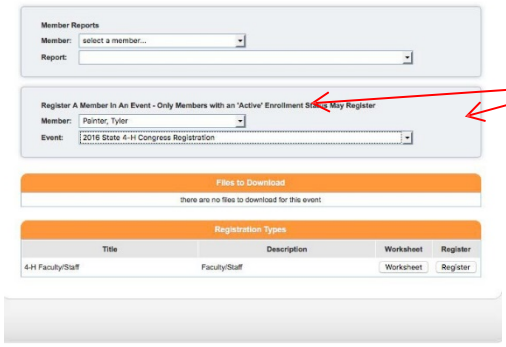




1. The youth or adult member should login to https://va.4honline.com. Please use Google Chrome or Firefox as the internet browser. This program is not very compatible with Internet Explorer.

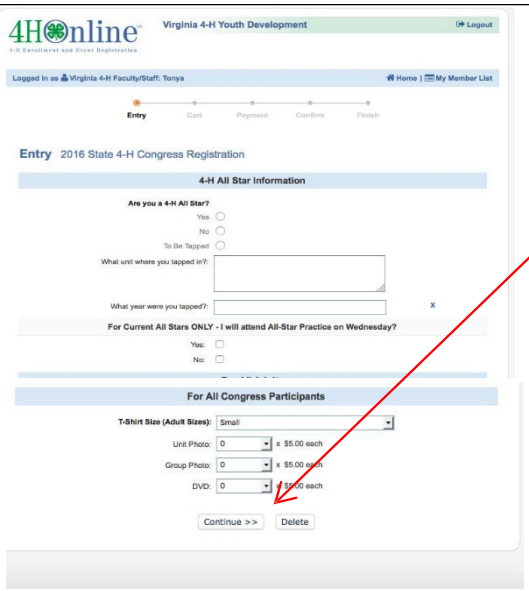
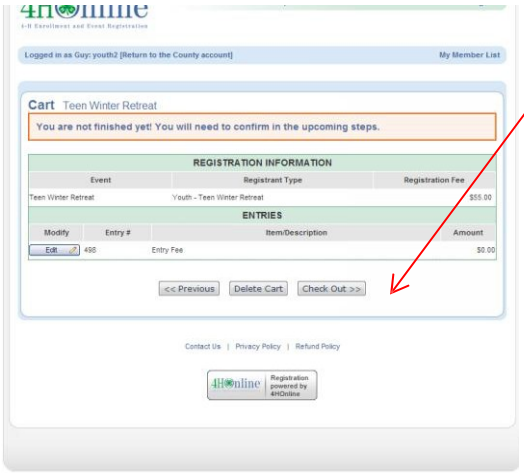
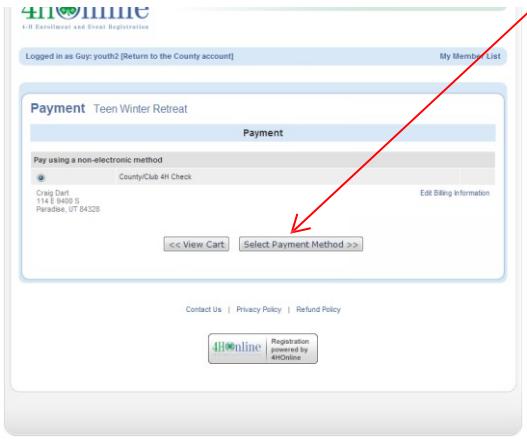
When you are logged into your family account, the Member List screen will be displayed.

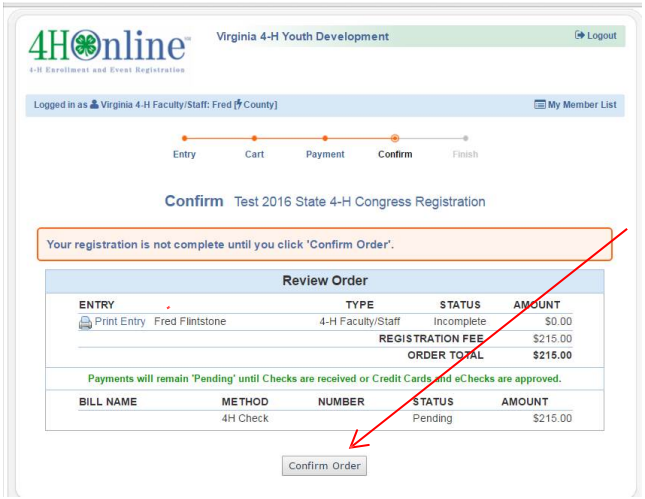
2. Scroll to the bottom of the page to the section that is titled, **Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register**. This is the area used to register members for an event.



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. *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 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.