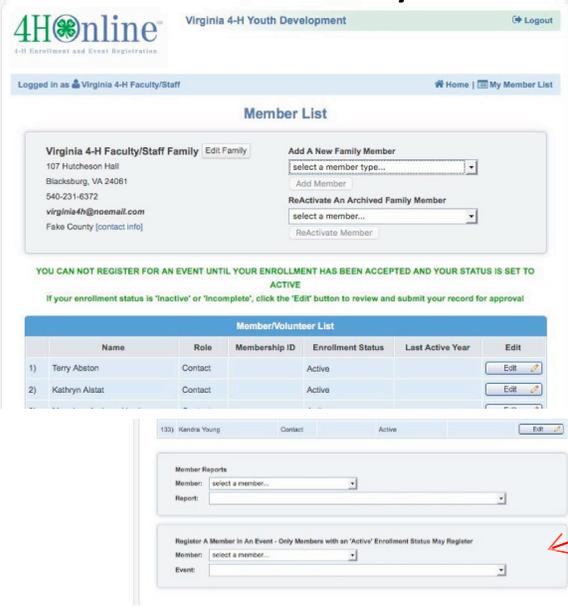
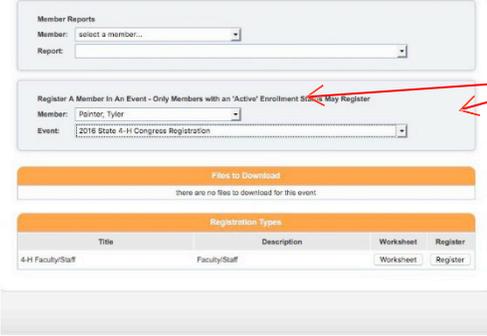


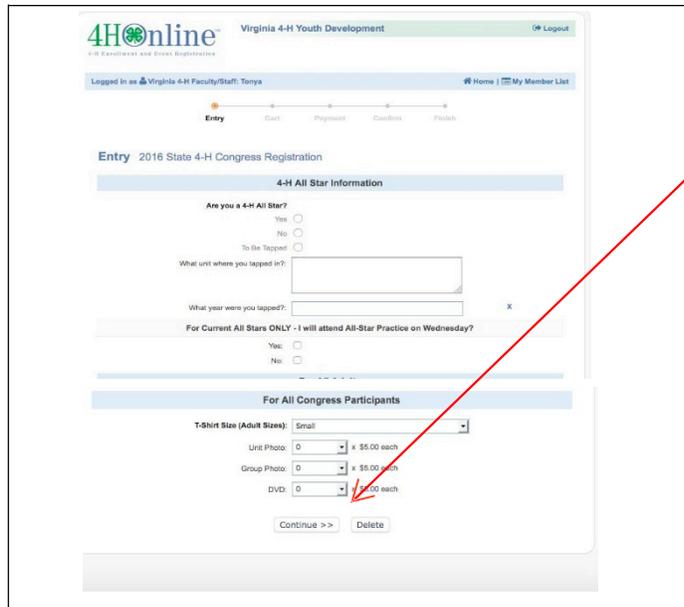


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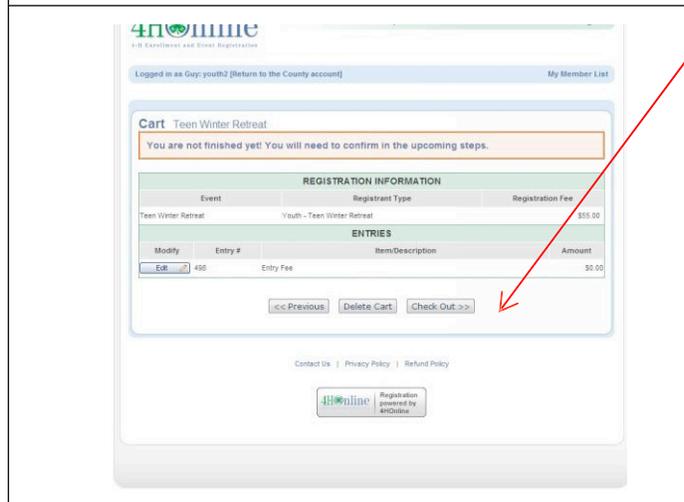
Unit Office Registering On Behalf of a Family for an Event using 4-H Online

 <p>The screenshot shows the 4Honline interface. At the top, it says "Virginia 4-H Youth Development" and "Logged in as Virginia 4-H Faculty/Staff". The main heading is "Member List". Below this, there's a section for "Virginia 4-H Faculty/Staff Family" with contact information. To the right, there are options to "Add A New Family Member" and "ReActivate An Archived Family Member". A green message states: "YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE". Below this is a table titled "Member/Volunteer List" with columns: Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit. The table lists two members: Terry Abston (Contact, Active) and Kathryn Alstat (Contact, Active). Below the table, there's a "Member Reports" section with a dropdown menu. At the bottom, there's a "Register A Member In An Event" section 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 has a "Member Reports" section with a "Member" dropdown menu. Below that is the "Register A Member In An Event" section with "Member" and "Event" dropdown menus. A red arrow points to the "Member" dropdown menu. Below this is a "Files to Download" section with a message "there are no files to download for this event". At the bottom, there's a "Registration Types" table with columns: Title, Description, Worksheet, and Register. The table lists "4-H Faculty/Staff" with "Faculty/Staff" in the Description column, "Worksheet" in the Worksheet column, and "Register" in the Register column. A red arrow points to the "Register" button.</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>



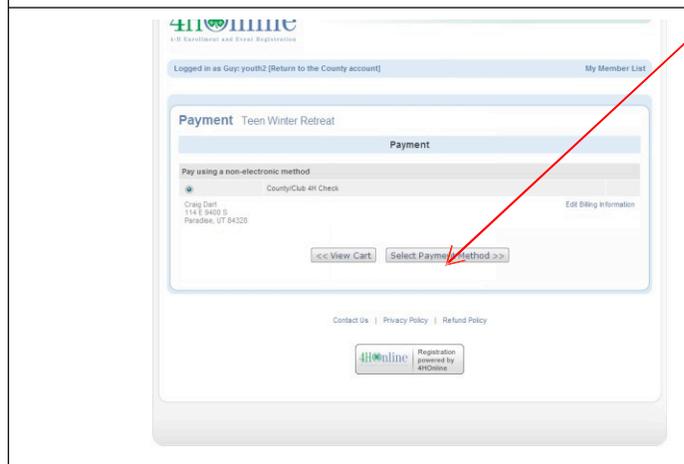
5. A screen with additional information for the event will appear. Those items that are bold must be completed. After you complete the requested information press the “Continue” button.

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.

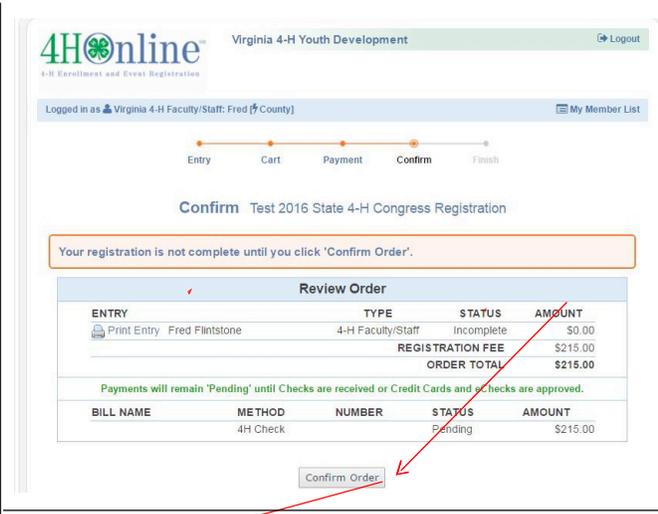


6. Review the registration fee and entry fees, if any, then select the “Check Out” button.

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”



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.



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.

