

Creating a Profile to Participate in a Program

Before You Start

1. Individuals that want to participate in activities or events of a Program without formally enrolling in the program will need to create a Participant profile. Create a New Account if there is no family profile
2. Individuals with a Participant profile may only register for events that are setup to accept participant registrations.
3. An individual with a participant profile may decide to formally enroll in a program at a later date. However, once you have started an enrollment for the individual, the profile may not be changed back to a participant profile.

*Create a new account if there is no existing family account.

*Skip to 1 if there is a family profile

If you don't yet have a family account:
 Create a New 4-H Online Account
 Go to <http://v2.4honline.com/>
 Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.



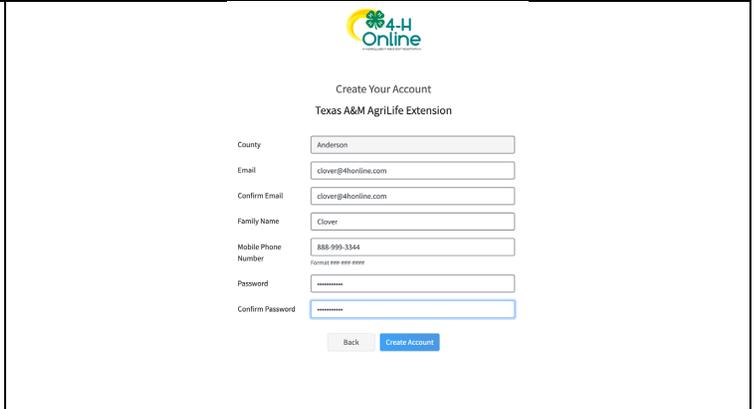
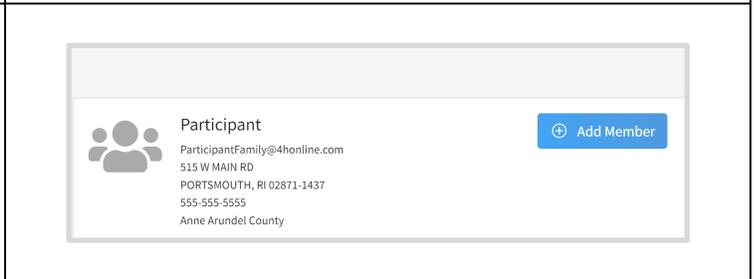
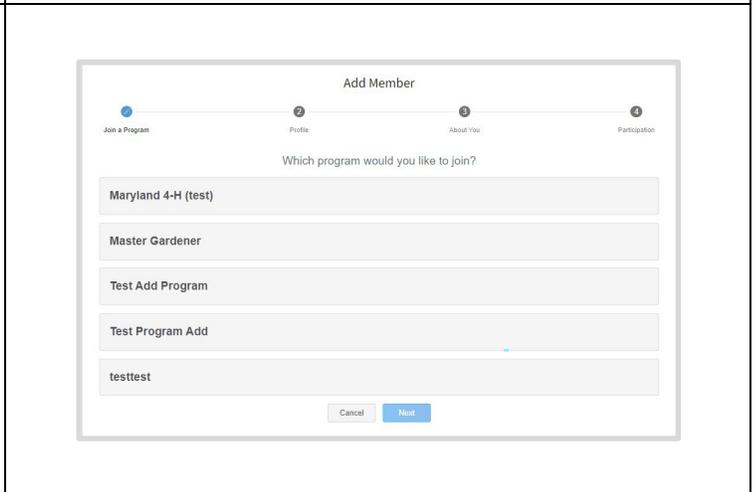
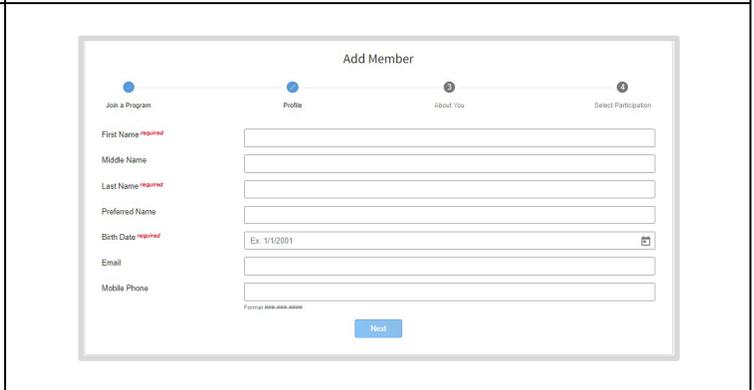
Select New Hampshire from the drop-down menu.



Choose your county from the drop-down menu.

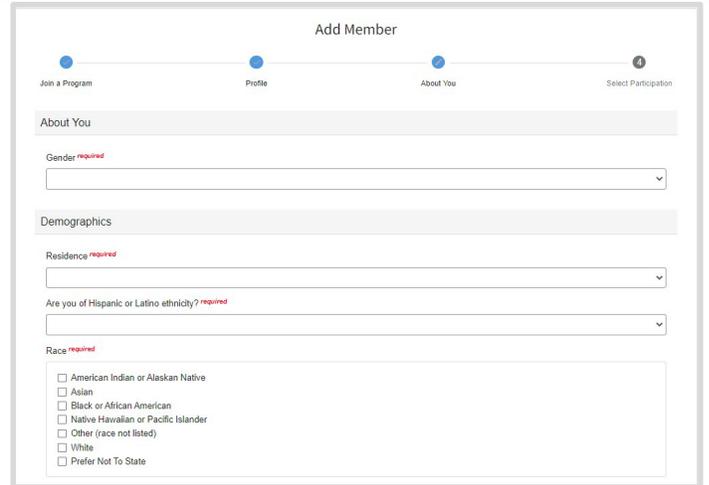


Families adding Participant Profiles to Family

<p>Complete your family's information. Click the Create Account button.</p>	
<p>1. Once you have logged into your Family account, click the + Add Member button.</p>	
<p>2. Select the name of the program that individual will participate in 3. Click the Next button.</p>	
<p>4. Complete the information about the individual. 5. Click the Next button.</p>	
<p>6. Complete the demographic information about the individual.</p>	

Families adding Participant Profiles to Family

7. Click the Next button at the bottom of the screen.



Add Member

Join a Program Profile About You Select Participation

About You

Gender *required*

Demographics

Residence *required*

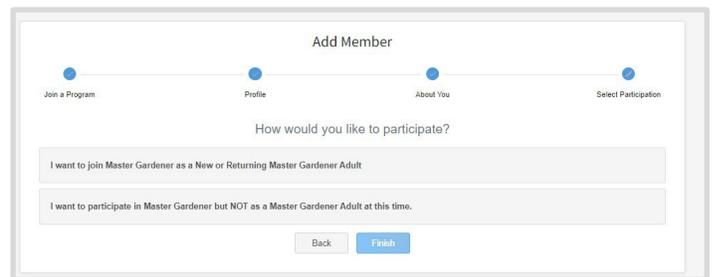
Are you of Hispanic or Latino ethnicity? *required*

Race *required*

American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 Other (race not listed)
 White
 Prefer Not To State

8. Select the option “I want to **participate** in Program Name...” This is the option to participate in an event or activity in the listed program, but not formally enroll in it.

9. Click the Finish button.



Add Member

Join a Program Profile About You Select Participation

How would you like to participate?

I want to join Master Gardener as a New or Returning Master Gardener Adult

I want to participate in Master Gardener but NOT as a Master Gardener Adult at this time.

10. After clicking Finish, the individual may be registered for events for which they are eligible to participate.

Tips

Please do not enter an email address for an individual if it is the same as your family email account tied to your login. The individual email must be unique among all individuals.

Please check with your local program if you have questions on any specific fields.

Families Registering for Events

Before You Start

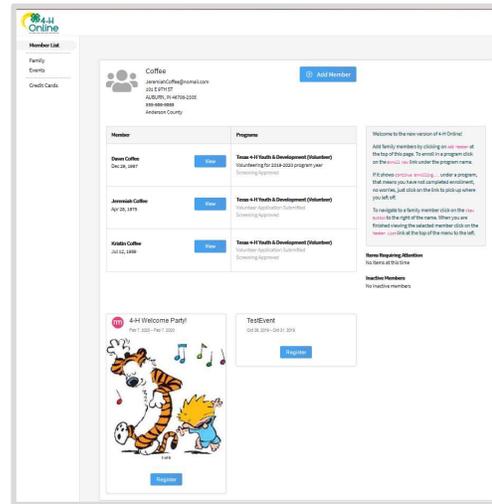
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

Steps

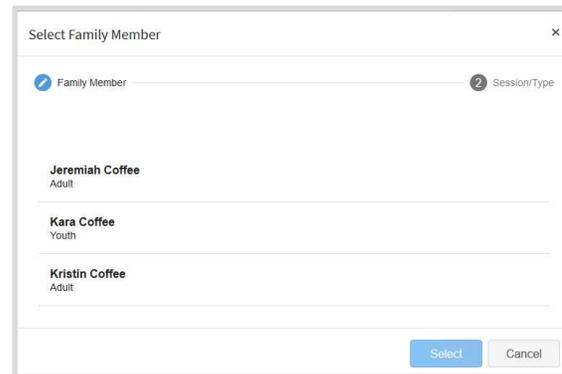
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page
OR
Click on Events in the navigation pane, and then click Register for the event.

Screenshots

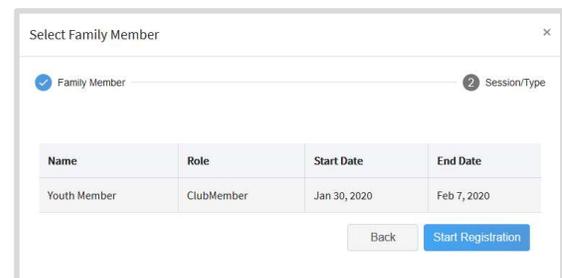
(Screen appearance may vary per state)



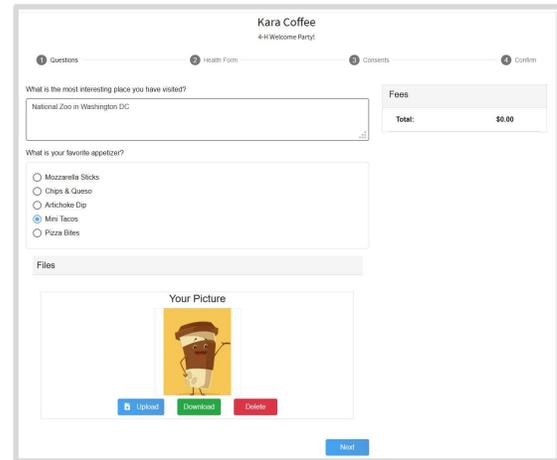
3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



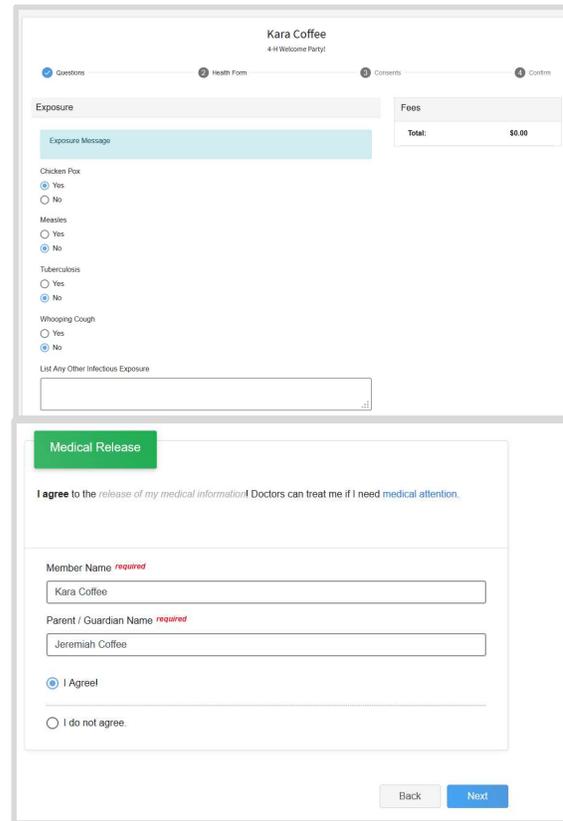
5. Click on the Session/Type name for which they are registering. In some events, the member may qualify for more than one Session/Type.
6. Click the Start Registration button.



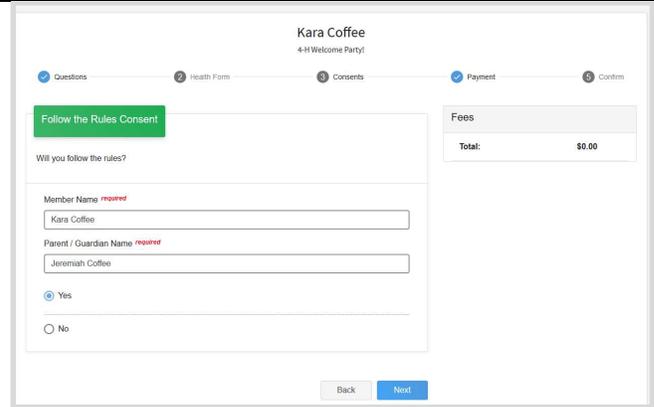
7. Complete each question.
8. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
9. Click the Next button once the questions and file upload (if applicable) are complete.



10. If applicable, review the Health Form information and make changes if needed.
11. Complete the Medical Release.
12. Click the Next Button.



13. If applicable, complete the required consents.
14. Click the Next button.



Kara Coffee
4-H Welcome Party!

Progress: 1. Questions (checked), 2. Health Form, 3. Consents, 4. Payment, 5. Confirm

Follow the Rules Consent

Will you follow the rules?

Member Name *required*
Kara Coffee

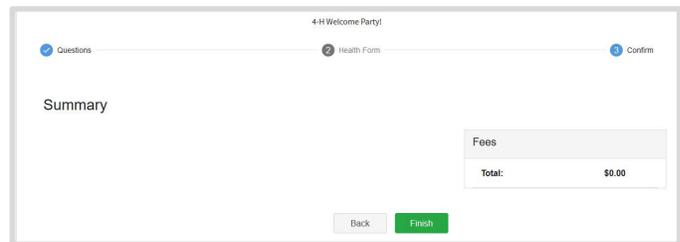
Parent / Guardian Name *required*
Jeremiah Coffee

Yes
 No

Back Next

Fees	
Total:	\$0.00

15. If applicable, select the payment method to pay any fees that are associated with the registration.
16. Click the Finish button.
17. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.



4-H Welcome Party!

Progress: 1. Questions (checked), 2. Health Form, 3. Confirm

Summary

Back Finish

Fees	
Total:	\$0.00

Families Registering for Events (payment with credit card)

Before You Start

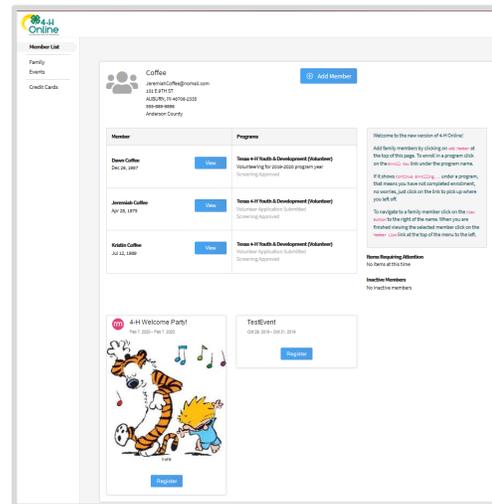
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

Steps

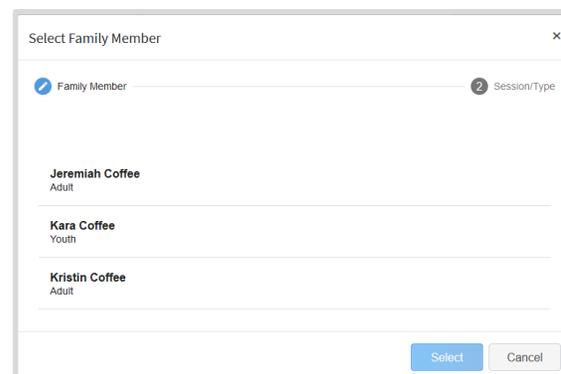
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page
OR
Click on Events in the navigation pane, and then click Register for the event.

Screenshots

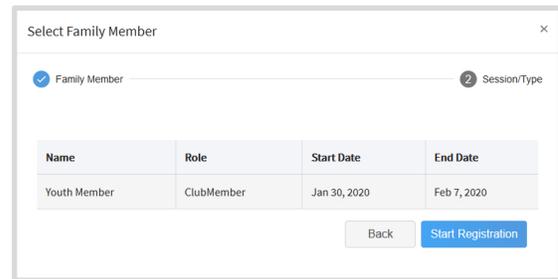
(Screen appearance may vary per state)



3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



5. Click the Start Registration button.



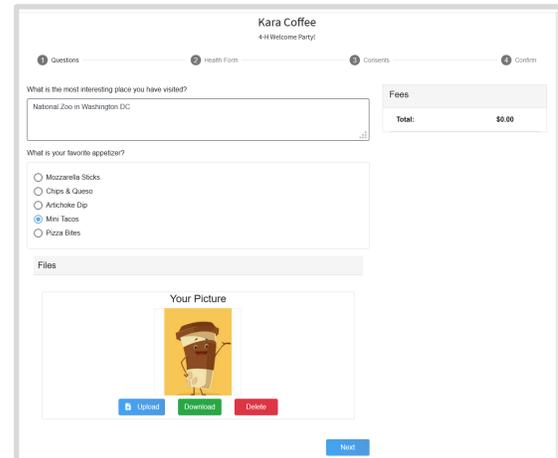
Select Family Member

Family Member 2 Session/Type

Name	Role	Start Date	End Date
Youth Member	ClubMember	Jan 30, 2020	Feb 7, 2020

Back Start Registration

6. Complete each question.
7. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
8. Click the Next button once the questions and file upload (if applicable) are complete.



Kara Coffee
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

What is the most interesting place you have visited?
National Zoo in Washington DC

Fees
Total: \$0.00

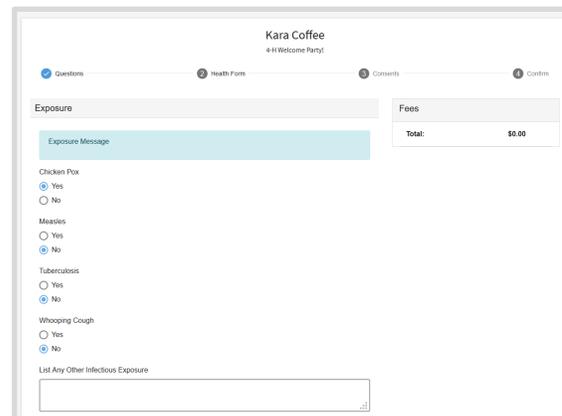
What is your favorite appetizer?
 Mozzarella Sticks
 Chips & Queso
 Artichoke Dip
 Mini Tacos
 Pizza Bites

Files
Your Picture

Upload Download Delete

Next

9. If applicable, review the Health Form information and make changes if needed.
10. Click the Next Button.



Kara Coffee
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

Exposure

Exposure Message

Chickens Pox
 Yes
 No

Measles
 Yes
 No

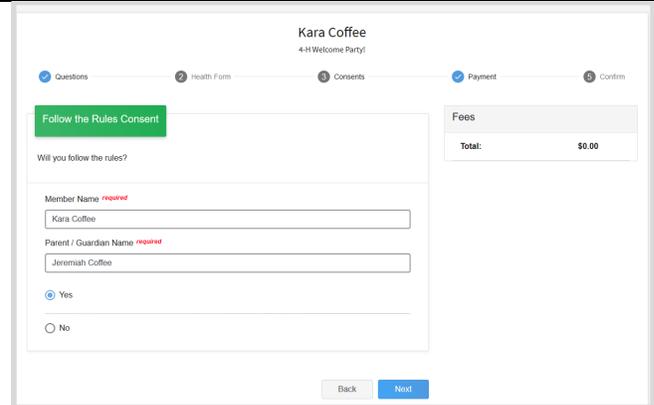
Tuberculosis
 Yes
 No

Whooping Cough
 Yes
 No

List Any Other Infectious Exposure

Fees
Total: \$0.00

11. If applicable, complete the required consents such as medical release, media permission, etc.
12. Click the Next button.



Kara Coffee
4-H Welcome Party!

Progress: 1. Questions, 2. Health Form, 3. Consents, 4. Payment, 5. Confirm

Follow the Rules Consent

Will you follow the rules?

Member Name *required*
Kara Coffee

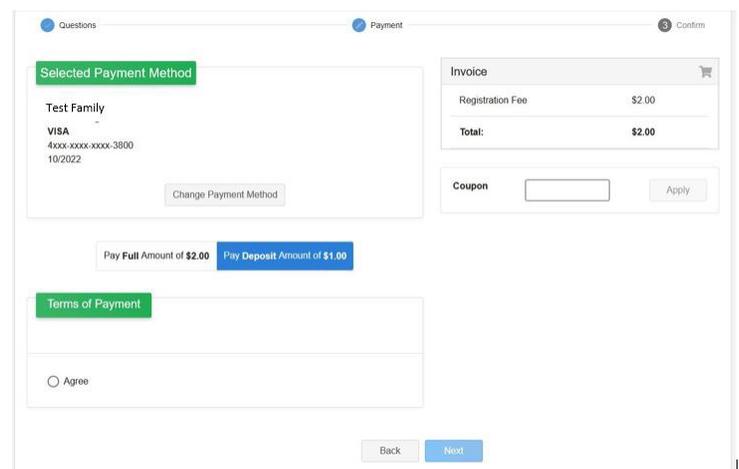
Parent / Guardian Name *required*
Jeremiah Coffee

Yes
 No

Back Next

Fees
Total: \$0.00

13. Payment method -- select the payment method (hover mouse over choice and click) or Add new CC -- to pay any fees that are associated with the registration.
14. If applicable enter Coupon code and Apply
15. Click the **Agree** button under Terms of Payment
16. Click Next



Progress: 1. Questions, 2. Payment, 3. Confirm

Selected Payment Method

Test Family

VISA
4xxx-xxxx-xxxx-3800
10/2022

Change Payment Method

Pay Full Amount of \$2.00 Pay Deposit Amount of \$1.00

Terms of Payment

Agree

Back Next

Invoice

Registration Fee	\$2.00
Total:	\$2.00

Coupon Apply

17. Click the Finish button.
18. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.



4-H Welcome Party!

Progress: 1. Questions, 2. Health Form, 3. Confirm

Summary

Back **Finish**

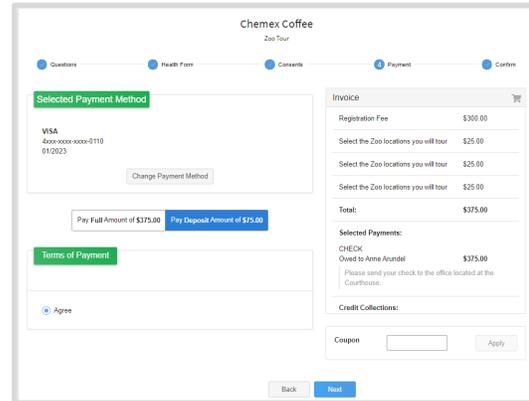
Fees
Total: \$0.00

Events with Deposit and Payments for Total Amount Due

In some cases, an event may allow families to pay a deposit with the original submission of an event registration. The remaining balance of the event registration may be paid with one or more additional payments.

Credit Card Payments

If paying the deposit by Credit Card, the screen will list the total amount due, as well as pending payment for the deposit amount.



After submitting the registration, the family will see the event registration is Pending Approval.



The credit card will not be charged for the deposit until the registration is approved at all required levels. The family will receive an email notifying them of a successful payment and will list any balance due.

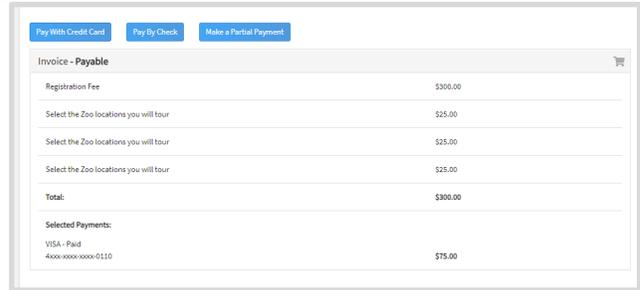
The family may make additional payments towards the total registration amount.



1. Login to your family's account.
2. Click view next to the member's name for which you want to make another payment towards their registration fee.
3. Click on the Event title in the member's list of events they have registered. It should indicate Additional Payment Required.

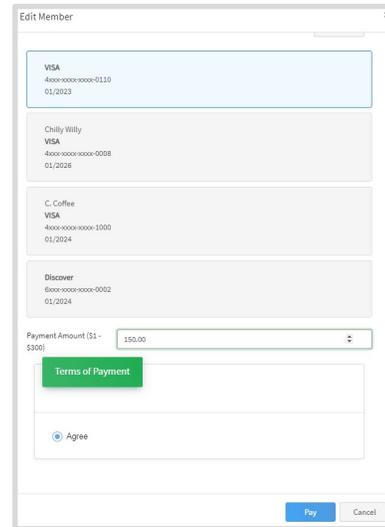
4. Scroll to the bottom of the registration. Additional payment options are available.

- Pay With Credit Card (Pay remaining balance)
- Make a Partial Payment (Pay partial payment with a credit card)



Invoice - Payable	
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$300.00
Selected Payments:	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00

5. When making a partial payment, select the card you want to use.
6. Enter the Payment Amount to be charged.
7. Respond to any Terms of Payment and click Pay.



Edit Member

- VISA
4xxx-xxxx-xxxx-0110
01/2023
- Chilly Willy
VISA
4xxx-xxxx-xxxx-0008
01/2026
- C. Coffee
VISA
4xxx-xxxx-xxxx-1000
01/2024
- Discover
6xxx-xxxx-xxxx-0002
01/2024

Payment Amount (\$1 - \$300)

Terms of Payment

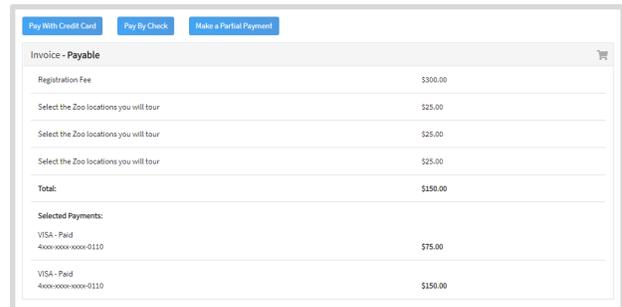
Agree

Pay **Cancel**

The payment will attempt to process the transaction immediately.

The family can refresh the screen and will see the new balance due and the successful payments at the bottom of the screen.

The family may repeat this process until the full payment amount has been paid.



Invoice - Payable	
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$150.00
Selected Payments:	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00
VISA - Paid 4xxx-xxxx-xxxx-0110	\$150.00