

Creating a Profile to Participate in a Program

8				
Before	e You Start			
 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 				
 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 enrollme back to a participant profile.	ent for the individual, the profile may not be changed			
*Create a new account If there is no existing family a *Skip to 1 if there is a family profile	account.			
If you don't yet have a family account: Create a New 4-H Online Account Go to <u>http://v2.4honline.com/</u> Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.	Email Passord Sign in Don't have an account? Reset password?			
Select New Hampshire from the drop-down menu.				
	Create Your Account			
	Select Your State Select State v			
Choose your county from the drop-down menu.	Conline			
	Create Your Account			
	Select County			
	Back Continue			





Families adding Participant Profiles to Family

Complete your family's information.	(* 4-H	
Click the Create Account button.	Online	
	Create Your Account	
	Texts Addition Agriculte Excertision	
	Email clover@Hooline.com	
	Confirm Email clover@+honline.com	
	Mobile Phone 888.999.3344	
	Posserod	
	Confirm Password	
	Back Create Account	
1. Once you have logged into your Family		
account, click the + Add Member button.		
····· , · · · · · · · · · · · · · · · ·	Participant Add Member	
	ParticipantFamily@4honline.com 515 W MAIN RD	
	PORTSMOUTH, RI 02871-1437 555-555-5555	
	Anne Arundei County	
2. Select the name of the program that individual		
will participate in	Add Member	
3. Click the Next button.	0 0 0	
	Join Program Profile Joint You Paticipation Which program would you like to icin?	
	Maryland 4-H (test)	
	master Gardener	
	Test Add Program	
	Test Program Add	
	testtest	
	Carcel Next	
4. Complete the information about the		
Individual.	Add Member	
5. Click the Next button.	Join a Program Profile Jobst You Select Participation	
	First Name moving	
	Last Name readed	
	Preferred Name Erv 11/2001 ext	
	Email	
	Mobile Phone Frances and American Ame American American A	
	Next	
6. Complete the demographic information about		
the individual.		





Families adding Participant Profiles to Family

7.	Click the Next button at the bottom of the		Add	d Member	
:	screen.	•	•	•	0
		Join a Program	Profile	About You	Select Participation
		About You			
		Gender required			~
		Demographics			
		Residence required			
					~
		Are you of Hispanic or Latino ethr	hidty? required		~
		Race required			
		American Indian or Alaskar Asian Black or African American	1 Native		
		Native Hawaiian or Pacific Other (race not listed) White	Islander		
		Prefer Not To State			
8.	Select the option "I want to participate in				
	Program Name" This is the option to		Add	Member	
	participate in an event or activity in the listed	•	•	•	•
0	program, but not formally enroll in it.	Join a Program	Profile	About You	Select Participation
9.	Click the Finish button.	Lungt to Join Menter Cardenar o	How would you	a like to participate?	
			a new or returning master ourdener	Aun	
		I want to participate in master G	Back	Finish	
			Dack		
10.	After clicking Finish, the individual may be				
	registered for events for which they are				
	eligible to participate.				
		Tips			
Please d	o not enter an email address for an individual if i	it is the same as	your family er	mail account tiec	l to your login.
The indiv	vidual email must be unique among all individua	ls.			

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





Families Regis	tering for Events
Before	You Start
Review any registration information provided by you the event for which you intend to register.	r County Extension Office or the State 4-H Office about
Steps	Screenshots
1 Log in to your family's 4-H Online account	(Screen appearance may vary per state)
2. Click the Pagister button below the event	Contine Indexed a
name on the Member List page	Faring Collified Collifie
Click on Events in the navigation pane, and then click Register for the event.	Autor Page
	Image: Contract of the second of the seco
3. Click the Member's name that you would	Select Family Member ×
like to register for the event. 4. Click the Select button.	Family Member Session/Type
	Jeremiah Coffee Adult
	Kara Coffee Youth Kristin Coffee
	Aduit Select Cancel
Click on the Session/Type name for which they are registering. In some events, the	Select Family Member ×
member may qualify for more than one Session/Type.	Family Member Session/Type
6. Click the Start Registration button.	Name Role Start Date End Date Youth Member ClubMember Jan 30, 2020 Feb 7, 2020
	Back Start Registration





7. Complete each question.		
8 If a file upload is needed click the upload	Kara Coff 4-HWelcome R	fee
butter. New isste were device and calest	Questions O Health Form	Consents O Confirm
button. Navigate your device and select	What is the most interesting place you have visited?	Fees
the file to upload.	National Zoo in Washington DC	Total: \$0.00
9. Click the Next button once the questions	What is your favorile appetizer?	
and file unlead (if ampliable) are	O Mozzarella Sticks	
and file upload (if applicable) are	Chips & Queso Artichoke Dip	
complete.	Meri Tacos Pizza Bites	
	Files	
	Your Picture	
	1 Lipster Countral	Not
10. If applicable, review the Health Form		
information and make abanges if readed		
Information and make changes if needed.	Kara Col 4-H Welcome	ffee Party!
11. Complete the Medical Release.	Questions Q Health Form	Consents Contrm
12. Click the Next Button.	Exposure	Fees
	Exposure Message	Total: \$0.00
	Chicken Pox	
	Yes No	
	Measles	
	 No 	
	Tuberculosis O Yes	
	No Whooping Cough	
	 Yes No 	
	List Any Other Infectious Exposure	
		ai
	Medical Release	
	I agree to the release of my medical information! Doctors can t	treat me if I need medical attention.
	Member Name required	
	Kara Coffee	
	Parent / Guardian Name required	
	Jeremiah Coffee	
	I Agreel	
	O I do not agree.	
		Back Novt





13. If applicable, complete the required			Kara Coffee 4-H Welcome Party!		
14 Click the Next button	Ouestions	2 Health Form	3 Consents	Payment	Confirm
14. Click the Next button.	Follow the Rules Cor	nsent		Fees	
	Will you follow the rules?			Total:	\$0.00
	Kara Coffee				
	Parent / Guardian Name	required			
	Yes				
			Back Next		
				_	
15. If applicable, select the payment method					
to nay any fees that are associated with			4-H Welcome Party!		
the registration	Questions		Health Form		3 Confirm
the registration.					
16. Click the Finish button.	Summary				
17. Your event registration has been				Fees	
submitted. You should receive an email				Total:	\$0.00
indicating that the registration has been			Back	sh	
submitted. You will receive an additional					
omail when it has been reviewed and					
approved and when the payment, if any,					
has been processed.					











Select Family Membe	er		×
Family Member			2 Session/Type
Name	Role	Start Date	End Date
Youth Member	ClubMember	Jan 30, 2020	Feb 7, 2020
		Back	Start Registration
		- 6-#	
Questons What is the most interesting place you Matching Zoo in Matchington (Y)	Kell 4-H W Beath Form have visited?	elcome Partyl Consents Fee	Continues
National 200 in Washington LIC		To	tal: \$0.00
What is your favorite appetizer?			
Chips & Queso			
Mmi lacos Pizza Bites			
Files			
	Your Picture		
B 109	Your Picture	Next	
B 100	Your Picture	het	
B 199	Your Picture	Not	
	Vour Picture	Nor ra Coffee Interner Pary:	
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© Destors Exposure Exposure Chicken Pox © Yes © Yes © No Massice © Yes © No Massice © Yes © No Massice © Yes © No Massice © No Massice © No No Massice © No No Massice © No © No	Vour Picture	Not Ra Coffee Netcome Pungt Connection Fig.	Costra Costra Casa Casa Casa Casa Casa Casa Casa Ca
Citations Exposure Exposure Exposure Citation Pox No No Massies No No Massies No No Lat Any Other Infectious Exposure Lat Any Other Infectious Exposure	Vour Picture	tect ra Coffee Résoure Party Content Fin T	es Real: \$2.00
	Select Family Member Family Member Family Member Control Family Member Vouth Member Vouth Member Output Control Control	Select Family Member Family Member Family Member Family Member Role Youth Member ClubMember Kar Wat is he not iteresting place you have usder? National Zoo in Wateringto DC Wat is he not iteresting place you have usder? National Zoo in Wateringto DC Wat is here the second terms of terms	Select Family Member Family Member Vouth Member ClubMember Jan 30, 2020 Back Kara Coffee 41 Back Work the most interesting place you have vehicle? Work to the most interesting place you have vehicle? Work to por favorite spectave? Maccount favorite spectav





 If applicable, complete the required consents such as medical release, media permission, etc. Click the Next button. 	Kara Coffee +1 Welcome Partyl I watth Form Conserts Follow the Rules Consert Will you follow the nules? Member Name Neared Jeremit / Guardian Name Present Jeremit / Colfee I Yes No Back toxt
 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 <i>Agree</i> button under Terms of Payment 16. Click Next 	Cuestons Payment Method Test Family VisA 4xxx xxxx xxxx3800 10/2022 Change Payment Method Pay Fail Amount of \$2.00 Pay Deposit Amount of \$1.00 Pay Fail Amount of \$2.00 Pay Deposit Amount of \$1.00 Back Mod
 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 Partyl Countering Summary Fees Total: 50.00 Back Treath
Events with Deposit and Pa	ayments 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 Ca	rd 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.	Chernex Coffee 2x Tor Control Selected Phymetrik Method VSA Source over 010 Trans Pay Fadl-knowel 65375.00 Pay Fadl-knowel 75375.00
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.	Image:
 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 indication Additional Payment Required. 	Addicional Prymert Required
 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) 	Pay With Credit Card Waters & Partial Propriet Invoice - Payable Invoice - Payable Registration Fee 5300.00 Select the 220 inclutions you will tour 525.00
 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 × Vita Assessmense 2000 Outry Willy Visa Assessmense 2000 Outry Willy Assessmense 2000 Outry Willy As
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.	Pay bith Credit Carel Pay bit Credit Pay bit Credit Pay Invoice - Payable

