

## Families Registering for Events

### Before You Start

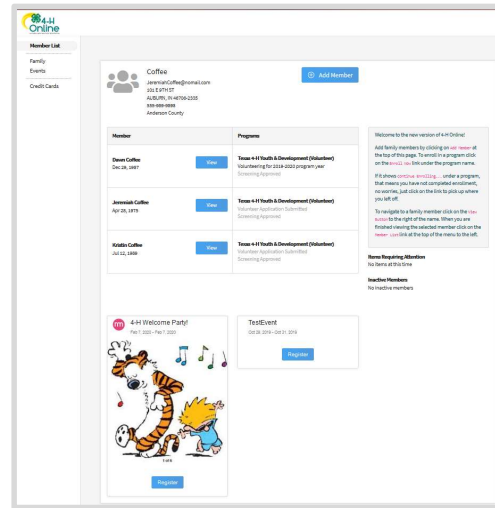
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

### Steps

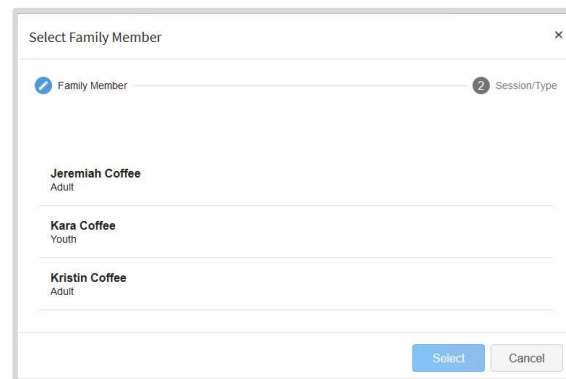
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page  
OR  
Click on Events in the navigation pane, and then click Register for the event.

### Screenshots

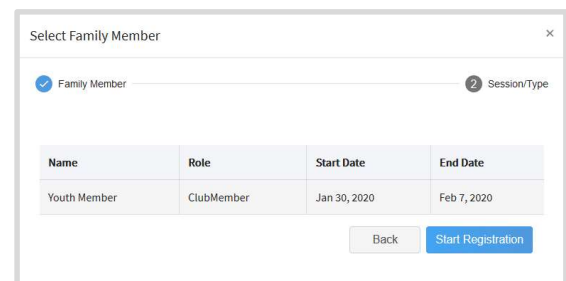
(Screen appearance may vary per state)



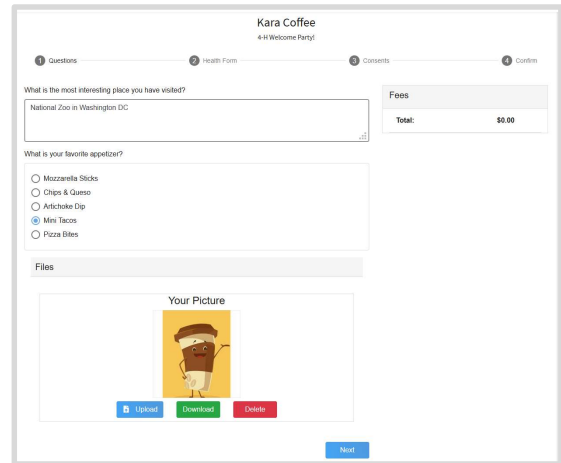
3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



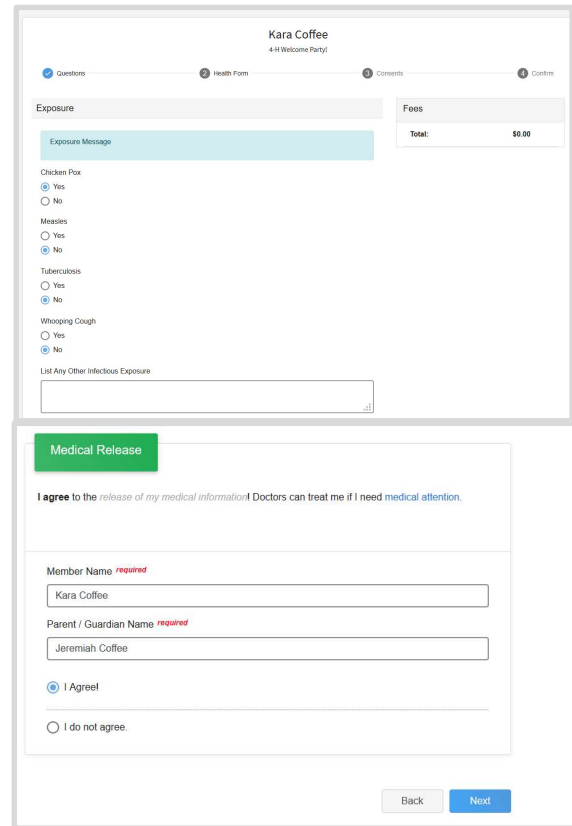
5. Click on the Session/Type name for which they are registering. In some events, the member may qualify for more than one Session/Type.
6. Click the Start Registration button.



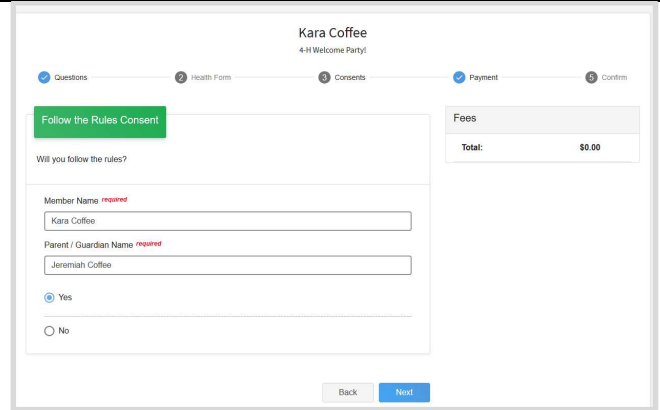
7. Complete each question.
8. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
9. Click the Next button once the questions and file upload (if applicable) are complete.



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 (current), 4 Payment, 5 Confirm

**Follow the Rules Consent**

Will you follow the rules?

Member Name *required*  
Kara Coffee

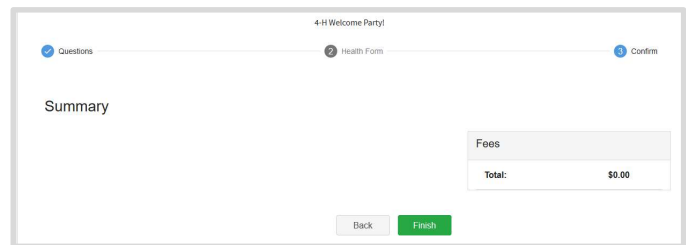
Parent / Guardian Name *required*  
Jeremiah Coffee

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 (current), 3 Confirm

Summary

Back Finish

Fees	
Total:	\$0.00

## Families Registering for Events (payment with credit card)

### Before You Start

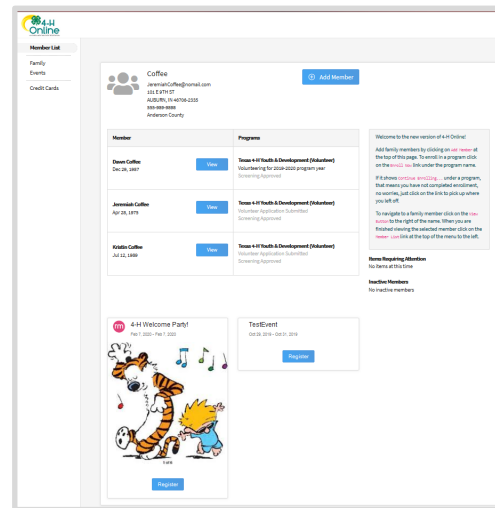
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

### Steps

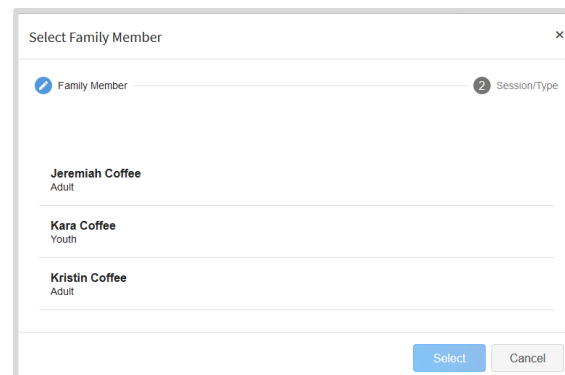
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page  
OR  
Click on Events in the navigation pane, and then click Register for the event.

### Screenshots

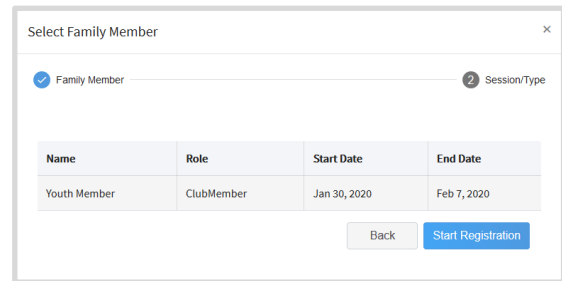
(Screen appearance may vary per state)



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.



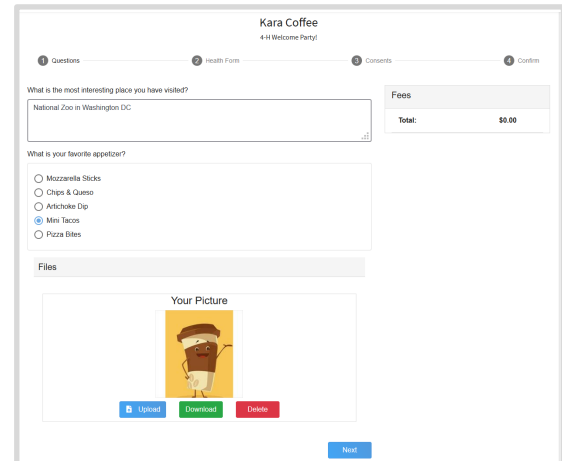
Select Family Member

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

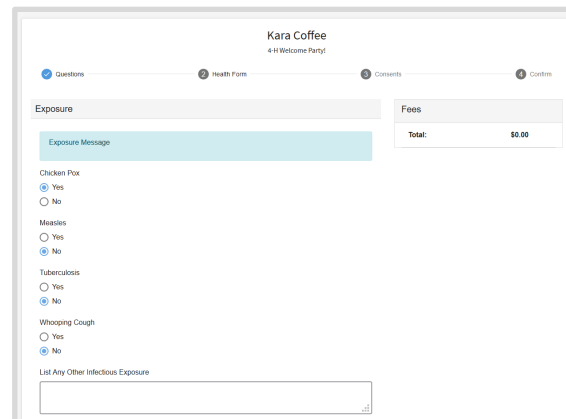
Fees  
Total: \$0.00

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

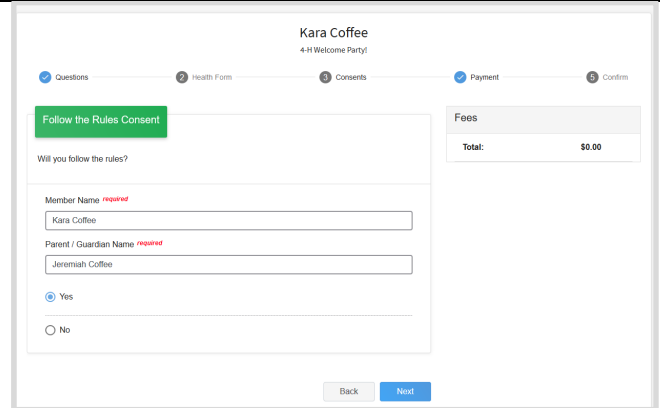
Tuberculosis  
 Yes  
 No

Whooping Cough  
 Yes  
 No

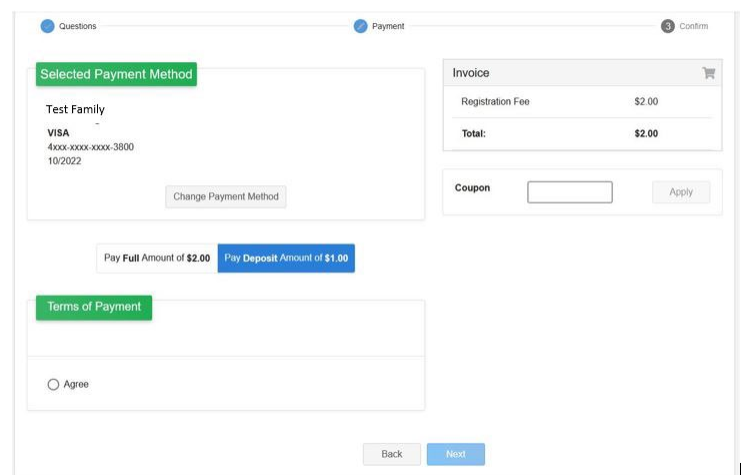
List Any Other Infectious Exposure

Fees  
Total: \$0.00

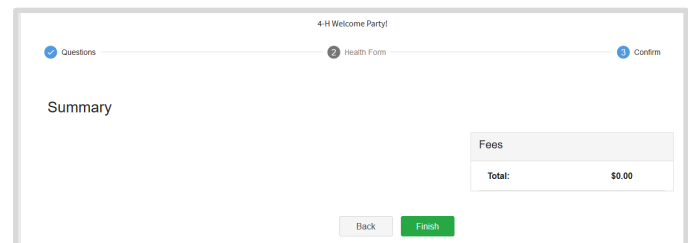
11. If applicable, complete the required consents such as medical release, media permission, etc.
12. Click the Next button.



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



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.

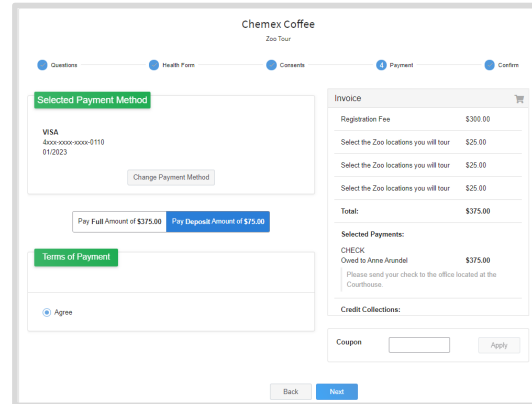


## Events with Deposit and Payments for Total Amount Due

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.

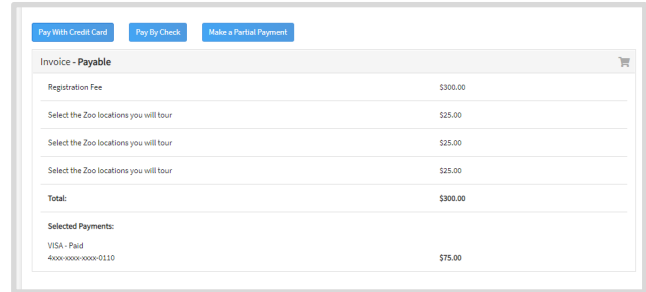
The family may make additional payments towards the total registration amount.



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.

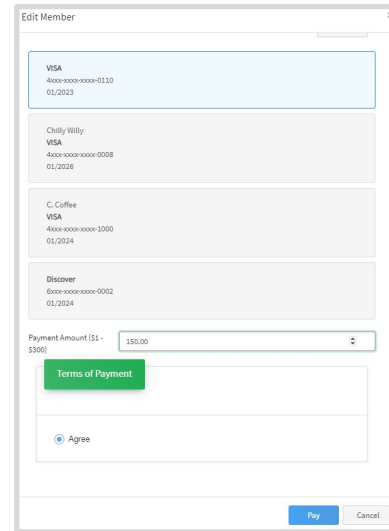
4. Scroll to the bottom of the registration. Additional payment options are available.

- 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
<b>Total:</b>	<b>\$300.00</b>
<b>Selected Payments:</b>	
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**

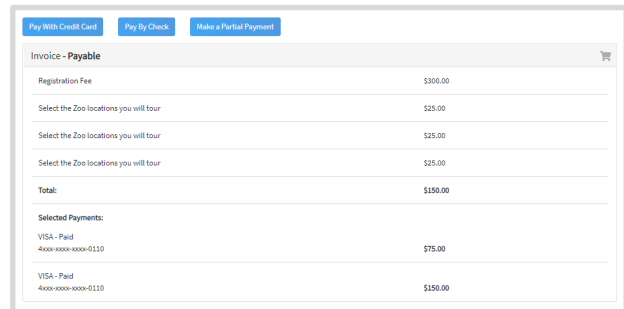
Agree

**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
<b>Total:</b>	<b>\$150.00</b>
<b>Selected Payments:</b>	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00
VISA - Paid 4xxx-xxxx-xxxx-0110	\$150.00