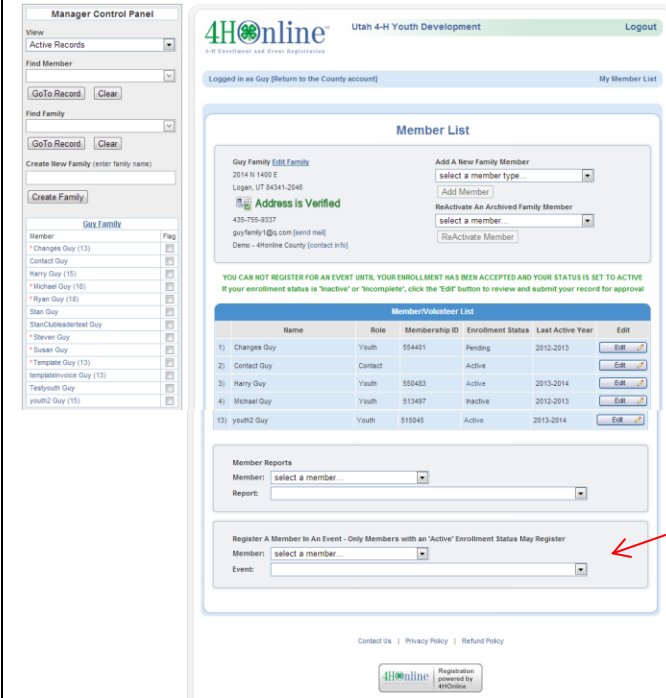


Registering Participants for an Event using 4-H Online



Member List

Guy Family [Edit Family](#)

2014 N 1400 E
Logan, UT 84304-3204

Address is Verified

435-755-8337
guyfamily1@utah.gov (land mail)
Demo - 4Honline County (contact info)

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Changes Guy	Youth	55461	Pending	2012-2013	Edit
2) Contact Guy	Contact	55483	Active		Edit
3) Harry Guy	Youth	55483	Active	2013-2014	Edit
4) Michael Guy	Youth	513497	Inactive	2012-2013	Edit
13) youth2 Guy	Youth	515045	Active	2013-2014	Edit

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

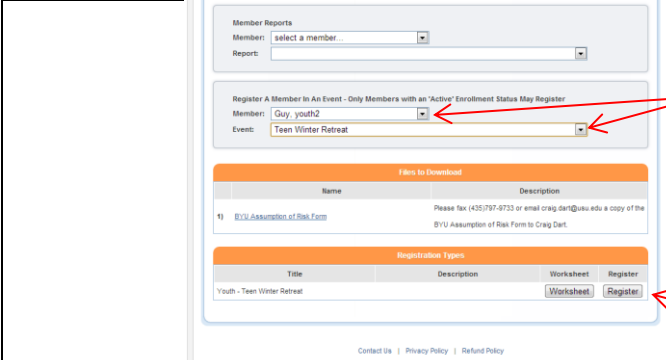
Member:

Event:

1. The member or county manager should login <https://ut.4honline>.

When you are logged in the family's Member List for their 4H family is displayed.

2. This is the area used to register members in events.



Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

Files to Download

Name	Description
1) @U-Assumption of Risk Form	Please fax (435)797-4733 or email crag.dan@utah.gov a copy of the BYU Assumption of Risk Form to Craig Dart.

Registration Types

Title	Description	Worksheet	Register
Youth - Teen Winter Retreat		Worksheet	Register

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 grade level) will appear in the drop down menus.

4. Information about the event will appear. Select the "Register" button.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Entry Teen Winter Retreat

Additional Information

Shirt Size
 Small
 Medium
 Large
 XL
 XXL
 XXXL

Please list the names of those you want to room with (up to 3):

Would you prefer to X-Country Ski or Snowshoe?
 X-Country Ski
 Snowshoe

Do you have any special dietary needs? If so please list:

Continue >> **Delete**

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4Honline Registration powered by 4HOnline

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.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Cart Teen Winter Retreat

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Teen Winter Retreat	Youth - Teen Winter Retreat	\$55.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	498	Entry Fee	\$0.00

<< Previous **Delete Cart** **Check Out >>**

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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.

4Honline Utah 4-H Youth Development Logout

Logged in as Guy: youth2 (Return to the County account) My Member List

Payment Teen Winter Retreat

Payment

Pay using a non-electronic method

County/Club 4H Check

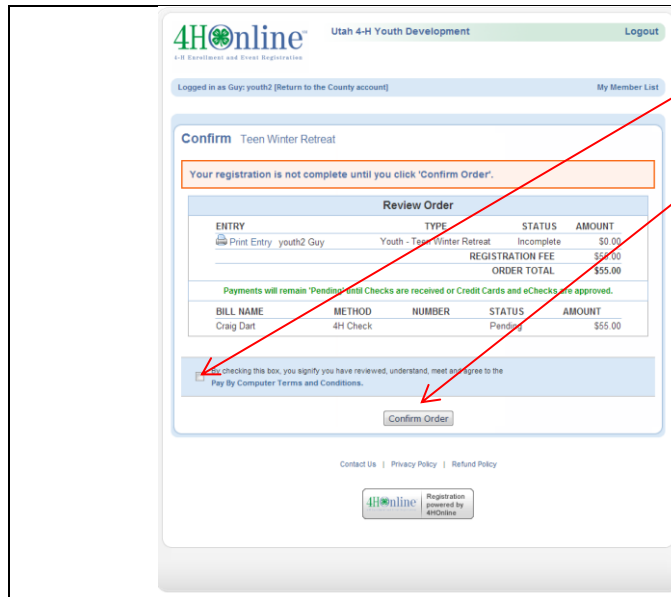
Craig Dart
 114 E 3400 S
 Paradise, UT 84329

<< View Cart **Select Payment Method >>**

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4Honline Registration powered by 4HOnline

7. Press the “Select Payment Method”



8. Check the “Pay By Computer Terms and Conditions” checkbox and then press the “Confirm Order” button.

The person’s registration will be added to the event with a pending registration status.