

Events Registration through 4hOnline:

1) Select the member you wish to enroll into an event from your county homepage / search page / member page from within 4hOnline.

<input type="checkbox"/>	Mouse, Joy	V 228445	Active	0	Adult	Female	Leisure Stroll	10/18/2010	Login
<input type="checkbox"/>	Mouse, Mickey	228443	Active	8	Youth	Male	Leisure Stroll	10/18/2010	Login
<input type="checkbox"/>	Mouse, Minnie		Active		Contact	Female		03/26/2010	Login

2) On the Member List page, near the bottom of the page, select the Member Name and Event from the appropriate drop-down menus.

Member List

Mouse Family [Edit Family](#)

4448 tree road
fleming, CO 80728
970-222-4444
[\[send mail\]](#)
Demo County County [\[contact info\]](#)

Add A New Family Member

select a member type...

ReActivate An Archived Family Member

select a member...

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Joy Mouse	Adult	228445	Active	2010-2011	<input type="button" value="Edit"/>
2)	Mickey Mouse	Youth	228443	Active	2010-2011	<input type="button" value="Edit"/>
3)	Minnie Mouse	Contact		Active		<input type="button" value="Edit"/>

Member Reports

Member:

Report:

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

Member:

Event:

3) Select the Registration Button for the appropriate user role, as found under the "Title" heading. This will affect the registration cost.

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

Member:

Event:

Registration Types			
Title	Description	Worksheet	Register
Youth		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>
State Officer - Youth		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

4) Specify the User Type

Entry Colorado Leadership Camp (CLC)

User Type

Please select one of the following:

Camper

Chaperone

State Officer

5) Click on the "Check Out" button.

Cart Colorado Leadership Camp (CLC)

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Colorado Leadership Camp (CLC)	Youth	\$100.00

ENTRIES			
Entry Number	Registrant Name	Amount	Modify
1) 8	Mickey Mouse	\$0.00	<input type="button" value="Edit"/>

6) If you have a check number, please enter it into the text box; otherwise, simply click on the "Select Payment Method" button and proceed.

Payment Colorado Leadership Camp (CLC)

Payment

Pay using a non-electronic method

County/Club 4H Check Check Number

Billing Information is Incomplete [Edit Billing Information](#)

7) This shows the \$100 registration fee and that it has not been paid, but rather is "pending".

Click on the "Confirm Order" button to proceed.

Confirm Colorado Leadership Camp (CLC)


Your registration is not complete until you click 'Confirm Order'.

Review Order				
ENTRY	TYPE	STATUS	AMOUNT	
Mickey Mouse	Youth	Incomplete	\$0.00	
REGISTRATION FEE			\$100.00	
ORDER TOTAL			\$100.00	
Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.				
BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$100.00

8) This is the last page. You can click on "Printer Friendly Format" if you wish to print the page.

Finish Colorado Leadership Camp (CLC)**Colorado 4-H Youth Development**

Order Confirmation

ENTRY	TYPE	STATUS	AMOUNT
 Mickey Mouse	Youth	Approved	\$0.00
REGISTRATION FEE			\$100.00
ORDER TOTAL			\$100.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$100.00
APPROVED PAYMENT TOTAL				\$0.00

Files to Download

There are no files to download for this event

Instructions	Registration Info
	<p>Mickey Mouse</p> <p>Demo County District Northern - Golden Plains</p> <p>Confirmation Number 8 Registered On Oct 18, 2010</p>
Event / Date / Time / Location	Event Contact
<p>Colorado Leadership Camp (CLC)</p> <p>Date November 12, 2010 - November 14, 2010</p> <p>Time 05:00 pm - 12:00 pm</p>	<p>For assistance, please contact the organizer:</p> <p>Connie Cecil connie.cecil@colostate.edu</p>

[Return To Member List](#)

9) Once all of your members have been added and you wish to make a payment:

To learn how to set up a Financial Transfer, add a payment to it, and submit the payment, please take a look at the tutorial related to [payments and invoices](#).

PAYMENT:

For information about where to mail your check, please refer to the information on our 4-H website related to the event that you are working with.

http://www.colorado4h.org/events_opportunities