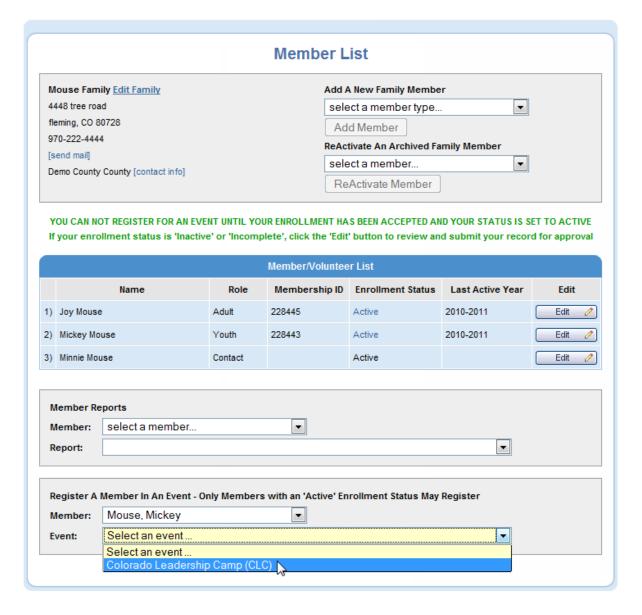
Events Registration through 4hOnline:

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



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



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



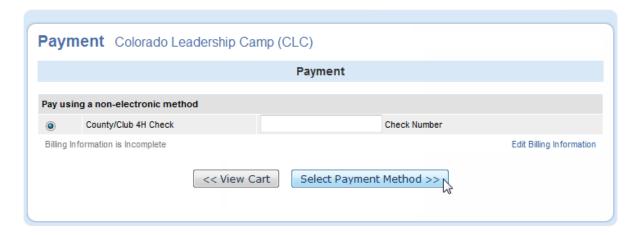
4) Specify the User Type



5) Click on the "Check Out" button.

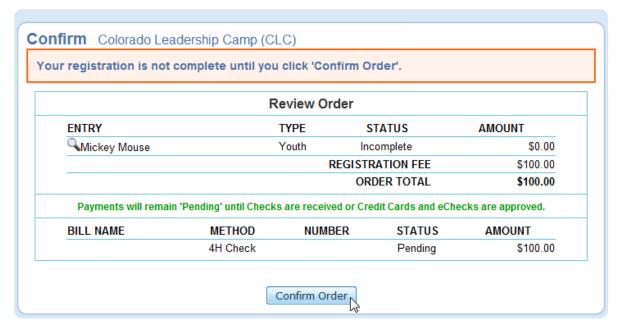


6) If you have a check number, please enter it into the text box; otherwise, simply click on the "Select Payment Method" button and proceed.



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.



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

	Orc	der Confirmati	on		
FHTDV	OI.			AMOUNT	
ENTRY		TYPE Youth	STATUS	AMOUNT \$0.0	
Mickey Mouse			Approved TRATION FEE	\$0.0 \$100.0	
			ORDER TOTAL	\$100.0	
Payments will remain	n 'Pending' until Chec	ks are received or	Credit Cards and e	Checks are approved.	
BILL NAME	METHOD	NUMBER	STATUS	AMOUNT	
	4H Check		Pending	\$100.0	
		APPROVED	PAYMENT TOTAL	\$0.0	
	Fi	les to Downloa	d		
	There are no	files to download f	or this event		
Instructions				Registration Info	
			Confirma		
Event / Date / Time / Location			Event Contact		
Colorado Leadership Camp (CLC)				For assistance, please contact the organizer:	
Date November 12, 2010 - Novembe		14, 2010	Connie C	Cecil ecil@colostate.edu	
(Time 05:00 pm - 12:00 pm				

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 <u>payments and invoices</u>.

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