# How to Register Members for Events in 4HOnline

## For Families registering Members in Events

1. Log in to your Family account.
2. Click “Continue to Family.”
3. Scroll to the bottom of the Member List page.
4. Select the Member and Event in the “Register A Member In An Event” box.
   **NOTE:** Some events have age, county or project restrictions. Only events for which the member is eligible will appear in the “Event” drop-down.
5. Click Register.
6. Complete the Entry form.
7. Click Continue.
8. Even if there are no registration fees, an invoice will appear. Review the invoice. If everything is correct, click Check Out.
9. Select the payment method you would like to use.
   **NOTE:** in some states, Credit Card payments are accepted.
10. Click Confirm Order.
11. If you would like to print the entry form, click Print Entry or the Order Confirmation, click the Print icon next to the desired information.
12. If you are finished, click Return to Member List to register another family member.