How to Register for an Event in 4-H Online

4-H Online's registration function is used to collect participant information and documentation for a wide variety of Maryland 4-H events and opportunities. Throughout the year, 4-H families may use 4-H Online to:

- Register to attend 4-H events, programs, camps, and experiences
- Enter state or local 4-H contests and competitions
- Sign up for 4-H events hosted at the Maryland State Fair
- Apply for leadership opportunities such as 4-H State Council and national leadership conference delegations
- Submit documents to attend out-of-state trips
- Register for 4-H trainings, workshops, and conferences

Each 4-H event or experience will have its own registration in 4-H Online. The event registration settings will allow access only youth or adults who are eligible to participate. For most Maryland 4-H events, eligible participants must have an approved 4-H enrollment for the current year. However, there are some 4-H events that are open to interested youth and/or adults who are not enrolled in 4-H.

To register for an event in 4-H Online, the individual must have a **Member profile** in the 4-H Online system. Member profiles contain basic information about an individual. A person who creates a Member profile can either:

- Enroll in 4-H for the current year as a **Youth or Cloverbud** member or as an adult **Volunteer**. Enrolled members may register for events in 4-H Online that are open to 4-H members and/or volunteers.
- Choose not to enroll in 4-H. Youth and adults who have Member profiles but are not enrolled in 4-H are called **Participants**. Participants may register for events in 4-H Online that are open to non-enrolled youth or adults.

4-H Online events are customized to share and collect information specific to a particular 4-H event, contest, or opportunity. However, all 4-H Online events have a common structure, access point, and registration process.

This guide provides information and instructions about each step of a 4-H Online Event registration. Keep in mind that the event you are registering for may not contain all of these functions. If you do not see one of these steps in your event, simply skip to the next step.
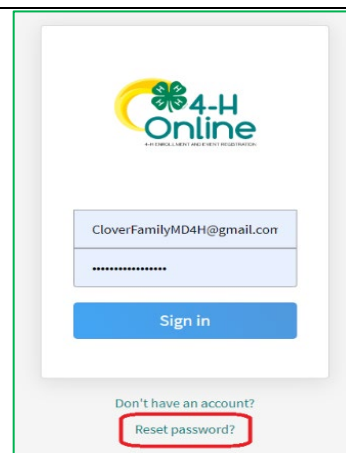
To register for an event in 4-H Online:

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1. Log in to 4-H Online. Sign into your family's 4-H Online profile using your family email and password. If you forgot your password, you can reset it from the home screen. The reset link will be sent to the email address associated with your profile. Your County 4-H Online Manager can also reset your password, if necessary. Your profile will open to your family's **Member List**.	

2. Locate the event.

Click **Events** on the left sidebar menu.

When the Events page opens you will see the information for all events that are currently open for registration. Depending on the view setting you have chosen, the events may display as a box with a graphic or on a list. You can change the view by clicking **Grid** or **List** at the top of the page.

To open an event, click the **Register** button (grid view) or click on the **event name** (list view).

If you do not see an event listed, no member of your family is eligible to attend or the event is no longer open for registration.
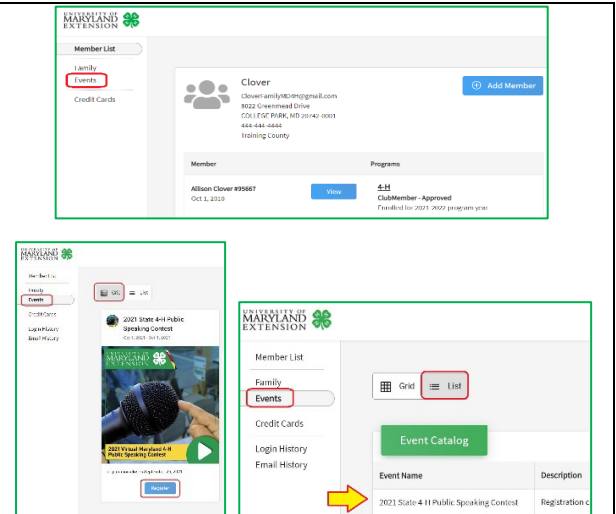
3. Identify the family member who wants register for the event.

The Family Member list will display all members who meet the basic requirements to attend the event *(member type, enrollment status, etc)*.

Identify the member who wants to register for the event by clicking to highlight their name on the list. Click the **Select** button to continue.

If a member's name does not appear on the family member list, it is may be for several reasons:

- The member does not meet basic eligibility requirements *(member type, enrollment status, etc)*.
- The member does not have an approved enrollment and the event is only for enrolled members.
- The member or someone else has already started or submitted their registration.

NOTE: Refer to the event information or contact your local 4-H office if you have questions about your eligibility to register for a 4-H event.

Restricted Registrations:
Some events are restricted to only certain individuals.   For instance, only members of the 4-H State Council can register for the 4-H State Council Retreat. When this happens, a 4-H Online Manager will initiate the member's registration and they will be invited to complete it.
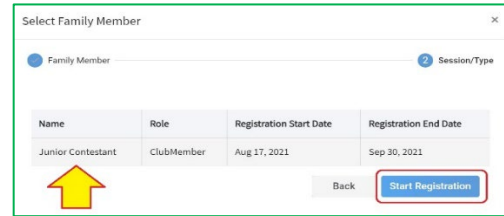
If you receive notice that an event registration has been created for you, follow the instructions in **Step 11** to access your incomplete registration.
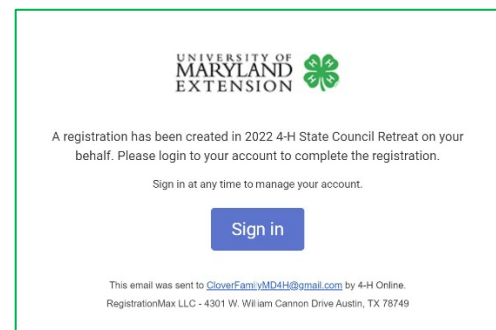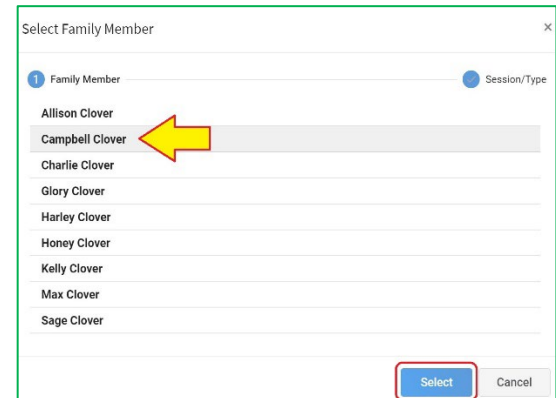
4. Choose the participation type.

The participant type(s) will display based on the member's eligibility. If no participant type displays, the member is not eligible to participate in the event.

Click **Start Registration** to proceed.

5. Answer the registration questions.

Read the event information before proceeding. It may contain details you need for your registration.

Answer the event registration questions as completely as possible. Questions that are marked *required* must be answered before you can proceed to the next step.

You will notice you are not asked to provide much information about yourself. That is because your personal, demographic, 4-H membership, and contact information is already contained in your 4-H Online Member profile.

The event registration may include links to other 4-H sites or pages, such as the Maryland 4-H website. Active links appear in **blue text**. If you click the link the linked page will open. To return to 4-H Online from a linked page use your browser's **back** button.

When you have answered all registration questions, click the **Next** button to continue.
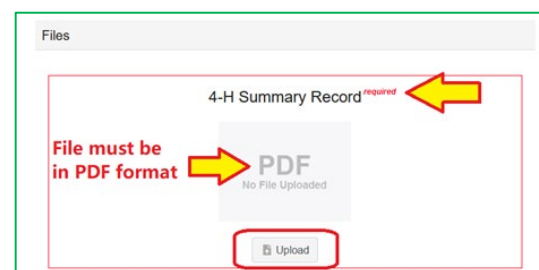
6. Upload documents.

You may be asked to upload documents or photos to your registration. Some common registration uploads include:

- Completed & signed 4-H Event Health Form
- Scans/photos of Health Insurance card
- Photo of participant
- Description or photo of contest entry

Upload portals can accept PDF files or photos, as designated. You can see the required format on the portal upload icon.

Click the **Upload** button and select the file from your computer. When a file has successfully uploaded the box will turn **red.** If you need to replace the file you may upload a new one using the **Overwrite** button or simply **Delete** the existing file and upload a new one.

When you have uploaded all files, click **Next** to continue.

7. Sign consents and agreements.

Most events require at least one consent or agreement, such as:

- Liability Release
- Virtual 4-H Event Release
- Team Member Agreement

Once you have read each consent, click the bubble next to the appropriate statement and type the required names into the signature fields at the bottom.

Click **Next** to continue.

NOTE: The **Next** button will not activate until all signatures are completed and agreement statements are selected.

Participation in Recorded Virtual 4-H Event - Public Speaking Contest

This Maryland 4-H event will be conducted in part or entirely using virtual participation technology. To participate in the Extemporaneous Speaking category of this event, youth and/or adults must have access to an electronic device with the ability to reliably connect to the Internet.

I give my permission to Maryland 4-H, University of Maryland Extension, and the University of Maryland College of Agriculture and Natural Resources (AGNR) to publish the video(s) submitted by my child as entry(ies) for this contest. I understand the video(s) will be exhibited publicly or privately, including being posted to official 4-H and University of Maryland websites and social media accounts.

◯ I do NOT give permission to use the video(s) submitted by my child as entry(ies) for this contest.

Member Name (Full Legal) *required*

Campbell Clover

Parent / Guardian Name (Full Legal) *required*

Catherine Clover

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8. Select your payment method.

NOTE: If no fee is required, you will not see the payment method step.

If the registration requires a fee, it will display in the invoice section of the page.

You must choose a payment type to pay the fee. Some events may require payment of fees by one method while others may offer an option.

The two payment options you may see in your event are:

- **Pay by Card** – the fee is paid through 4-H Online, using a credit/debit card attached to the family profile.
- **Pay by Check** – the fee is paid according to the instructions of your county/city 4-H program, outside of 4-H Online.

If your event allows you to choose an option, **contact your 4-H Educator before selecting a payment method.** Some local 4-H programs pay registration fees for certain State 4-H events. Follow the payment selection instructions provided by your 4-H Educator.

To select your payment method, click your **card information** or the **Pay by Check** button. You may add credit/debit card to your profile by clicking the **Add New Card** button.

When the **Terms of Payment** screen appears, click the bubble next to the agreement statement.

Click **Next** to proceed.

NOTE: The **Next** button will not activate until the agreement statement is selected.

Payment   ④ Confirm

Invoice   🛒

Registration Fee $5.00

Total: **$5.00**

Select a Card   Add New Card

Catherine Clover
VISA
4xxx-xxxx-xxxx-4444
04/2024

Click card info to select Family pays fee

OR

Payment for this invoice will be collected by Training CountyArea.   Pay By Check

County/city 4-H program pays fee

Terms of Payment

ENROLLMENT FEES

State Enrollment Fees are accepted only by credit/debit card. The fee will be charged to your designated card when the enrollment is approved by the County/City 4-H Online Manager. Enrollment Fees are nonrefundable once the enrollment is approved.

EVENT REGISTRATION FEES

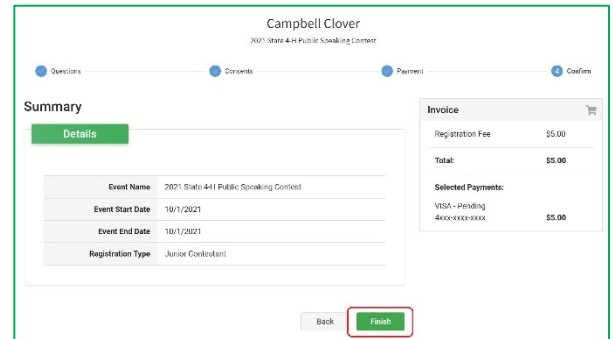◉ I understand and agree to these Terms of Payment.

Back   Next

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9. Confirm and submit your registration.

Review the registration summary. Click the **Finish** button to submit your entry.

If you selected **Pay by Card** as your payment option, your credit/debit card will be verified when you submit your registration. Your card will be charged when your registration is approved by an Event Manager.

Once you have submitted your entry, it may not be changed unless it is sent back by a 4-H Event Manager for correction.

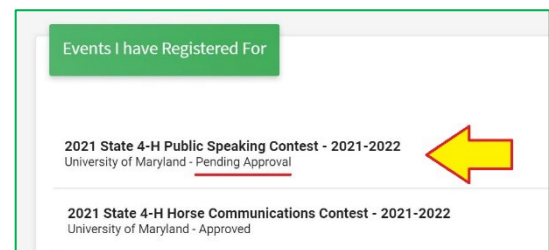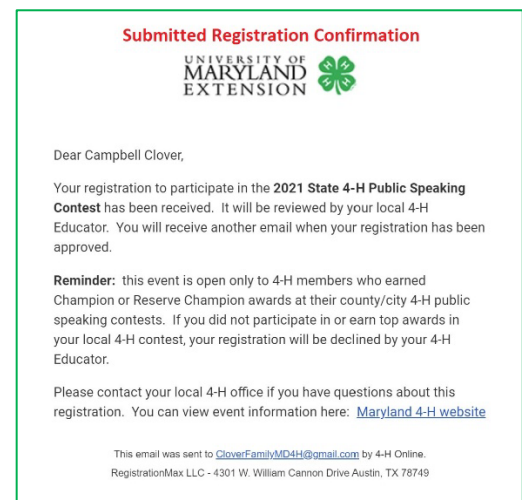## 10. Entry confirmation and processing.

After you submit your registration you will be returned to the **Events** page of the member profile. You will see the event name displayed, and your registration status as **Pending Approval**. You will also receive an email verifying that your registration was received.

Your registration is not complete until it is **Approved.** Your submitted registration will be reviewed by a 4-H Event Manager. If the Event Manager notices something in your registration that is incomplete or needs to be corrected, they may send it back to you for correction and resubmittal. You will be notified by email if your registration is sent back. The registration must be resubmitted before the event registration close date.

If you selected **Pay by Check** as your payment option, you may receive a payment due notification email when your registration is approved. **You can disregard this notice.** Follow the instructions of your county/city 4-H office to pay your registration fee.

You will be notified by email as your registration moves through each step of the review and approval process. You can also check your registration status on the **Events** tab of your member profile in 4-H Online.

To access your member profile, click the **View** button next to the name on the **Member List**. Once the profile opens, click **Events** on the left sidebar menu to view the member's event registrations.
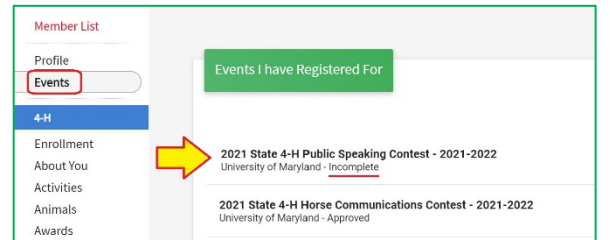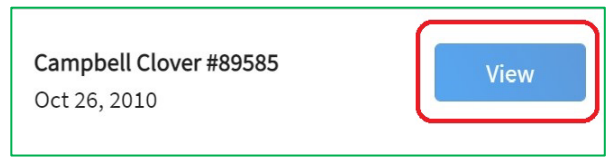
11. Finishing an Incomplete registration.

If you start a registration but do not finish it, you can return to it later. To access an incomplete registration, go to your family's **Member List** and click the **View** button next to the member's name. The member profile will open.

Click the **Events** tab on the left sidebar. A list of all events the member has accessed will display. You will see the registration status for the event is **Incomplete.**

Click on the event name to open the registration page. You can then resume registration from where you left off.

NOTE: You will not be able to submit an incomplete registration after the entry deadline has passed.

Campbell Clover #89585
Oct 26, 2010
View

Member List
Profile
Events
4-H
Enrollment
About You
Activities
Animals
Awards

Events I have Registered For

2021 State 4-H Public Speaking Contest - 2021-2022
University of Maryland - Incomplete

2021 State 4-H Horse Communications Contest - 2021-2022
University of Maryland - Approved

12. Correcting and resubmitting a Sent Back registration.

If your 4-H Educator sends back your registration for correction, its status changes to **Resubmit.** Follow the instructions in **Step 11** to access, correct, and resubmit your returned registration.

You must resubmit your corrected registration before the entry deadline.

Events I have Registered For

2021 State 4-H Public Speaking Contest - 2021-2022
University of Maryland - Resubmit

2021 State 4-H Horse Communications Contest - 2021-2022
University of Maryland - Approved