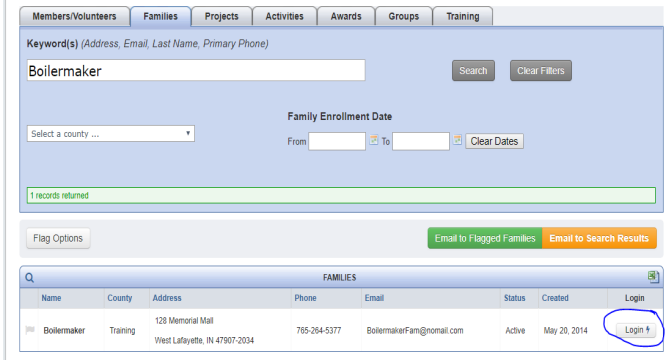


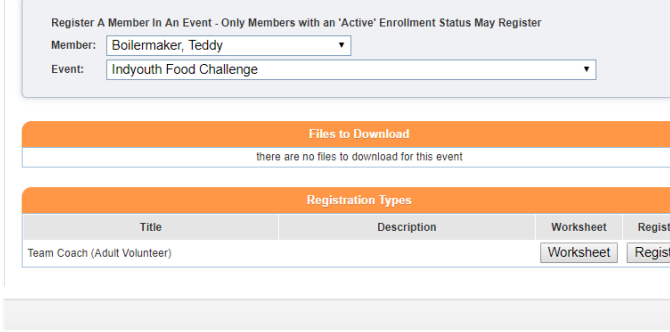
How to Register for Events in 4-HOnline  
For Educators registering Adult/Contact Registration Types in Events

1. Search for your Family Profile or for the Family profile of the Volunteer who will be attending the event.
2. Select Login next to your Family name or the volunteer's Family name in which you are enrolling.  
\*\* If they do not have a profile, you will need to create a Contact profile for them to register for the event.\*\*



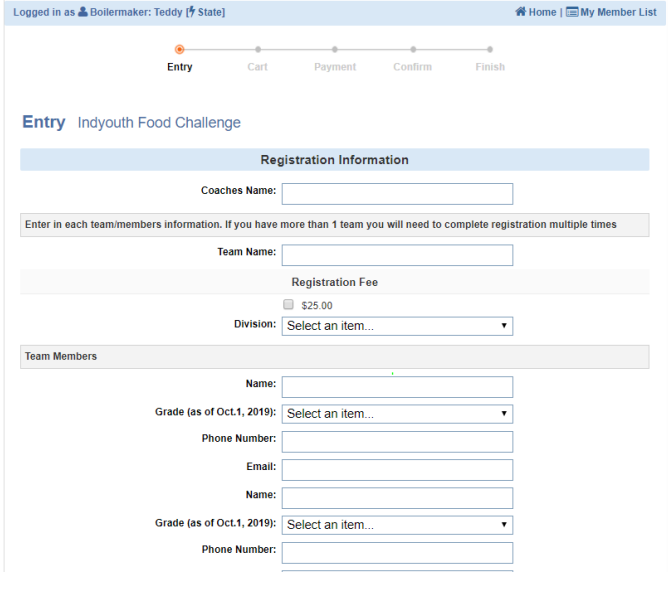
| Name        | County   | Address  | Phone        | Email                    | Status | Created      | Login |
|-------------|----------|--|--------------|--------------------------|--------|--------------|-------|
| Boilermaker | Training | 128 Memorial Mall<br>West Lafayette, IN 47907-2024 | 765-264-5377 | BoilermakerFam@gmail.com | Active | May 20, 2014 | Login |

3. Scroll to the bottom of the Member List page.
  4. Select your name or the volunteer's name and the 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.



| Title                        | Description | Worksheet | Register |
|------------------------------|-------------|-----------|----------|
| Team Coach (Adult Volunteer) |             | Worksheet | Register |

6. Complete the Entry form.
7. Click Continue.



Registration Information

Coaches Name:

Enter in each team/members information. If you have more than 1 team you will need to complete registration multiple times

Team Name:

Registration Fee:  \$25.00

Division:

Team Members

Name:

Grade (as of Oct.1, 2019):

Phone Number:

Email:

Name:

Grade (as of Oct.1, 2019):

Phone Number:

8. Even if there are no registration fees, an invoice will appear. Review the invoice. If everything is correct, click Check Out.

Logged in as [Boilermaker: Teddy \(State\)](#) [Home](#) | [My Member List](#)

Entry Cart Payment Confirm Finish

EventTitle  
**Cart** Indyouth Food Challenge

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

| REGISTRATION INFORMATION |                              |                  |
|--------------------------|------------------------------|------------------|
| Event                    | Registrant Type              | Registration Fee |
| Indyouth Food Challenge  | Team Coach (Adult Volunteer) | \$0.00           |

| ENTRIES              |         |                   |         |
|----------------------|---------|-------------------|---------|
| Modify               | Entry # | Item/Description  | Amount  |
| <a href="#">Edit</a> | 31730   | Entry Fee         | \$0.00  |
| (entry detail)       | 31730   | Registration Fee: | \$25.00 |

<< Previous << Add Entry Delete Cart Check Out >>

9. Select the payment method you would like to use. When enrolling someone on their behalf credit card is not an option. They would have to be logged in. So the only option is check.

Logged in as [Boilermaker: Teddy \(State\)](#) [Home](#) | [My Member List](#)

Entry Cart Payment Confirm Finish

**Payment** Indyouth Food Challenge

Member enrollment is not complete until the record is submitted and all applicable program fees have been received.

**State 4-H Program Fee Payment**

If you selected County/Club 4-H check as your payment method for a youth member, please submit your cash or check payment to your local Purdue Extension Office within 10 days of submitting this Member's enrollment. **4-H youth enrollment is not complete until the record is submitted and your payment is received.**

If you selected to pay by credit card, your card will be charged when your local Purdue Extension Office reviews and accepts the member's enrollment record.

Pay using a non-electronic method

County/Club 4H Check

<< View Cart Continue >>

10. Click Confirm Order.

Logged in as [Boilermaker: Teddy \(State\)](#) [Home](#) | [My Member List](#)

Entry Cart Payment Confirm Finish

**Confirm** Indyouth Food Challenge

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

| Review Order                                  |                              |            |         |
|---|------------------------------|------------|---------|
| ENTRY   | TYPE                         | STATUS     | AMOUNT  |
| <a href="#">Print Entry</a> Teddy Boilermaker | Team Coach (Adult Volunteer) | Incomplete | \$25.00 |
| REGISTRATION FEE                              |                              |            | \$0.00  |
| ORDER TOTAL                                   |                              |            | \$25.00 |

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

| BILL NAME | METHOD   | NUMBER | STATUS  | AMOUNT  |
|-----------|----------|--------|---------|---------|
|           | 4H Check |        | Pending | \$25.00 |

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 exit or register another team if needed for that coach.

**\*\*Be sure to create a financial transfer and send to the State 4-H Office if you chose to pay by check.\*\***

**Finish** Indyouth Food Challenge

Indiana 4-H Youth Development  Print Confirmation

| Order Confirmation   |  |                 |                               |                |
|--|--|-----------------|-------------------------------|----------------|
| ENTRY  | TYPE   | STATUS          | AMOUNT                        |                |
| Print Entry  | Teddy Boilermaker Team Coach (Adult Volunteer) | Pending - State | \$25.00                       |                |
|  |  |                 | REGISTRATION FEE              | \$0.00         |
|  |  |                 | <b>ORDER TOTAL</b>            | <b>\$25.00</b> |
| Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved. |  |                 |                               |                |
| BILL NAME  | METHOD   | NUMBER          | STATUS                        | AMOUNT         |
|  | 4H Check                                       |                 | Pending                       | \$25.00        |
|  |  |                 | <b>APPROVED PAYMENT TOTAL</b> | <b>\$0.00</b>  |

**Files to Download**

There are no files to download for this event

| Instructions  | Registration Info   |
|---|---|
| <p>If you selected County/Club 4-H check as your payment method for a youth member, please submit your cash or check payment to your local Purdue Extension Office within 10 days of submitting this Member's enrollment. <b>4-H youth enrollment is not complete until the record is submitted and your payment is received.</b></p> <p>If you selected to pay by credit card, your card will be charged when your local Purdue Extension Office reviews and accepts the member's enrollment record.</p> | <p>Teddy Boilermaker<br/>BoilermakerFam@nomail.com<br/>Training County<br/>District District</p> <p>Confirmation Number 449406<br/>Registered On Apr 23, 2019</p> |
| Event / Date / Time / Location  | Event Contact   |
| <p><b>Indyouth Food Challenge</b><br/><b>Date</b><br/>October 12, 2019 - October 12, 2019</p> <p><b>Time</b><br/>12:00 am - 12:00 am</p>  | <p>For assistance, please contact the organizer:</p>  |

[Return To Member List](#)