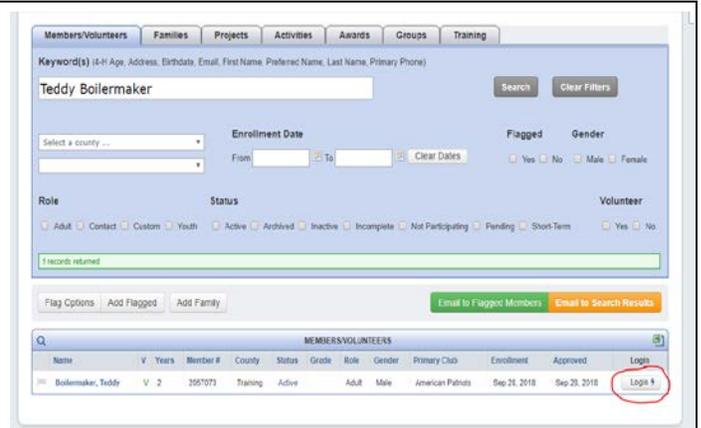


## How to Register for Events in 4-HOnline

For Educators registering Adult/Contact Registration Types in Events

1. Search for your Profile or for the profile of the Volunteer who will be attending the event.
2. Select Login next to your name or the volunteer's name.

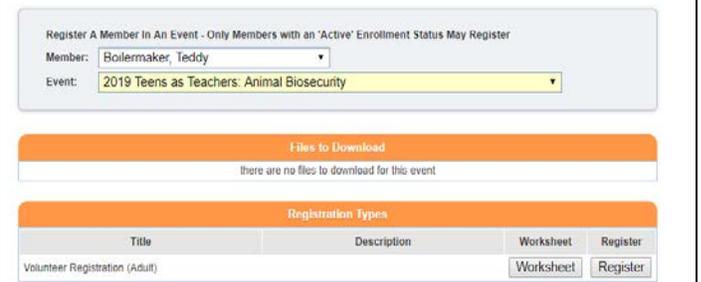


Name	V	Years	Member #	County	Status	Grade	Role	Gender	Primary Club	Enrollment	Approved	Login
Boilermaker, Teddy	V	2	3557073	Training	Active	Adult	Male	American Patriots	Sep 21, 2018	Sep 20, 2018	<a href="#">Login</a>	

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.

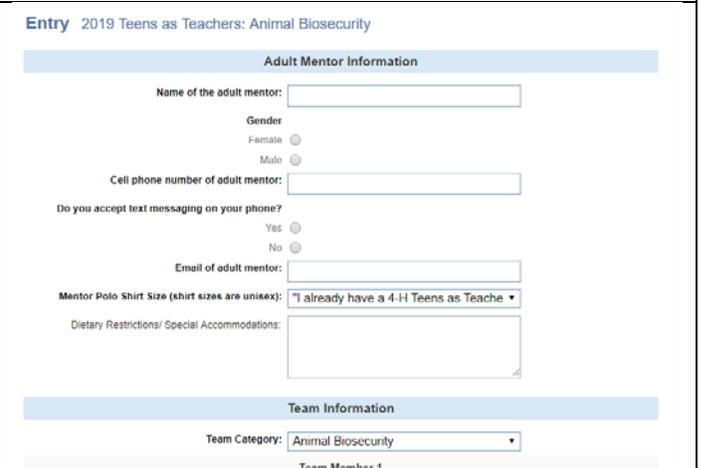
NOTE: Some events have age, county or project restrictions. Only events for which the member is eligible will appear in the “Event” drop-down.

5. Click Register.



Title	Description	Worksheet	Register
Volunteer Registration (Adult)		<a href="#">Worksheet</a>	<a href="#">Register</a>

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



**Adult Mentor Information**

Name of the adult mentor:

Gender:  Female  Male

Cell phone number of adult mentor:

Do you accept text messaging on your phone?  Yes  No

Email of adult mentor:

Mentor Polo Shirt Size (shirt sizes are unisex):

Dietary Restrictions/ Special Accommodations:

**Team Information**

Team Category:

Team Member 1

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

EventTitle  
**Cart** 2019 Teens as Teachers: Animal Biosecurity

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
2019 Teens as Teachers: Animal Biosecurity	Volunteer Registration (Adult)	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
<a href="#">Edit</a>	28990	Entry Fee	\$0.00
(entry detail)	28990	Team Member 1:	\$50.00
(entry detail)	28990	Team Member 2:	\$50.00
(entry detail)	28990	Team Member 3:	\$50.00

9. Select the payment method you would like to use. Credit card is an option. Like during enrollment you might need to “add a new credit card” (orange button). (If you are wanting to pay by credit card then you will have to actually be logged into your family profile.)

Logged in as [Boilermaker: Trenton](#) [Home](#) | [My Member List](#)

Entry Cart **Payment** Confirm Finish

**Payment** Experience 4-H @ Purdue: Science of Games

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.

**Add New Credit Card** You will be redirected to TouchNet Payment Services, the payment gateway used by "Indiana 4-H Youth Development". You are only adding your card as a payment option, NO charges will be made at this point.

Pay with an existing card	Credit Card No.	Cardholder Name	Card Added
Pay using a non-electronic method			
<input type="radio"/>	County/Club 4H Check		

[Change Billing Address](#)

<< View Cart    Continue >>

10. Click Confirm Order.

**Confirm** 2019 Teens as Teachers: Animal Biosecurity

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

Review Order			
ENTRY	TYPE	STATUS	AMOUNT
<a href="#">Print Entry</a> Teddy Boilermaker	Volunteer Registration (Adult)	Incomplete	\$150.00
		<b>REGISTRATION FEE</b>	\$0.00
		<b>ORDER TOTAL</b>	\$150.00

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pending	\$150.00

[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.

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

Finish 2019 Teens as Teachers: Animal Biosecurity [Print Confirmation](#)

Indiana 4-H Youth Development [Print Confirmation](#)

### Order Confirmation

ENTRY	TYPE	STATUS	AMOUNT
<a href="#">Print Entry</a> Teddy Boilermaker	Volunteer Registration (Adult)	Pending - State	\$150.00
<b>REGISTRATION FEE</b>			\$0.00
<b>ORDER TOTAL</b>			<b>\$150.00</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	\$150.00
<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 recieved.</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 BoilermakerFam@nomail.com Training County District District</p> <p>Confirmation Number 378648 Registered On Dec 18, 2018</p>

Event / Date / Time / Location	Event Contact
<p><b>2019 Teens as Teachers: Animal Biosecurity</b>  <b>Date</b>            February 08, 2019 - February 10, 2019</p> <p><b>Time</b>            12:00 am - 12:00 am</p>	<p>For assistance, please contact the organizer:</p> <p>Courtney Stienwalt  <a href="mailto:dickerso@purdue.edu">dickerso@purdue.edu</a></p>

[Return To Member List](#)