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.
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.
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. 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.)

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.

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