Submitting State and National 4-H Event Applications
By the 4-H Member

1. These instructions apply to the following applications:
   a. National 4-H Congress
   b. National 4-H Conference
   c. Excellence in 4-H Animal Science Programming Award
   d. Excellence in 4-H Citizenship Programming Award
   e. Excellence in 4-H Club Programming Award
   f. Excellence in 4-H Healthy Living Programming Award
   g. Excellence in 4-H Science Programming Award
   h. Excellence in Youth and Adult Partnerships Award

2. Before uploading your application, make sure the full and complete document is in one electronic file in PDF format. A number of free tools are available on the internet to convert a MS Word document to PDF, or your county Purdue Extension Office can convert the document. Other events are online applications.

3. Log in to 4HOnline using your family account.

4. Click Continue to Family.

5. Scroll down to Register A Member In An Event.

9) Zoey Adams	Youth	872481	Active	2014-2015	Edit ✎

Member Reports

Member: [select a member... ▼]

Report: [▼]

Register A Member In An Event

Member: [select a member... ▼]

Event: [▼]

6. Select the Member's name from the dropdown list of family members.

7. Select the event name from the dropdown list of events.

Member Reports

Member: [select a member... ▼]

Report: [▼]

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member: [Blomeke, Darrell ▼]

Event: [National 4-H Congress Application ▼]

Files to Download
there are no files to download for this event

Registration Types			
Title	Description	Worksheet	Register
Youth Applicant		Worksheet	Register

8. Click Register.

Member Reports

Member: select a member... ▼

Report: ▼

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member: Blomeke, Darrell ▼

Event: National 4-H Congress Application ▼

Files to Download
there are no files to download for this event

Registration Types			
Title	**Description**	**Worksheet**	**Register**
Youth Applicant		Worksheet	Register

9. Click the Select button to upload your PDF application file.

Entry — Cart — Payment — Confirm — Finish

Entry National 4-H Congress Application

Your application must be uploaded as one single document in PDF format.

⭐ Application
(Image/PDF files)

Select   Clear

Continue >>   Delete

10. Locate the file on your computer that is to be uploaded. Click Open.

11. A PDF symbol will appear indicating the file is ready to be uploaded. To make sure it is the correct file, place the cursor over the PDF symbol and double click to open the file. If this is the correct file, click Continue.

Entry National 4-H Congress Application

**Your application must be uploaded as one single document in PDF format.**

* Application ☁
(Image/PDF files)

PDF

| Select | Clear |

| Continue >> | Delete |
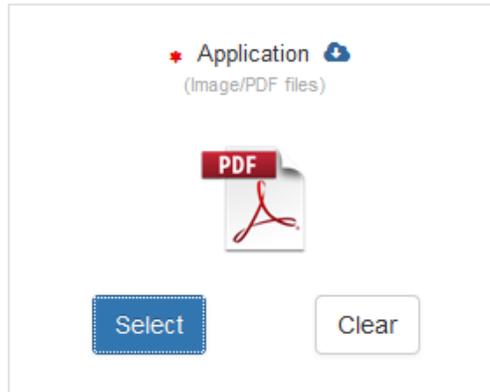
12. Click Check Out.

Cart National 4-H Congress Application

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
National 4-H Congress Application	Youth Applicant	$0.00
ENTRIES		
Modify	Entry #	Item/Description	Amount
Edit ✎	12940	Entry Fee	$0.00

| << Previous | Delete Cart | Check Out >> |
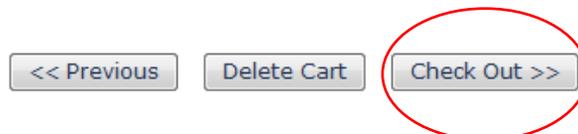
13. Select County/Club 4-H Check and click Select Payment Method.

Payment National 4-H Congress Application

State 4-H Program Fee Payment

If you selected 4-H County/Club 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 recieved.**

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.

Thank you!

Pay using a non-electronic method		
◉	County/Club 4H Check	

Blomeke Family
195 Marstellar St.
West Lafayette, IN 47907

Change Billing Address

<< View Cart   Select Payment Method >>

14. Click Confirm Order.

Confirm National 4-H Congress Application

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

Review Order			
ENTRY	**TYPE**	**STATUS**	**AMOUNT**
🖨 Print Entry Darrell Blomeke	Youth Applicant	Incomplete	$0.00
		REGISTRATION FEE	$0.00
		ORDER TOTAL	$0.00

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

BILL NAME	**METHOD**	**NUMBER**	**STATUS**	**AMOUNT**
Blomeke Family	4H Check		Pending	$0.00

Confirm Order

15. Your application has now been submitted to your County Purdue Extension Office and is awaiting approval by your 4-H Youth Development Extension Educator.

Finish National 4-H Congress Application

Indiana 4-H Youth Development

🖨 Print Confirmation

Order Confirmation

ENTRY		TYPE	STATUS	AMOUNT
🖨 Print Entry	Darrell Blomeke	Youth Applicant	Pending - County	$0.00
			REGISTRATION FEE	$0.00
			ORDER TOTAL	$0.00

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
Blomeke Family	4H Check		Pending	$0.00
		APPROVED PAYMENT TOTAL		$0.00

Files to Download

There are no files to download for this event

Instructions	Registration Info
If you selected 4-H County/Club check as your payment method for a youth member, please submit your cash or check payment to your local Purdue	Darrell Blomeke blomekefam@gmail.com

16. Click Return to Member List and follow the same procedure to upload another application, if eligible and desired. When finished, log out of 4HOnline and close your browser.