**4-H Online Event Registration Instructions for Chef U**

1. Visit [v2.4honline.com.](file:///C%3A%5CUsers%5Ckasweet%5CDownloads%5Cv2.4honline.com) If you are a **CURRENT 4-H MEMBER or have a 4-HOnline Account** from a previous event, you will skip to **Step # 3.** If you are **NOT a Current 4-H Member (and do not have a 4-HOnline account) or are a 4-H member participating from a different state,** you will click the button “**Don’t have an account?”** at the bottom of the screen.



Current 4-H Members log in here

NOT CURRENT 4-H members click here

1. **Not Current 4-H Members/Outside of Indiana 4-H members** will follow the steps to create a basic
4-HOnline Account. Once you have created an account, skip to step # 4.
2. **Current 4-H Members** will complete the 4-HOnline login process to access your family profile and member list and continue to step #4.
3. Click “View” by the member you intend to register for Chef U
4. Select the Events Tab once you are in their profile and click “**Register for an event**” to find the event titled “2024 Chef U”



1. There will be four options for registration on the Chef U Program. Select the one that best fits your situation:
	1. **Morning Session – Current 4-H Member** – Current 4-H Members that want to participate in the morning session will register here.
	2. **Morning Session – Non-4-H Member** – Participants who are NOT 4-H Members and want to participate in the morning session will register here.
	3. **Afternoon Session – Current 4-H Member** – Current 4-H Members that want to participate in the afternoon session will register here.
	4. **Afternoon Session – Non-4-H Member** – Participants who are NOT 4-H Members and want to participate in the afternoon session will register here.
2. Complete any **required questions**.



1. Complete **Consents** (if any are listed).



1. You will be able to by **card, cash, or check** for this program.



1. Select Next once payment has been selected. And then Finish.
2. A list of event registrations that have been submitted will appear and your county will accept your registration.



1. If you selected to pay with cash or check, you have two options:
	1. **Pay by cash** at your local Purdue Extension Office.
	2. **Pay by check** by making checks payable to **Trustees of Purdue** and sending to the address below:

Purdue Extension – Hendricks County

ATTN: Chef U

PO Box 7

Danville, IN 46122

If you have questions or need assistance, please contact Purdue Extension – Hendricks County at 317-745-9260 or email hendrces@purdue.edu.