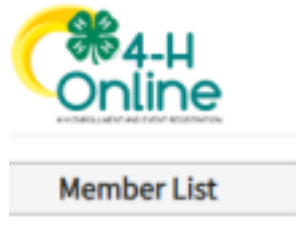


**THESE INSTRUCTIONS ARE MEANT FOR FAMILIES ALREADY
ENROLLED IN 4HONLINE AS ACTIVE MEMBERS
FOR THE 2023-2024 YEAR.**

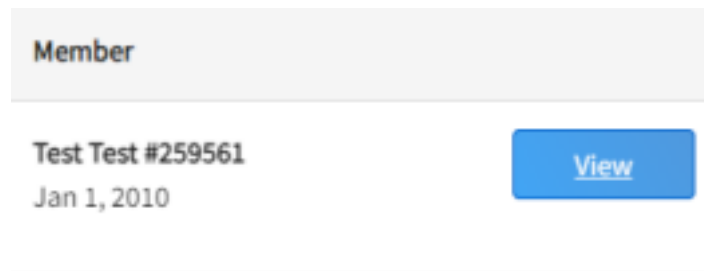
Step 1: Log into your 4HOnline account.

Step 2: Select **Member List** from the navigation pane on the left, if not already

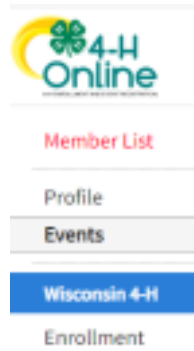


there.

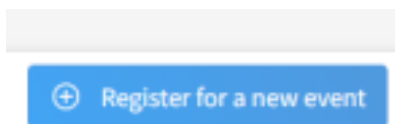
Step 3: Find the member you want to register for the event, select the **View** button next to their name.



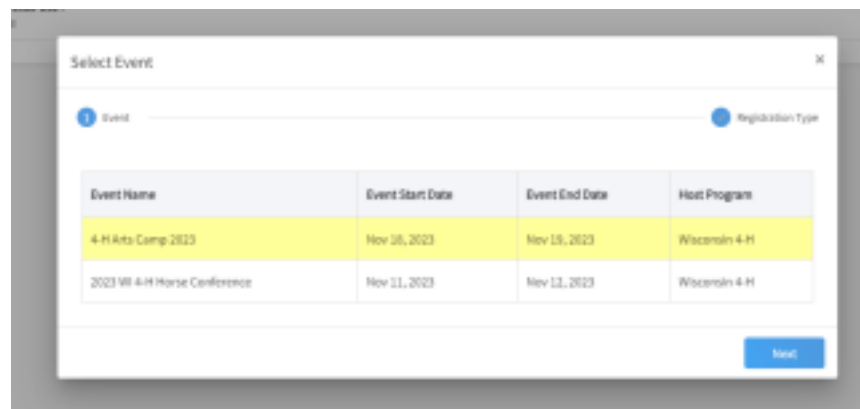
Step 4: Select **Events** from the navigation pane on the left.



Step 5: Select **Register for a new event**.



Step 6: Select the event you wish to sign up for and click **Next**.



Step 7: Verify the correct event is showing and click **Start Registration**.

Name	Role	Registration Start Date	Registration End Date
Staff	Participant	Oct 1, 2023	Oct 27, 2023

Step 8: Complete each section of the Registration process, to include, Health Form, Consents, and Confirm.

Step 9: Once you submit your registration, staff will review for completeness and approve. You will be notified when registration is approved and your child has been added to the event roster.

****IMPORTANT**** Some events have a max capacity limit due to venue size, volunteer availability, and materials/supplies limitations. We try to ensure the largest amount of youth can be included in each event, however, we can never guarantee a spot will be open. All event registrations are done on a first come, first serve basis. Thank you for your understanding!

****Why you may not be able to find the event you are looking for****

-Your child does not meet the criteria of the event. If an event is for youth in grades 4-6, it will not show up for a member in grades outside those set parameters.

-The event has reached its max capacity and is no longer open for new registrations.