Registering Attendees to an Accelerator (Maize/Ujima) in 4HOnline

Registration for Accelerator programs is restricted to only active 4-H Club member records in 4HOnline. Before attempting to register a youth for one of these opportunities please make sure that the youth has completed enrollment either online or via a paper copy and that their enrollment has been entered and approved by your county office. Youth cannot register themselves for these opportunities, they must be registered by county 4-H staff.

- Log in to 4hOnline, using your county account.
- Click on the Search icon if it is not already highlighted. If you see a record at the top of the screen, click “Clear Filters”.
- In the full search screen, locate the first youth to be entered. You can use the Keywords field to find their name. (Note: if a youth is not showing up on that screen, their record is not active, so at that point, you will need to go back to the Enrollment tab, find them, and approve their enrollment.)
- Click the Login button beside the youth’s name. At the top of the youth record, click the “My Member List” link to go to the family profile.
- Scroll to the bottom of the Member List Page and find the section labeled, “Register a Member in An Event.” Select the Youth or Adult record you wish to register in the Member menu and then select the appropriate Accelerator event (Either Maize or Ujima.)
- Upon selection of the event fields will appear with options to download available files for the event or to register. Click the “Register” Button to continue
- If the participant is attending as a part of an existing learning community cohort please indicate that under the affiliation section.
• Indicate if the participant’s parents will be attending the Closing session on Sunday. And indicate the participants preferences of departments or colleges they wish to visit during the accelerator under the “Additional Information” Section.

• Under the Insurance Information Section indicate if the participant is covered by health insurance and fill in the additional fields if the participant answered yes to being covered. This information can either be gathered by using the shortened registration form if your participants are already enrolled, or by using the combined enrollment / registration form if they have not already been enrolled.

• If the youth participant has a need for medication to be administered by 4-H Staff of Volunteers, upload a copy of the “Request for Giving Prescription/Non-Prescription medication at 4-H Event Form” by clicking the “Select” button in the file control box. Otherwise click the “Continue” button to advance to the next page.

• You will advance to a “Cart” Page. It will reflect a balance of $0.00, click the “Check Out” button to advance to the next page.

• On the “Payment” page County/Club 4-H Check will be marked as the default, click the “Select Payment Method” button to advance to the next page.

• On the “Confirm Page” Click the “Confirm Order” button to advance to the next page.

• Click on the “Return to Member List” button to add another registration for the same family, or return to the Member/Volunteer Search screen to search for another attendee to add.