

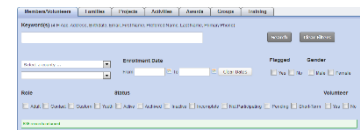
## Registering Attendees to an Accelerator Event in 4HOnline

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.)*

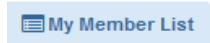


Name	V	Years	Member #	Status	4H Age	Role	Gender	Primary Club	Enrollment	Approved	Login
Blake, Katie		1	1753009	Active	15	Youth	Female	Zdemo Zappers	Sep 30, 2016	Sep 30, 2016	Login
Connot, Moonbaby		1	1852176	Active	-1	Youth	Male	Zdemo Zingers	Dec 19, 2016	Dec 19, 2016	Login
floyd, charles		1	1753004	Active	9	Youth	Male	Zdemo Zippy Clovers	Sep 30, 2016	Sep 30, 2016	Login

- 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.

**Register A Member In An Event**

Member:

Event:

- 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

Registration Types			
Title	Description	Worksheet	Register
Youth Participant		<a href="#">Worksheet</a>	<a href="#">Register</a>

- Answer the questions online using the paper version of the registration form, or in partnership with the youth and their family.

- 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.

Cart 2017 Maize Accelerator

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
2017 Maize Accelerator	Youth Participant	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
<a href="#">Edit</a>	6953	Entry Fee	\$0.00

[<< Previous](#) [Delete Cart](#) [Check Out >>](#)

- 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.

Payment 2017 Maize Accelerator

Pay using a non-electronic method

County/Club 4-H Check

[Change Billing Address](#)

[<< View Cart](#) [Select Payment Method >>](#)

- On the "Confirm Page" Click the "Confirm Order" button to advance to the next page.

Confirm 2017 Maize Accelerator

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

Review Order			
ENTRY	TYPE	STATUS	AMOUNT
1st Entry: Katie Blake	Youth Participant	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
4H Check	4H Check		Pending	\$0.00

[Confirm Order](#)

- 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.