

## REGISTER FOR AN EVENT ON 4-H ONLINE

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Use for State Conference, LDC, CLC, Youth Fest, Camp Tobin, etc.

A member must be enrolled in 4-H and “active” on 4-H Online in order to register for an event on 4-H Online. If you are not “active” contact the Extension office at (303) 678-6238.

### Login

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If the child is enrolled in 4-H, your family already has a 4HOnline account. It is very important that you DO NOT create a new account if you already have one.

1. Go to <https://co.4honline.com/>
2. Scroll down and select “I have a profile”
3. Enter email and password. Your email is your FAMILY email address
4. Role should always be set to “Family”. Click on “Login”.

I have a profile  
 I need to setup a profile  
 I forgot my password

Email:

Password:

Role:

Once you are logged in, click the orange “Continue to Family” button. Now continue to *Completing the Health Form* below...

**Forgot your password?** No worries, 4HOnline can send you a new temporary password. Just select "I forgot my password" and then type in your FAMILY email address to have it emailed to you. If you no longer have access to that email account, please contact the extension office (303) 678-6238 and ask Audra to reset it for you.

**"Email does not exist for the selected role":** If you get this error message then it means that you are not using the "Family Email" address that 4HOnline has listed for you. Do NOT create a new account! This will cause huge problems in the system. First, try to identify what your Family Email Address might be by attempting to log in using your other email addresses. If that does not work, contact Audra at the Extension Office, (303) 678-6238. She can provide you with your "Family Email Address". If the family email address is wrong or outdated and you no longer have access to it, Audra can change it for you.

### Select the Member and Event

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1. On the “Member List” page, scroll down to the second long grey box titled “Register a Member in an Event”.

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

Member:

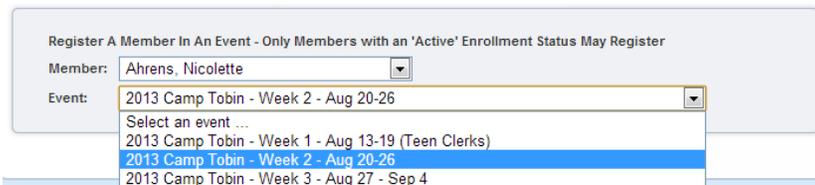
Event:

2. Select the Member from the drop down box. *If the member is not listed, check that the member enrollment status is “active” on the blue member list above. Only active members can register for events on 4-H Online.*

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3. Select the Event from the drop down box. *If the event is not listed, check that you chose the correct member then contact the Extension Office.*



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

Member: Ahrens, Nicolette

Event: 2013 Camp Tobin - Week 2 - Aug 20-26

- Select an event ...
- 2013 Camp Tobin - Week 1 - Aug 13-19 (Teen Clerks)
- 2013 Camp Tobin - Week 2 - Aug 20-26
- 2013 Camp Tobin - Week 3 - Aug 27 - Sep 4

### Fill Out Registration

1. Two orange titles will appear below. Click on the “Register” button next to the correct event to open the registration.

Registration Types			
Title	Description	Worksheet	Register
Camp Tobin Registration (Adult)	Volunteers, Leaders, Agents	<a href="#">Worksheet</a>	<a href="#">Register</a>

2. Read the instructions at the top for detail on this particular event registration.
3. Fill out the registration information requested. Click “Continue”.
4. On the Cart page, double check the event, registration type and entry amount. If correct, click on “Check Out”.

REGISTRATION INFORMATION			
Event	Registrant Type	Registration Fee	
2013 Camp Tobin - Week 2 - Aug 20-26	Camp Tobin Registration (Adult)	\$0.00	
ENTRIES			
Modify	Entry #	Item/Description	Amount
<a href="#">Edit</a>	5721	Entry Fee	\$0.00
(entry detail)	5721	Aug 20 - Lodging - Number of Females:	\$10.00

5. Select a payment option (usually “County/Club 4H check” is the only option). Click on “Select Payment Method”.
6. Review your registration, check the terms agreement box, and click on “Confirm Order”.

By checking this box, you signify you have reviewed, understand, meet and agree to the [Pay By Computer Terms and Conditions](#).

[Confirm Order](#)

7. Print out the Confirmation page for your records. Click on “Return to Member List” at bottom.

**On the Member List, under the Member’s name, there will show a list of registered events. Click on the orange arrow to show the full list. You can view and print your registration from here at any time by selecting “View/Print”.**