How to register for an event in 4HOnline

1) You must have a profile and have an "active" enrollment status in <u>4HOnline</u>

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- 2) Find the section where you can "Register A Member In An Event"
- 3) Select the member and event you wish to register for by using the drop down arrows

	Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	
		Youth	2265404	Active	2019-2020	Edit	
Member D	aparta						
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Member:	select a member		•				
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4) Select "Register"

Member:		•		
Event:	Moore County Activity Day F	Registration - 2019	•	
		Files to Download		
	ther	e are no files to download for this event		
		Registration Types		
		Description	Workshoot	Dogistor
	Title	Description	AAOLVEIIGEL	Register

- 5) Complete the registration form
- 6) Continue through the entire process (including the information about payment)
- 7) Select "Confirm Order"



	R	leview Order		
ENTRY		TYPE	STATUS	AMOUNT
Print Entry		Youth Participant	Incomplete	\$0.00
		REGIS	STRATION FEE	\$0.00
		(ORDER TOTAL	\$0.00
Payments will rema	in 'Pending' until Check	s are received or Credit C	ards and eCheck	s are approved.
BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	4H Check		Pendina	\$0.00

