

Families Registering for Events

Before You Start

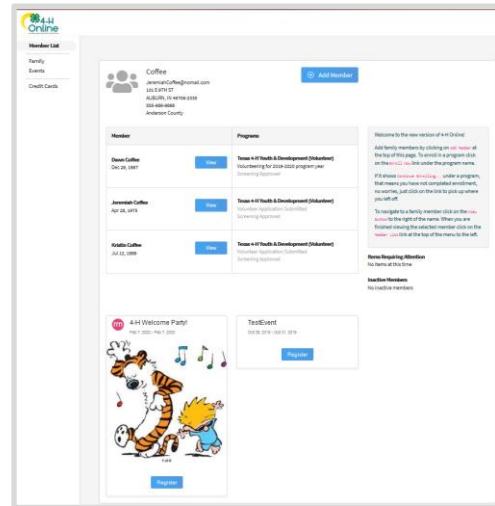
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

Steps

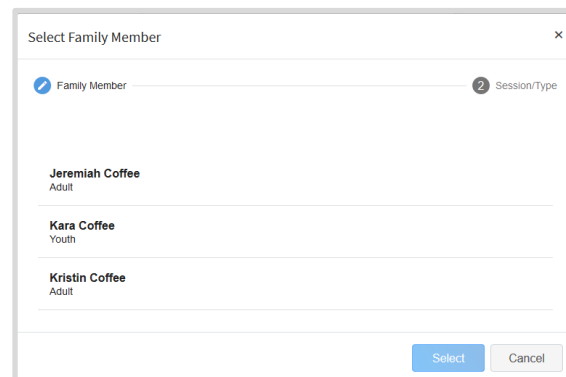
1. Log in to your 4-H Online account.
2. Click the Register button below the event name on the Member List page
OR
Click on Events in the navigation pane, and then click Register for the event.

Screenshots

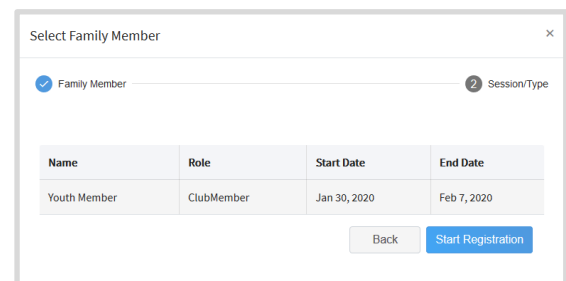
(Screen appearance may vary per state)



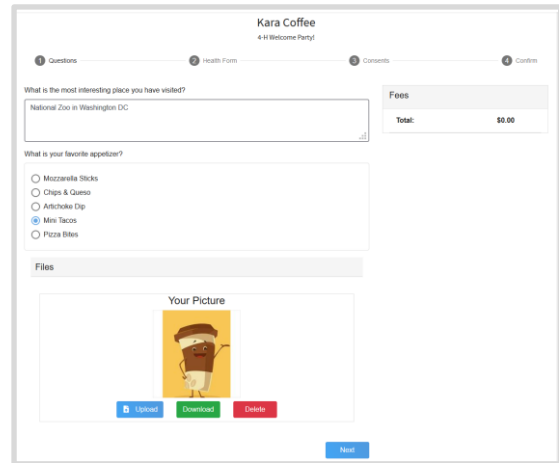
3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



5. Click on the Session/Type name for which they are registering. In some events, the member may qualify for more than one Session/Type.
6. Click the Start Registration button.



7. Complete each question.
8. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
9. Click the Next button once the questions and file upload (if applicable) are complete.



Kara Coffee
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

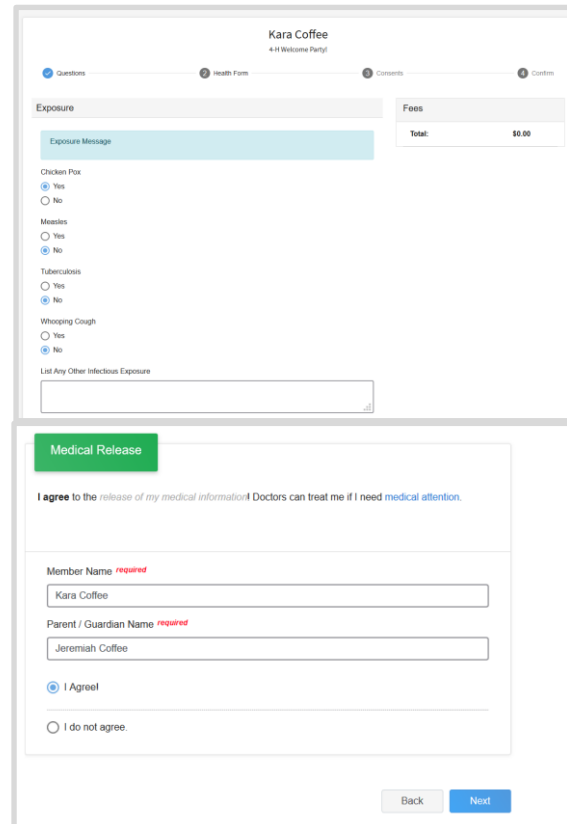
What is the most interesting place you have visited?
National Zoo in Washington DC

What is your favorite appetizer?
 Mizzarella Sticks
 Chips & Queso
 Anticoke Dip
 Mini Tacos
 Pizza Bites

Files
Your Picture

Fees
Total: \$0.00

10. If applicable, review the Health Form information and make changes if needed.
11. Complete the Medical Release.
12. Click the Next Button.



Kara Coffee
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

Exposure

Exposure Message

Chicken Pox
 Yes
 No

Measles
 Yes
 No

Tuberculosis
 Yes
 No

Whooping Cough
 Yes
 No

List Any Other Infectious Exposure

Fees
Total: \$0.00

Medical Release

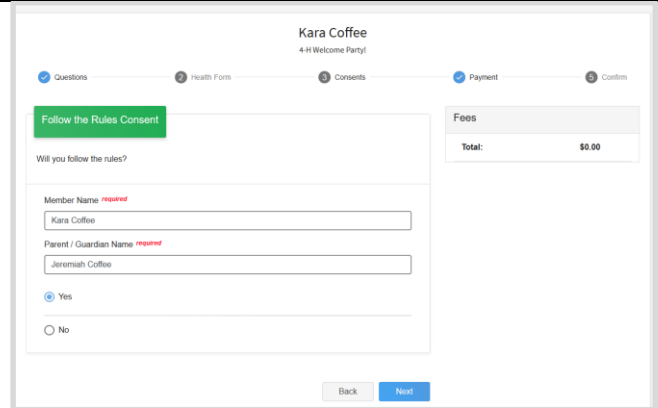
I agree to the release of my medical information! Doctors can treat me if I need medical attention.

Member Name *required*
Kara Coffee

Parent / Guardian Name *required*
Jeremiah Coffee

I Agree
 I do not agree.

13. If applicable, complete the required consents.
14. Click the Next button.



The screenshot shows the 'Consents' step of the registration process for 'Kara Coffee'. The progress bar at the top indicates the current step is 'Consents'. A green box highlights the 'Follow the Rules Consent' section. Below this, there is a question: 'Will you follow the rules?'. There are two radio button options: 'Yes' (selected) and 'No'. Below the question, there are two text input fields: 'Member Name' (required) with 'Kara Coffee' entered, and 'Parent / Guardian Name' (required) with 'Jeremiah Coffee' entered. To the right, a 'Fees' summary shows a total of \$0.00. At the bottom, there are 'Back' and 'Next' buttons.

15. If applicable, select the payment method to pay any fees that are associated with the registration.
16. Click the Finish button.
17. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.



The screenshot shows the 'Summary' step of the registration process for '4-H Welcome Party!'. The progress bar at the top indicates the current step is 'Summary'. A 'Summary' section is visible. To the right, a 'Fees' summary shows a total of \$0.00. At the bottom, there are 'Back' and 'Finish' buttons.

Events with Deposit and Payments for Total Amount Due

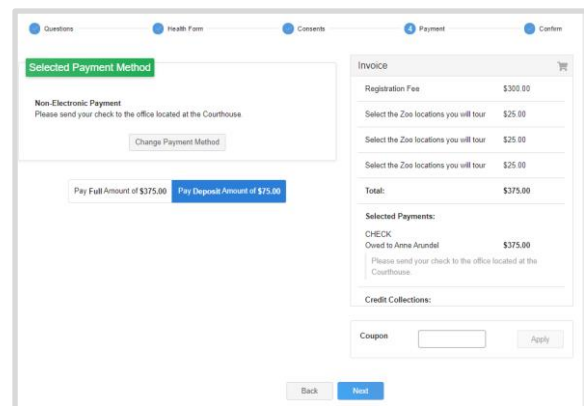
In some cases, an event may allow families to pay a deposit with the original submission of an event registration. The remaining balance of the event registration may be paid with one or more additional payments.

Check Payments

After selecting the payment method, the family has the option to pay the entire registration amount or the deposit amount.

Click on whether you want to pay the Full Amount or Pay the Deposit Amount.

The screen will display the total amount due, even if you have selected to pay the deposit. Any additional payment must also be via check.



The screenshot shows the 'Payment' step of the registration process for 'Kara Coffee'. The progress bar at the top indicates the current step is 'Payment'. A green box highlights the 'Selected Payment Method' section. Below this, there is a 'Non-Electronic Payment' section with the text 'Please send your check to the office located at the Courthouse' and a 'Change Payment Method' button. There are two buttons: 'Pay Full Amount of \$375.00' and 'Pay Deposit Amount of \$75.00'. To the right, an 'INVOICE' section shows a list of items: 'Registration Fee' (\$300.00), 'Select the Zoo locations you will tour' (\$25.00), and another 'Select the Zoo locations you will tour' (\$25.00). The total is \$375.00. Below the invoice, there is a 'Selected Payments' section with a 'CHECK' option for 'Owed to Arne Anundel' for \$375.00, with a note 'Please send your check to the office located at the Courthouse'. There is also a 'Credit Collections' section and a 'Coupon' field with an 'Apply' button. At the bottom, there are 'Back' and 'Next' buttons.

After submitting the registration, the family will see the event registration is Pending Approval.

Zoo Tour - 2021-2022
University of Maryland - Pending Approval

The family should make payment(s) for the registration fee to their County Extension Office or State 4-H Office as directed until the total amount due has been paid.

Payments will be recorded by staff. Follow the steps below to review the registration invoice to see payments that have posted and the amount due.

1. Login to your family's account.
2. Click view next to the member's name for which you want to make another payment towards their registration fee.
3. Click on the Event title in the member's list of events they have registered. It should indicate if Additional Payment Required.
4. Scroll to the bottom of the screen to view the invoice, payments that have posted, and the amount due.

Invoice #1813

Invoice	
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$375.00
Selected Payments:	
CHECK Owed to University of Maryland	\$150.00
Credit Collections:	
Collection 7/21/2021 Deposit - Ck 3242	\$75.00
Collection 7/21/2021 Payment 2 - ck 3425	\$150.00

Credit Card Payments

If paying the deposit by Credit Card, the screen will list the total amount due, as well as pending payment for the deposit amount.

Chemex Coffee
Zoo Tour

Questions Health Form **Consents** **Payment** Confirm

Selected Payment Method

VISA
4xxx-xxxx-xxxx-0110
01/2023

Change Payment Method

Pay Full Amount of \$375.00 **Pay Deposit Amount of \$75.00**

Terms of Payment

Agree

Invoice

Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$375.00
Selected Payments:	
CHECK Owed to Anna Asardel Please send your check to the office located at the Courthouse.	\$375.00
Credit Collections:	
Coupon	Apply

Back Next

After submitting the registration, the family will see the event registration is Pending Approval.

The credit card will not be charged for the deposit until the registration is approved at all required levels. The family will receive an email notifying them of a successful payment and will list any balance due.



Zoo Tour - 2021-2022
University of Maryland - Pending Approval

The family may make additional payments towards the total registration amount.

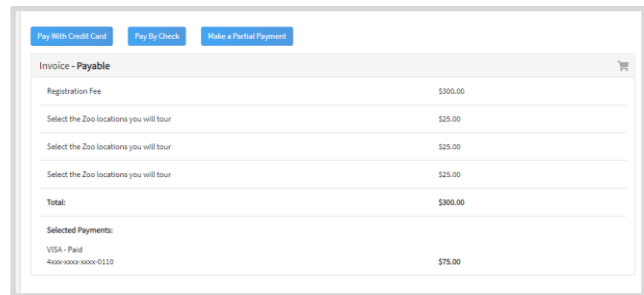
1. Login to your family's account.
2. Click view next to the member's name for which you want to make another payment towards their registration fee.
3. Click on the Event title in the member's list of events they have registered. It should indicate Additional Payment Required.



Zoo Tour - 2021-2022
University of Maryland - Approved

Additional Payment Required

4. Scroll to the bottom of the registration. Additional payment options are available.
 - Pay With Credit Card (Pay remaining balance)
 - Pay with Check (Pay remaining balance)
 - Make a Partial Payment (Pay partial payment with a credit card)

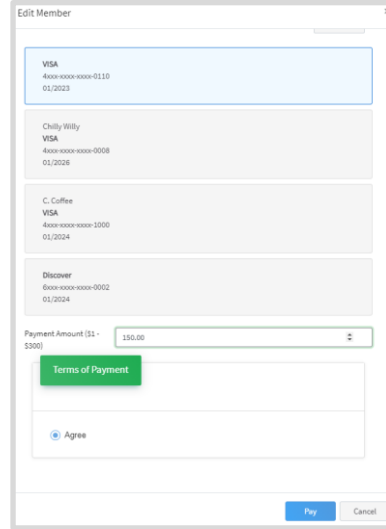


Pay With Credit Card Pay By Check Make a Partial Payment

Invoice - Payable

Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$300.00
Selected Payments:	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00

5. When making a partial payment, select the card you want to use.
6. Enter the Payment Amount to be charged.
7. Respond to any Terms of Payment and click Pay.



The screenshot shows a mobile interface titled "Edit Member". It lists three saved credit cards:

- VISA: 4000-xxxx-xxxx-0110, 01/2023
- Chilly Willy VISA: 4000-xxxx-xxxx-0008, 01/2026
- C. Coffee VISA: 4000-xxxx-xxxx-1000, 01/2024

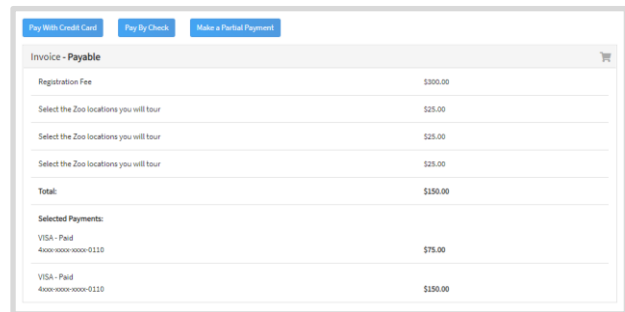
Below the cards, there is a "Discover" card: 6000-xxxx-xxxx-0002, 01/2024.

The "Payment Amount (\$)" is set to 150.00. There is a "Terms of Payment" section with a radio button selected for "Agree". At the bottom right, there are "Pay" and "Cancel" buttons.

The payment will attempt to process the transaction immediately.

The family can refresh the screen and will see the new balance due and the successful payments at the bottom of the screen.

The family may repeat this process until the full payment amount has been paid.



The screenshot shows an "Invoice - Payable" screen with the following items:

Item	Amount
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Total:	\$150.00
Selected Payments:	
VISA - Paid 4000-xxxx-xxxx-0110	\$75.00
VISA - Paid 4000-xxxx-xxxx-0110	\$150.00