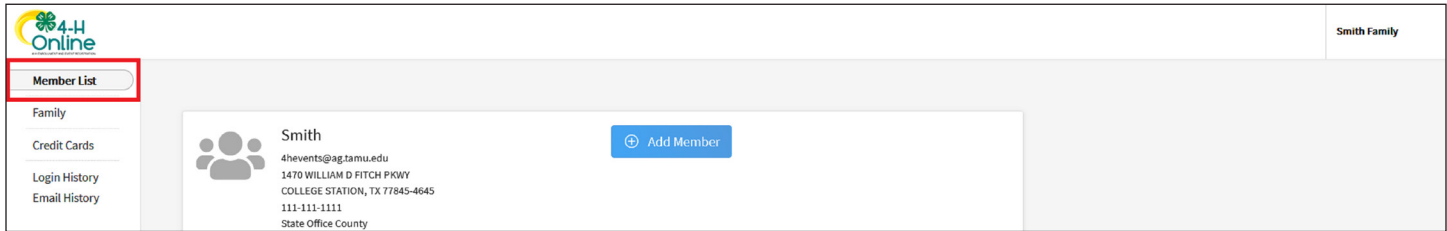
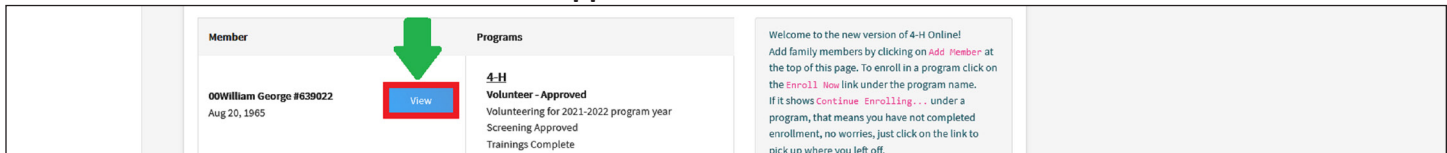


## 4HONLINE IS BEST USED IN CHROME, MOZILLA OR EDGE

- Click the Member List link from the navigation pane on the left side of the screen.



- Click the blue View button beside the approved member's name.



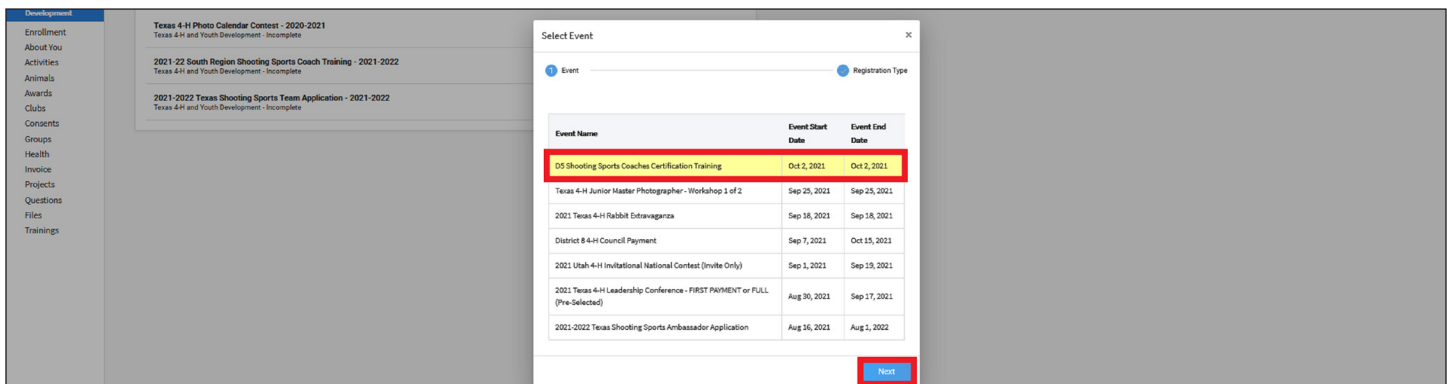
- Click the Events link from the navigation pane on the left side of the screen.



- Click the blue +Register for a new event button.

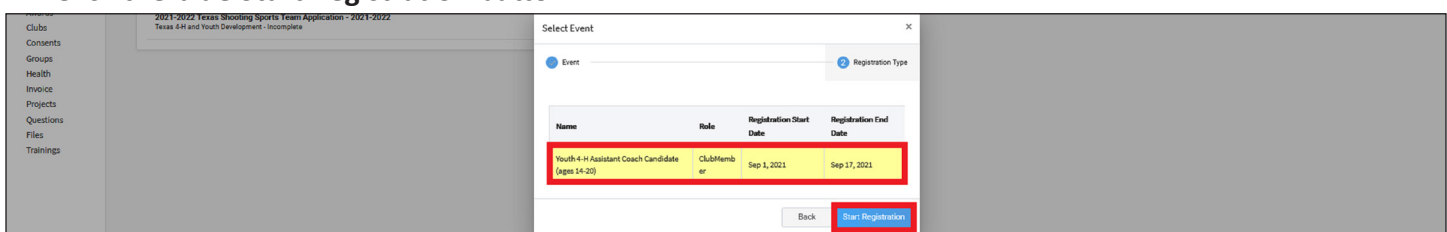


- Click the event name from the list that populates.
- Click the blue Next button.



Event Name	Event Start Date	Event End Date
DS Shooting Sports Coaches Certification Training	Oct 2, 2021	Oct 2, 2021
Texas 4-H Junior Master Photographer - Workshop 1 of 2	Sep 20, 2021	Sep 25, 2021
2021 Texas 4-H Rabbit Extravaganza	Sep 18, 2021	Sep 18, 2021
District 8-4-H Council Payment	Sep 7, 2021	Oct 15, 2021
2021 Utah 4-H Invitational National Contest (Invite Only)	Sep 1, 2021	Sep 19, 2021
2021 Texas 4-H Leadership Conference - FIRST PAYMENT or FULL (Pre-Selected)	Aug 30, 2021	Sep 17, 2021
2021-2022 Texas Shooting Sports Ambassador Application	Aug 16, 2021	Aug 1, 2022

- Click the registration type from the list that populates.
- Click the blue Start Registration button.



Name	Role	Registration Start Date	Registration End Date
Youth 4-H Assistant Coach Candidate (ages 14-20)	ClubMember	Sep 1, 2021	Sep 17, 2021

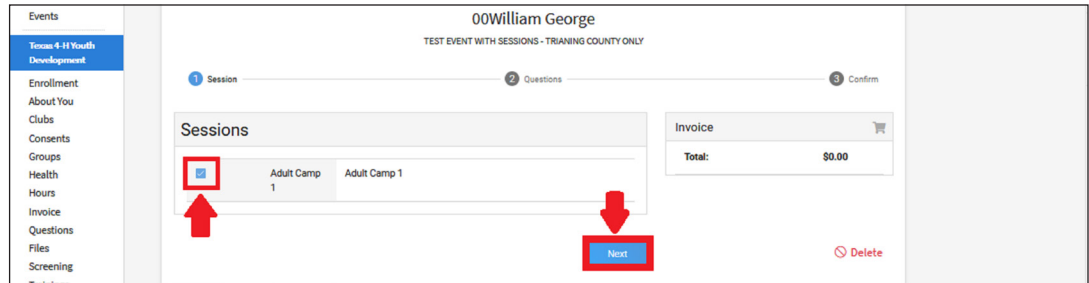
COMPLETE SESSIONS, QUESTIONS, CUSTOM FILES, HEALTH FORMS AND CONSENTS



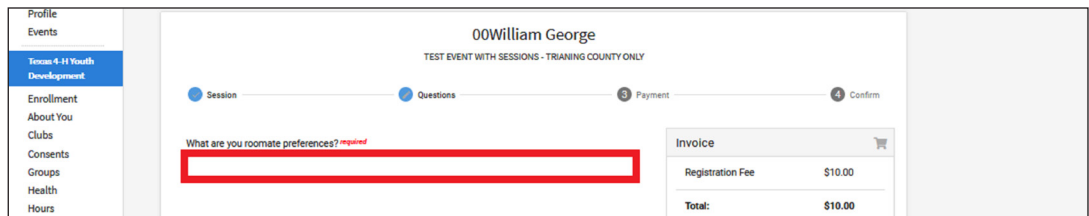
Sessions

This only appears on certain events and can determine fees and questions depending on how the event was set up. Answer the question the event coordinator has setup in order to proceed to the next screen.

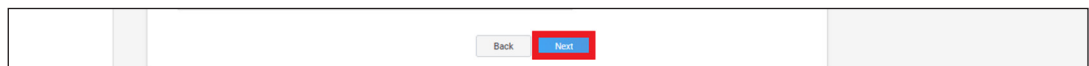
The blue Next button will not appear until all requirements are met on the screen above.



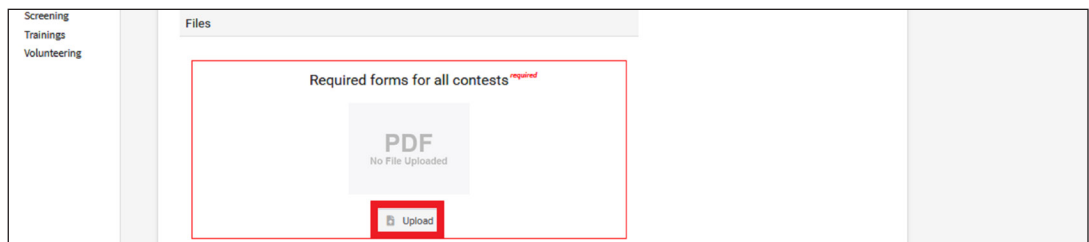
Answer questions that the event coordinator has setup for their needs on the event. Any question that has a long answer for you to type in will have a maximum 8000 character limit.



The blue Next button will not appear until all requirements are met on the screen above. Click the blue Next button.



Some events will require an uploaded file to go along with the event.



Health Forms  
(If applicable)

Type the name in the electronic signature field and click acceptance preference. This does not appear on all events. Note: Event participation requires acceptance of the health form.

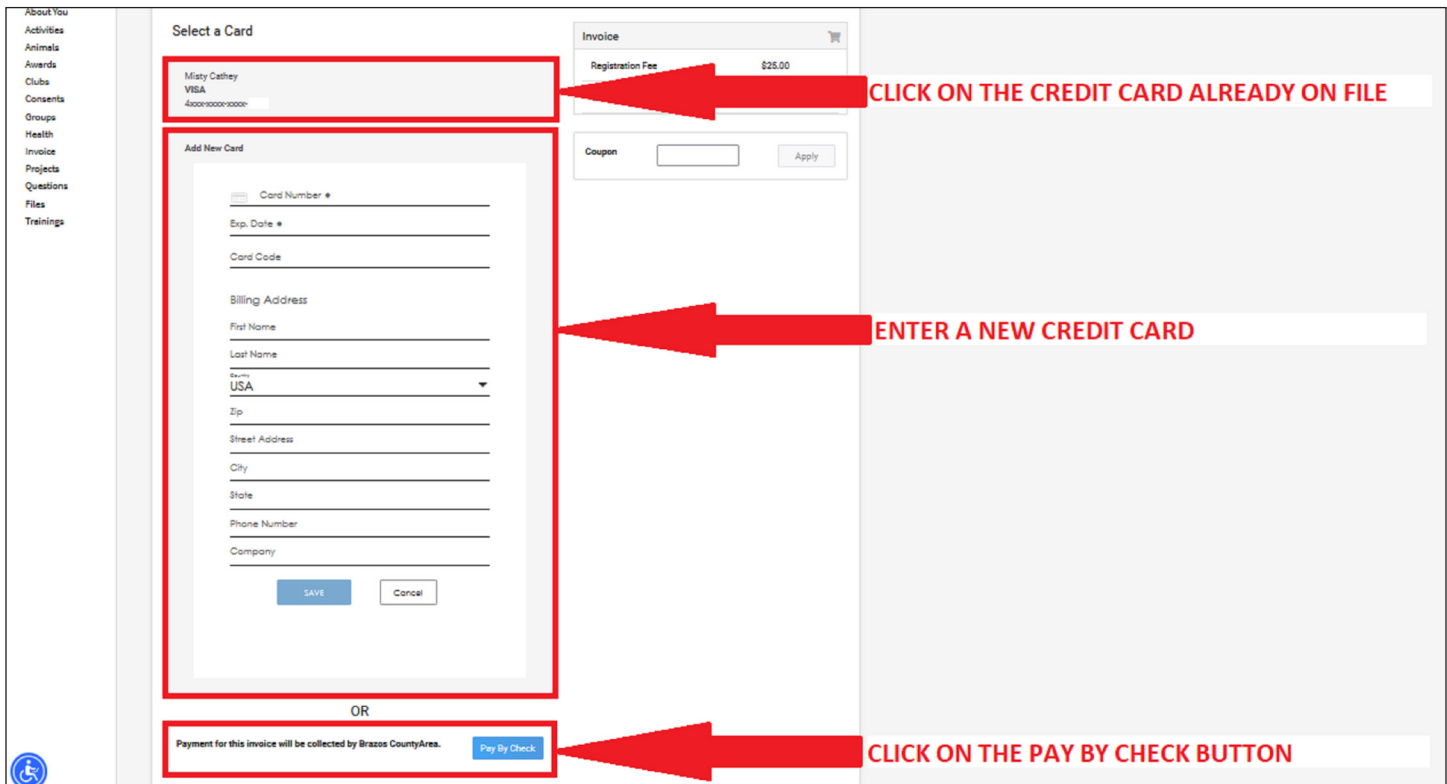
Consents  
(If applicable)

Type in the name in the electronic signature field and click acceptance preference. This does not appear on all events.

## PAYMENTS

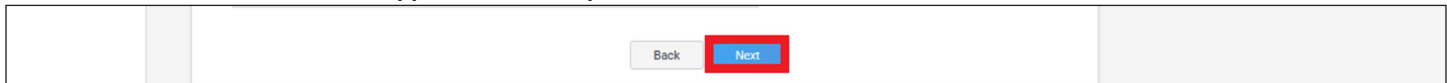
The local county office makes decisions on all payment options available.  
It's always best to contact them prior to completing this area.

Credit Card - Previously Used	Click the <b>Select A Card</b> option to use a card previously added.
Credit Card - New	Click the <b>Add New Card</b> button and enter the information. See browser tips.
4HCheck	Click the blue <b>Pay By Check</b> Button. Read and click the Confirm button to proceed. This option should only be used after contacting the local county extension office.



The screenshot shows the payment selection screen. A red box highlights the 'Select a Card' section, which includes a card already on file (Misty Cathy, VISA) and an 'Add New Card' form. A red arrow points from the text 'CLICK ON THE CREDIT CARD ALREADY ON FILE' to the existing card. Another red box highlights the 'Add New Card' form, with a red arrow pointing from the text 'ENTER A NEW CREDIT CARD'. A third red box highlights the 'Pay By Check' button at the bottom, with a red arrow pointing from the text 'CLICK ON THE PAY BY CHECK BUTTON'. An invoice for a \$25.00 registration fee is also visible.

- Click the the **Pay By Computer Terms and Conditions** and type the digital signature to agree.
- The blue **Next** button will not appear until all requirements are met on the screen above. Click the blue **Next** button.



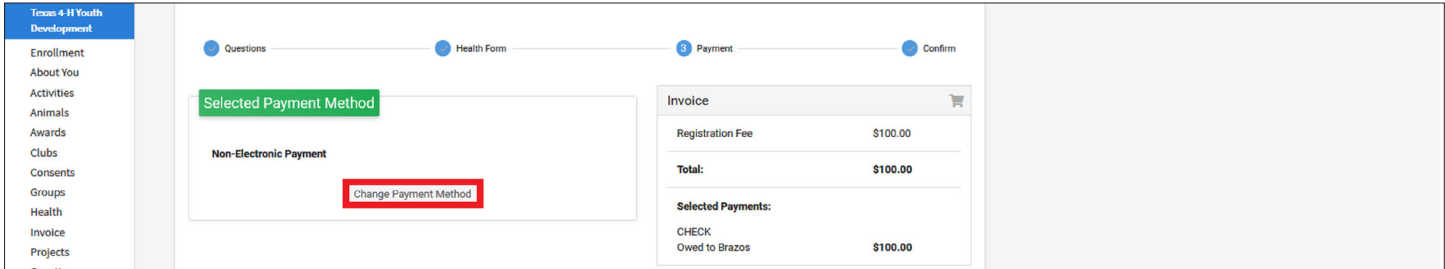
## CREDIT CARD ENTRY ISSUES

The credit card processor 4HOnline uses is authorize.net. The processor can sometimes cause issues with computers and devices displaying the entry screen properly. See tips below for assistance.

- Chrome, Mozilla and Edge work best. If one is not working try a different preferred browser.
- Reload the payment screen and try to view the payment screen again.
- Sign out, clear the cache and cookies.
- Restart the browser. (google the browser name for instructions)
- Adjust the popup blockers and security settings. (google the browser name for instructions)
- Certain firewalls can cause the payment screens to function improperly. There are firewall issues with families using computers at work locations especially in the ISDs and certain companies.
- The credit card expiration date is not needed by the processor so the system records it as 9999 initially. This is not an issue with the payment processing.
- If there is a duplicate credit card profile error it can only be cleared out by the [State 4-H Office](#).

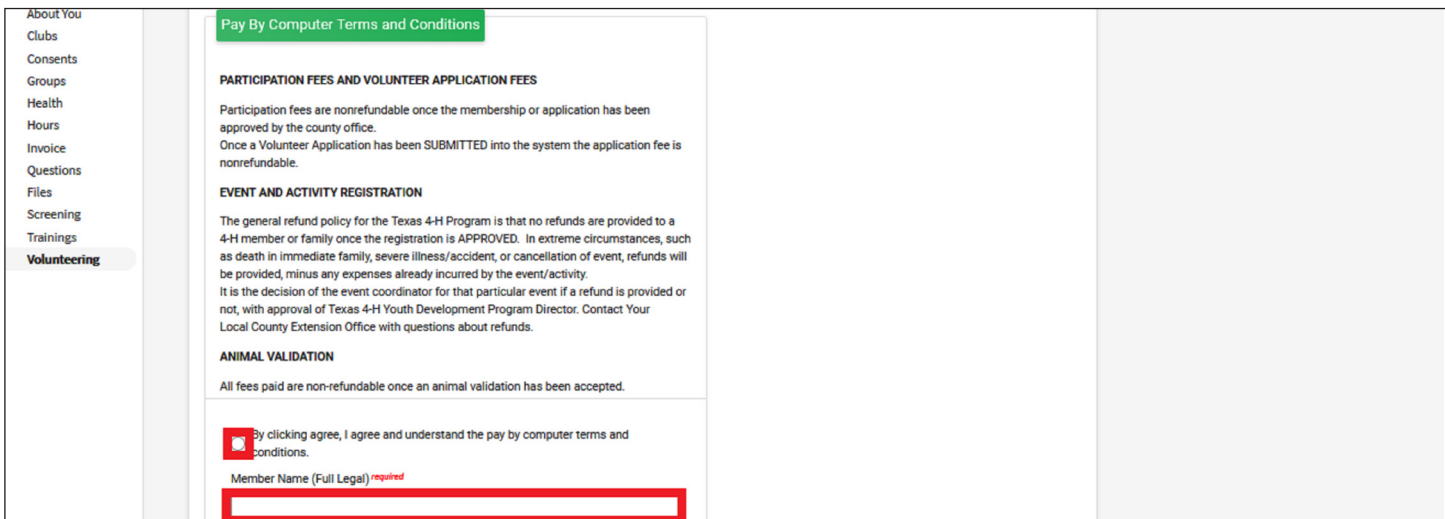
## CHANGING THE PAYMENT TYPE

- Return to the Payment Screen.
- Click the Change Payment Method button to change the payment type. This is the only time a payment method can be changed before submitting the registration.



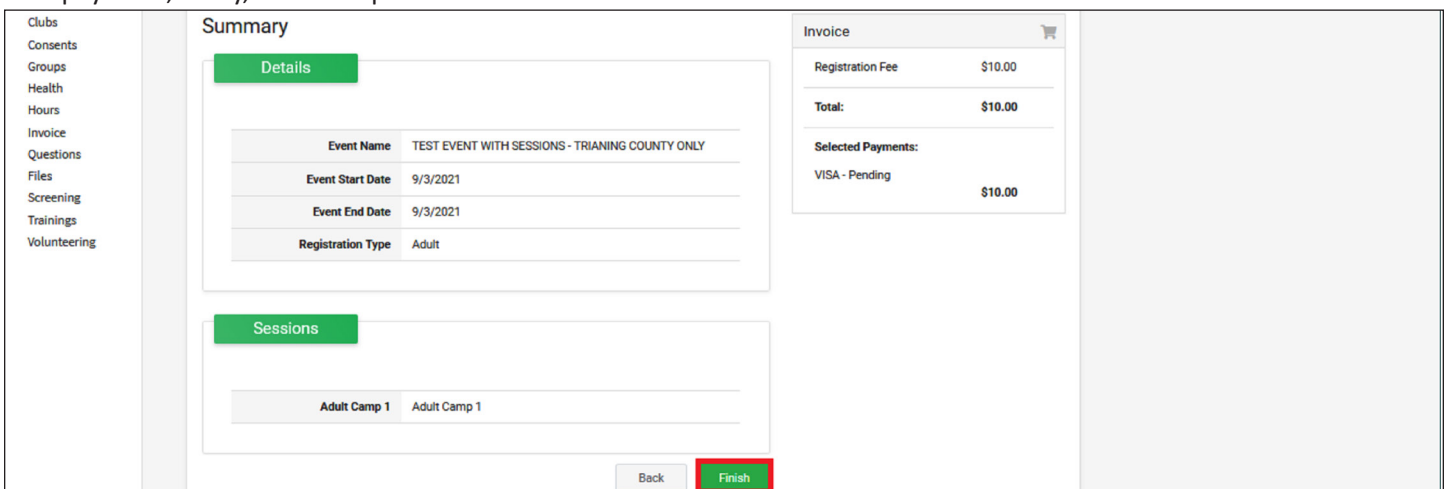
## PAY BY COMPUTER TERMS AND CONDITIONS

- Click the agree radial button and electronically sign the required names.
- Click the blue Next button.



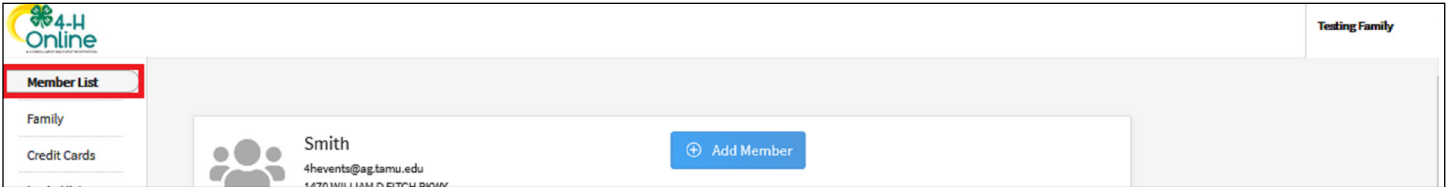
## SUBMITTING FOR REVIEW

When all screens are complete, click the green Finish button. When this button is clicked the registration is submitted and locked for changes. This registration could be approved and payment processed depending on the certification setup by the event coordinator. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.

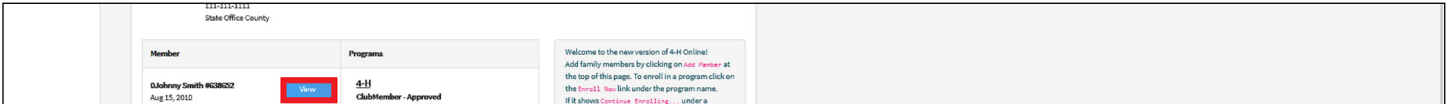


## REGISTRATION STATUS

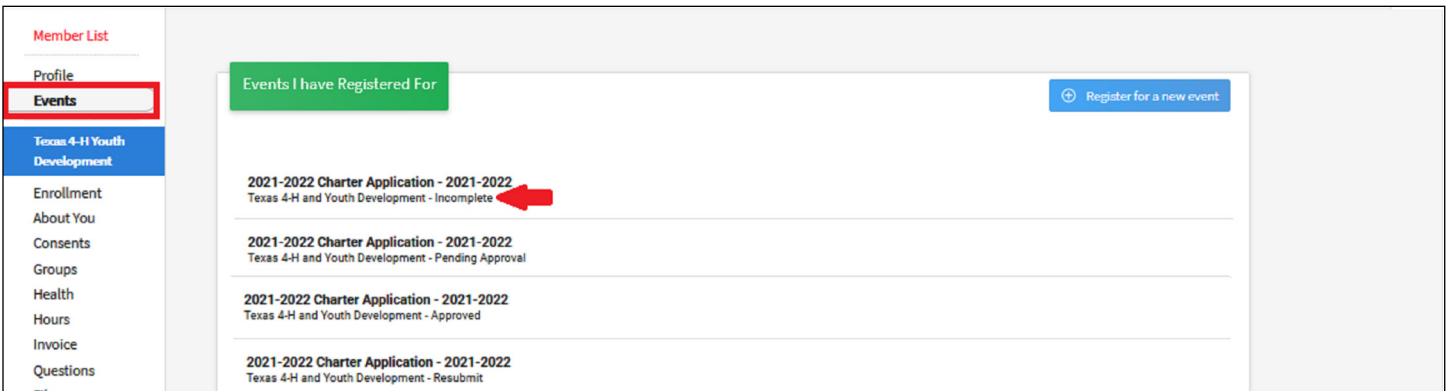
- Click the Member List link on the navigation pane.



- Click the blue View button beside the member's name.



- Click on the Events link from the navigation pane. All events will be display on the screen. The event status for each will be listed under the event name.



- Click the event name to view details and payment information.

## STATUSES

STATUS	DESCRIPTION	DELETING	EDITING
Incomplete	The registration has been started but not submitted on the final screen.	BY COUNTY	YES
Resubmit	The registration has been started and submitted but has been returned by an extension office. An email will be sent to the family's email address. Contact the local county extension office for assistance.	BY COUNTY	YES
Pending Approval	The registration has been started and submitted but it is pending approval by an extension office. A registration can be returned for editing and deletion done by the county office.	NO	NO
Approved	The registration is locked and payment processed. There is not a way to reverse this status.	NO	NO