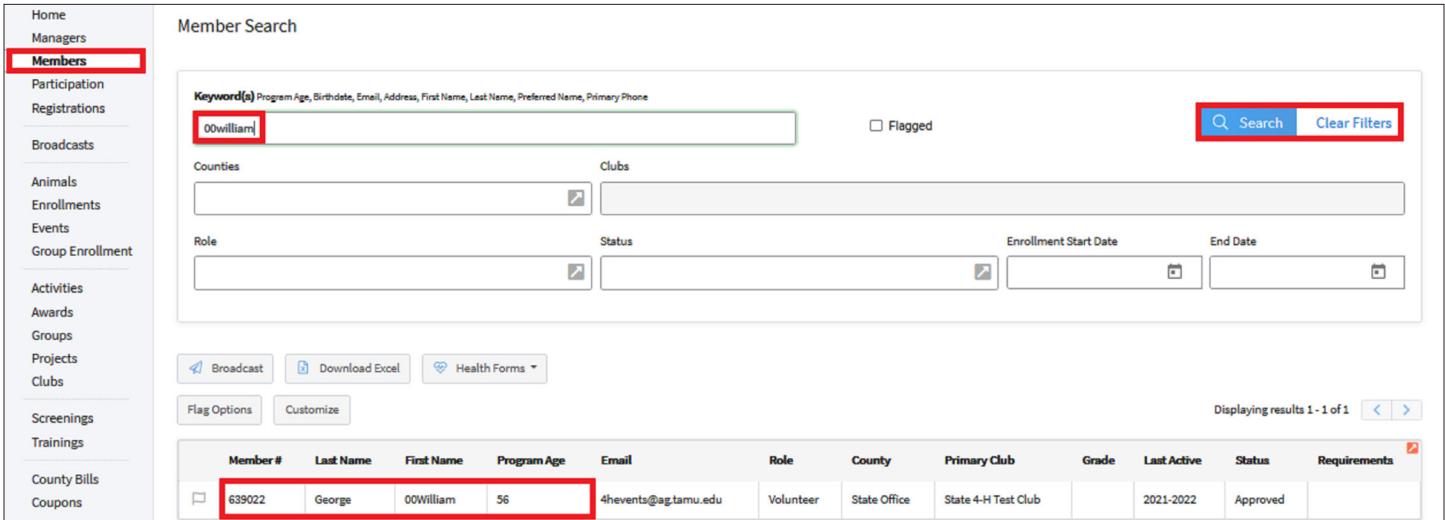


- Click the Members link in the navigation pane on the left side of the screen.
- Click the Clear Filters link on the search screen.
- Type in a keyword or use the filter options.
- Click the blue Search button.
- Click on the **approved** member's name in the search results displayed at the bottom of the screen.



Member Search

Keyword(a) Program Age, Birthdate, Email, Address, First Name, Last Name, Preferred Name, Primary Phone
 Flagged

Counties Clubs

Role Status Enrollment Start Date End Date

Displaying results 1 - 1 of 1

Member #	Last Name	First Name	Program Age	Email	Role	County	Primary Club	Grade	Last Active	Status	Requirements
<input type="checkbox"/> 639022	George	00William	56	4hevents@ag.tamu.edu	Volunteer	State Office	State 4-H Test Club		2021-2022	Approved	

- Click Events link in the family's navigation pane on the left side of the screen.



Member List

Profile

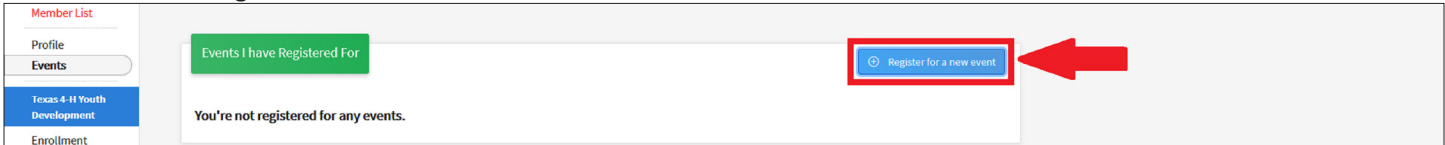
Events

Texas 4-H Youth Development

Enrollment

First Name 00William

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



Member List

Profile

Events

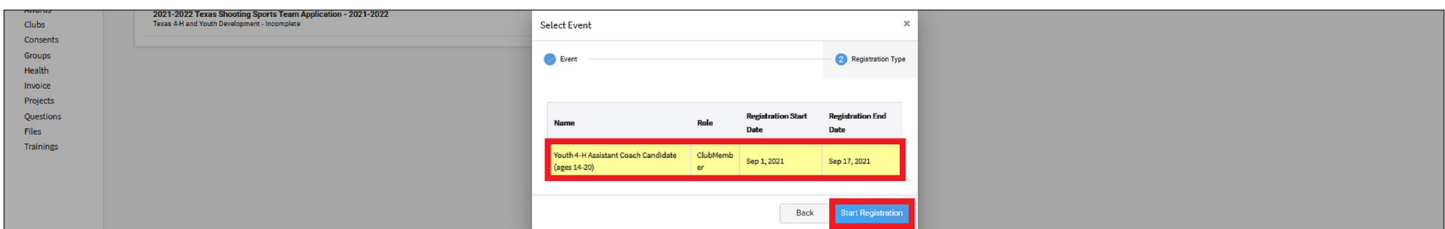
Texas 4-H Youth Development

Enrollment

Events I have Registered For

You're not registered for any events.

- Click on the name of the event the member is being registered for.
- Click the blue Start Registration button.

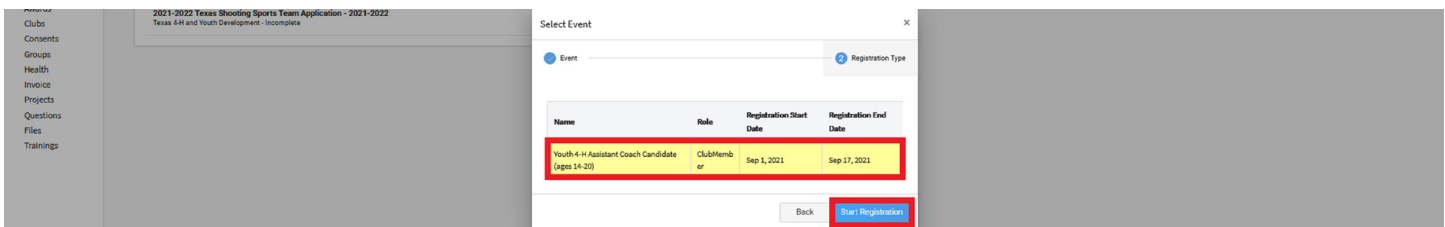


Select Event

Event Registration Type

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

- Click on the Registration Type the member is being registered for.
- Click the blue Start Registration button



Select Event

Event Registration Type

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

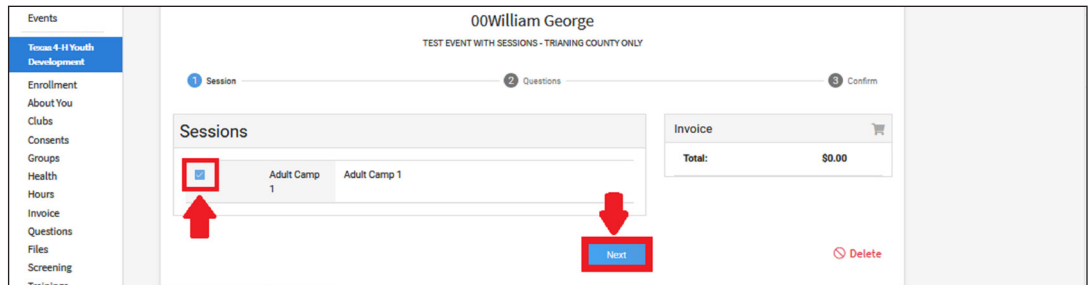
COMPLETE SESSIONS, QUESTIONS, CUSTOM FILES, HEALTH FORMS AND CONSENTS



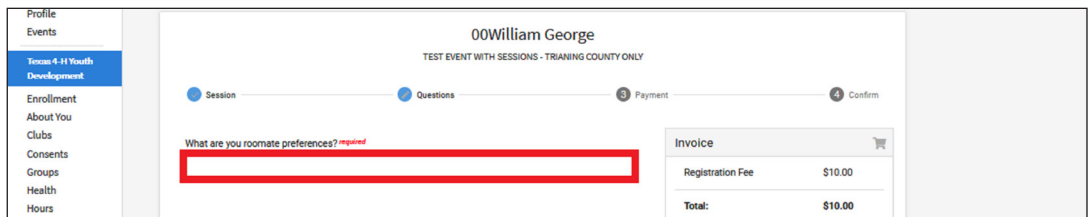
Sessions

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.

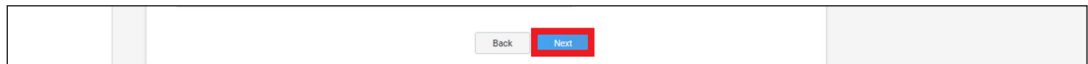


Answer questions that the event coordinator has setup for their needs on the event. Any question that has a long answer for you to type in will have a maximum 8000 character limit.

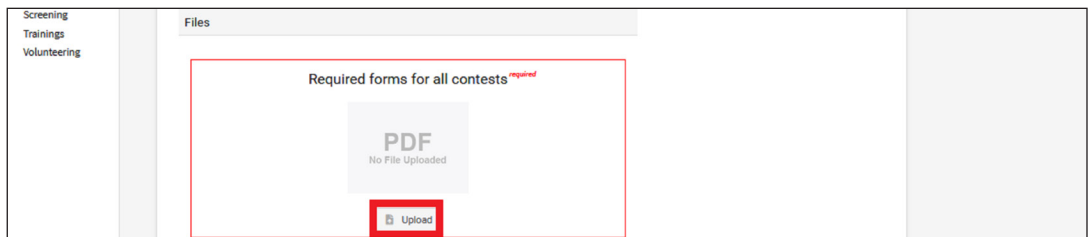


The blue Next button will not appear until all requirements are met on the screen above. Click the blue Next button.

Questions & Custom Files



Some events will require an uploaded file for the event. The file type allowed will appear in the middle of the upload box.



Health Forms (If applicable)

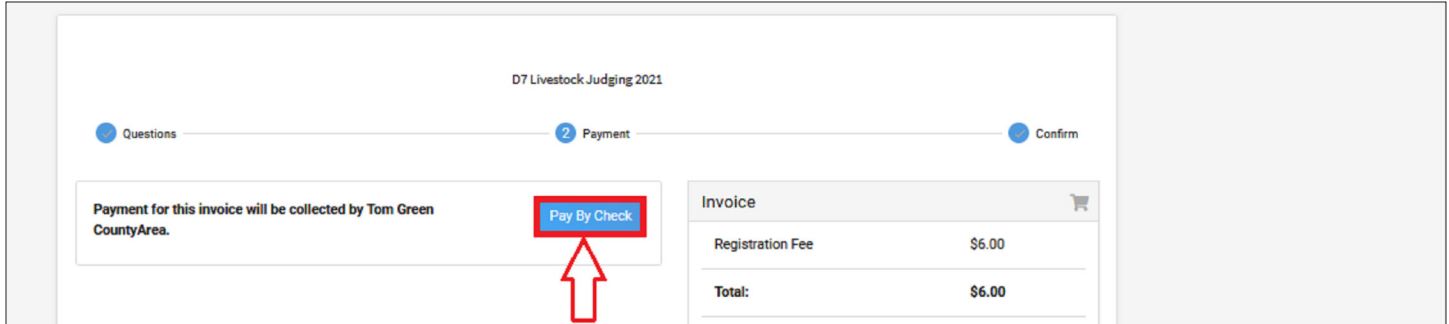
Type the name in the manager's electronic signature field and click acceptance preference. This does not appear on all events. If you sign you will need to have a paper form on file in the county office. Note: Event participation requires acceptance of the health form.

Consents (If applicable)

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

PAYMENTS - MANAGER SCREENS WILL ONLY SHOW THE CHECK PAYMENT METHOD

- Click the blue Pay By Check Button.



D7 Livestock Judging 2021

Questions 2 Payment Confirm

Payment for this invoice will be collected by Tom Green CountyArea.

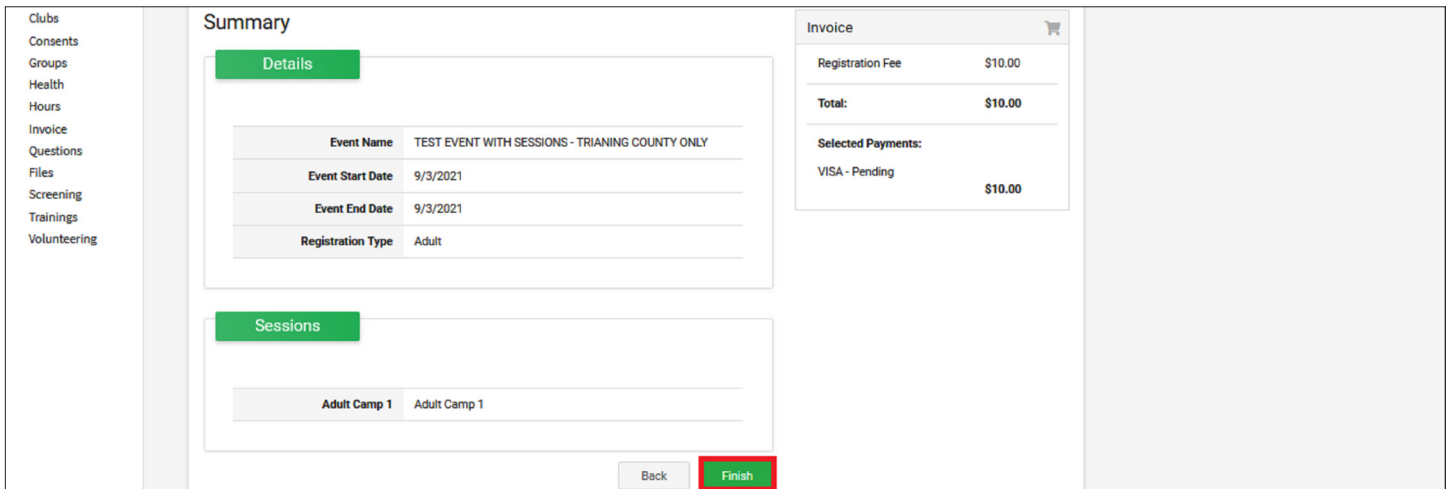
Pay By Check

Invoice	
Registration Fee	\$6.00
Total:	\$6.00

- Click the agree radial button and electronically sign the required manager's name.
- Click the blue Confirm button.
- 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. The family will receive an additional email when it has been reviewed and approved.



Clubs
Consents
Groups
Health
Hours
Invoice
Questions
Files
Screening
Trainings
Volunteering

Summary

Details

Event Name	TEST EVENT WITH SESSIONS - TRIANING COUNTY ONLY
Event Start Date	9/3/2021
Event End Date	9/3/2021
Registration Type	Adult

Sessions

Adult Camp 1	Adult Camp 1
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Back **Finish**

Invoice	
Registration Fee	\$10.00
Total:	\$10.00
Selected Payments:	
VISA - Pending	\$10.00