

1. Login to the family account for the volunteer or county extension agent.
2. Scroll down to the [Register A Member In An Event] section.

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

Member:

Event:

3. Click the down arrow on the Member dropdown menu.

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Member:

Event:

4. Click on the active member's name from the list.
5. Click the down arrow on the Event dropdown menu. The available events will appear.
6. Click on the Chartering Application option from the list.

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Member:

Event:

7. Click the [Register] button beside the Agent/Club Manager registration type to start the registration.

Registration Types			
Title	Description	Worksheet	Register
Agent/Club Manager			<input type="button" value="Register"/>

8. Answer the questions on each of the screens, confirm and submit.

NOTE: There is not a fee for a charter application.

## DID YOU KNOW?

- The adult must have an "Active" status to complete a charter application. View the "Member/Volunteer" list on the family home page.

Member/Volunteer List				
Name	Role	Membership ID	Enrollment Status	Edit
1) Toby Lepley	Adult	49661	Active	<input type="button" value="Edit"/>

- A county or district office can complete a charter application underneath any active adult's profile.
- The recommended browser for 4HConnect is mozilla firefox. Visit <http://www.mozilla.com> to download a free version.

