



How to register for events in 4-H Online

1. Log into your Family account in [4-H Online](#). You will see the family members and their enrollment status.
2. Click View of the 4-H Member you would like to register for presentations.

The screenshot shows a family account page for 'Patrie' in Sussex County. At the top right is an 'Add Member' button. Below is a table with two columns: 'Member' and 'Programs'.

Member	Programs
Bradey Patrie #1096 [Redacted]	4-H ClubMember - Approved Enrolled for 2020-2021 program year
Fake Cloverbud #74305 Dec 31, 2015	4-H CloverBud - Approved Enrolled for 2020-2021 program year
Paige Patrie #1097 [Redacted]	4-H ClubMember - Approved Enrolled for 2020-2021 program year

The 'View' button for the 'Fake Cloverbud' member is circled in yellow.

3. Once on the members profile click on “Events” left side

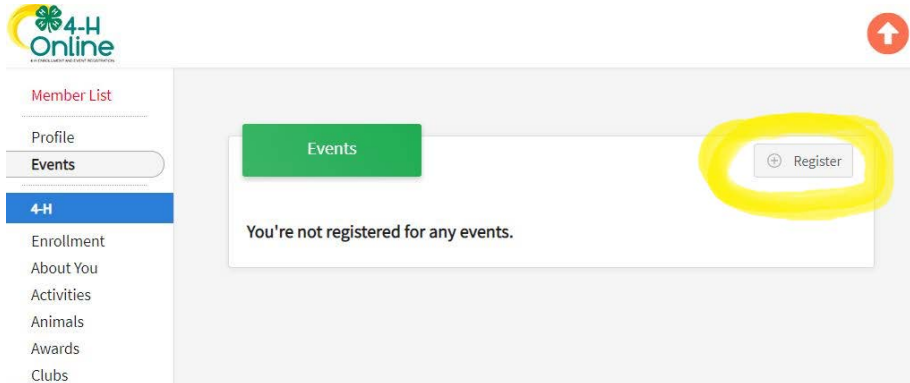
The screenshot shows the 4-H Online member profile page. The left navigation menu has 'Events' circled in yellow and a yellow arrow pointing to it. The main content area shows the 'Profile' section with the following details:

First Name	Fake
Middle Name	
Last Name	Cloverbud
Member #	74305
Preferred Name	
Email	
Mobile Phone	
Birthdate	Dec 31, 2015

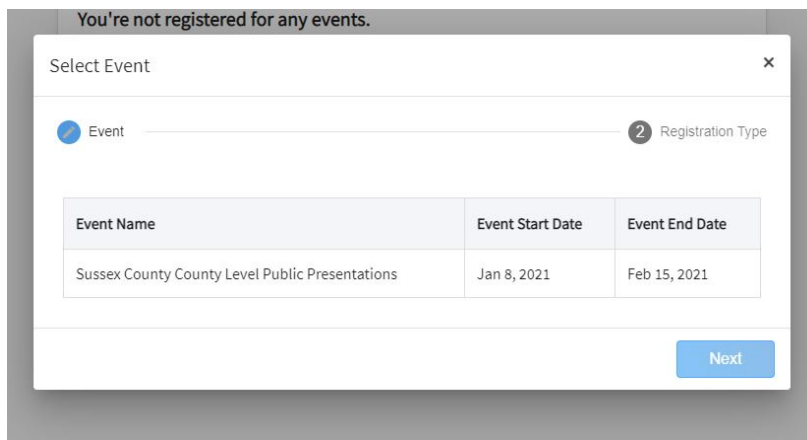
Below the profile section is a 'Contacts' section.

4. The Events tab will open.

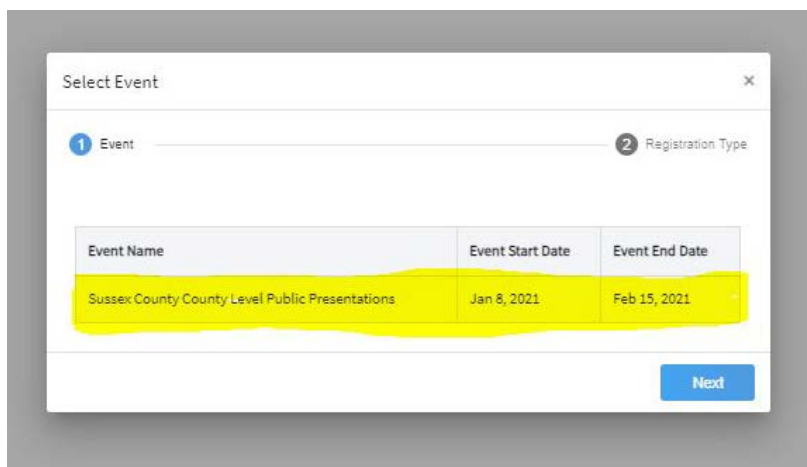
Once there you will click on the "Register" button



5. A box will pop up with the Events you are currently eligible to register for,



Click on the Event you would like register for to highlight and then click next.



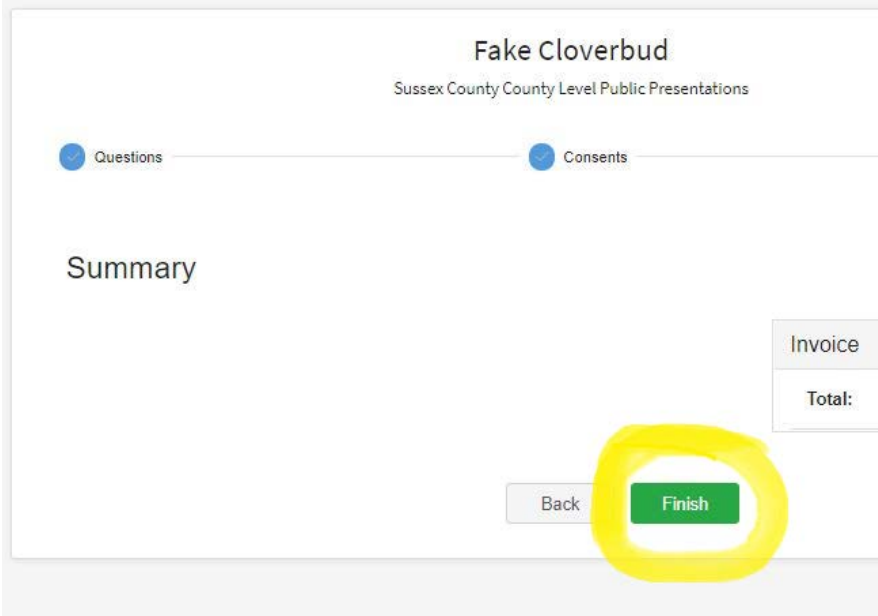
6. The Registration page will open. The **Next** button will not highlight if you select more than one night or do not complete the required information requested.

The screenshot shows the 'Fake Cloverbud' registration page for 'Sussex County County Level Public Presentations'. It is on the 'Questions' step. The page includes a progress bar with 'Questions' selected. The main content area has a heading 'Please choose what type and night you would like to present: *required*'. Below this is a list of radio button options: 'Zoom March 5 (48 available)', 'Zoom March 12 (47 available)', 'Zoom March 19 (48 available)', 'Zoom March 26 (48 available)', and 'recorded Presentation'. A note says 'Limit: 1 Choices'. To the right is an 'Invoice' section with a 'Total:' label. Below the radio buttons is a dropdown menu for 'Type of Presentation' set to 'Illustration'. There is a text input for 'Title of Presentation' with the value '4-H is Great'. A larger text area is for 'Brief Description of Presentation'. Below that is a text input for '# of Past Presentations' with the value '0' and a note '13 available'. At the bottom is a text area for 'Is there any additional information or requests you would like to provide to the 4-H office or judges.' with a 'Next' button.

7. Next you will be asked to complete the Media policy. This is just to confirm your preference if a video or recording of you presentation may be used in future promotion of 4-H.

The screenshot shows the 'Fake Cloverbud' registration page for 'Sussex County County Level Public Presentations'. It is on the 'Consents' step. The progress bar shows 'Consents' selected. The main content area has a heading 'NJ 4-H Media Release'. Below this is a paragraph of text: 'I give Rutgers permission to record the image and/or voice of the minor named below, and I grant Rutgers all rights to use these sound, still, or moving images in any medium for educational, promotional, advertising, or other purposes that support the mission of the university. I agree that all rights to the sound, still, or moving images belong to Rutgers.' Below the text is a text input for 'Manager Name Certifying Paper Consent *required*'. There are two radio button options: 'I agree to the Rutgers 4-H media policy' (which is selected) and 'No, do not use my individual picture for any purpose. I will make an effort to avoid opportunities to be in group photos.' At the bottom are 'Back' and 'Next' buttons.

8. Lastly, you will just click Finish to complete the registration.



The screenshot shows a registration summary page for 'Fake Cloverbud' under 'Sussex County County Level Public Presentations'. A progress bar at the top indicates that the 'Questions' step is complete and the 'Consents' step is also complete. The main content area is titled 'Summary'. On the right side, there is an 'Invoice' section with a 'Total:' label. At the bottom, there are two buttons: a grey 'Back' button and a green 'Finish' button. The 'Finish' button is circled in yellow.

You will receive an email once your registration is confirmed. Your registrations should be confirmed in 1 to 2 days.

If you do not receive an email, please contact Tanya (patrie@njaes.rutgers.edu) for assistance.

If you have more than one member participating, you will need to complete these steps for each member participating.

If you have any question or run into any problems, please contact Dave (foord@njaes.rutgers.edu) or Tanya (patrie@njaes.rutgers.edu) for assistance.