

4HONLINE

Registering for 2019 Wisconsin 4-H & Youth Conference (YC)

Revised: April 3, 2019

OVERVIEW

Registrations for 2019 Wisconsin 4-H & Youth Conference will be done in 4HOnline. This document walks you through registering for an event.

FINDING THE EVENT

Log into your family account and look at your member list. Scroll to the bottom and find the section titled “Register A Member In An Event”. Select the name of the member you want to register. Then select the event. A series of boxes will appear at the bottom of the screen. Click on the “Register” button.

REGISTERING FOR THE EVENT

On the next screen you will be asked for specific information related to the event. This may include t-shirt size, cabin or seminar choices, bus location ([see this map](#)), etc. Any required fields are in bold. Referring to the Registration Guide and worksheet for assistance as needed, make your selections and enter your roommate preference. If a seminar you want is greyed out in the time slot, that means all available seats are taken. Select another seminar.

For each time period, there will also be a comment asking you to list alternative seminars for each session in case you need to be reassigned for any reason.

Click on the “Continue >>” button. If you missed any required fields, you will get an error message and the missing fields will be highlighted.

Verify your choices by clicking either “<<Previous” or the “edit” button. Once you are satisfied you have entered your information correctly, click on the “Check Out >>” button.

On the Payment screen, the only selection is County/Club 4H Check. You will not be sending any money to the State 4-H Office. Instead, you will pay your county and they will send the payment to the state. Click on the “Select Payment Method” button.

On the Confirm screen, check the box agreeing to the Pay By Computer Terms and Conditions. Click the “Confirm Order” button.

On the Finish screen, you can print your entry. If you are attending one of the seminars that requires additional release forms (Water Sports, Invasive Plants/Lakeshore, Second Harvest Food Bank, etc), download and sign the appropriate form. Youth must also complete a University Health Services (UHS) health form. See the Registration Guide for more information.

Follow the invoice instructions for submitting payment.

University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX, Title VI, and ADA.