

## Families Registering for Events

### Before You Start

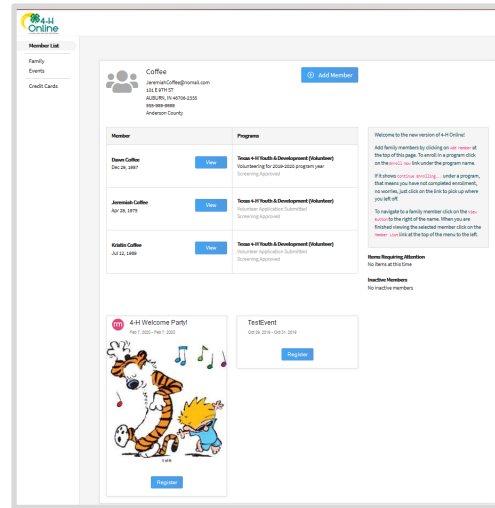
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

### Steps

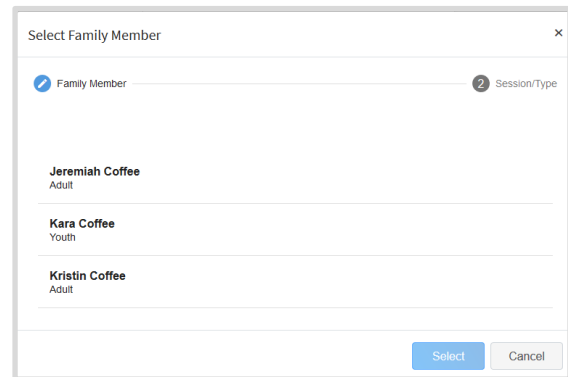
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page  
OR  
Click on Events in the navigation pane, and then click Register for the event.

### Screenshots

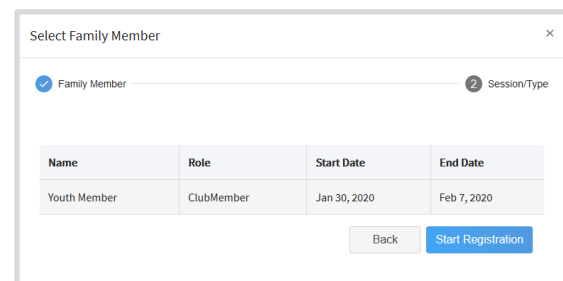
(Screen appearance may vary per state)



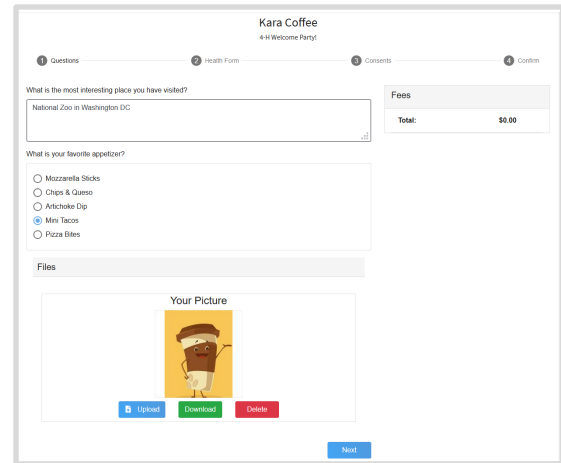
3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



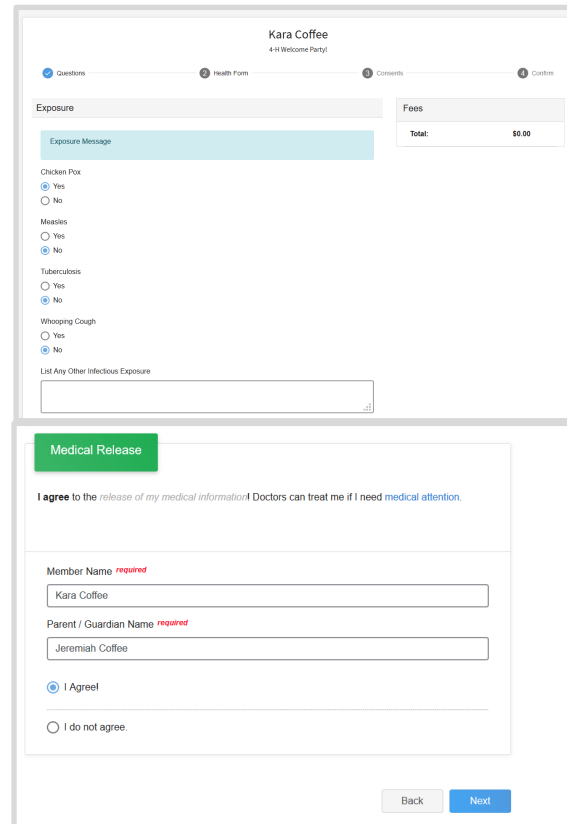
5. Click the Start Registration button.



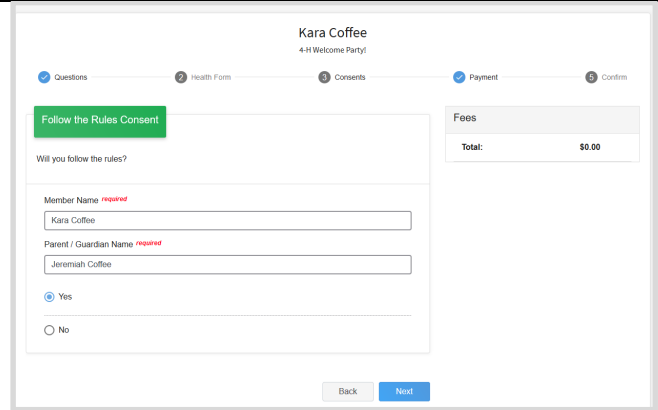
6. Complete each question.
7. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
8. Click the Next button once the questions and file upload (if applicable) are complete.



9. If applicable, review the Health Form information and make changes if needed.
10. Complete the Medical Release.
11. Click the Next Button.



12. If applicable, complete the required consents.
13. Click the Next button.



Kara Coffee  
4-H Welcome Party!

Progress: 1. Questions, 2. Health Form, 3. Consents, 4. Payment, 5. Confirm

**Follow the Rules Consent**

Will you follow the rules?

Member Name *required*  
Kara Coffee

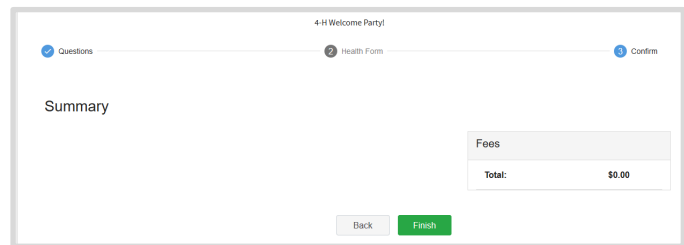
Parent / Guardian Name *required*  
Jeremiah Coffee

Yes  
 No

Fees  
Total: \$0.00

Back Next

14. If applicable, select the payment method to pay any fees that are associated with the registration.
15. Click the Finish button.
16. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.



4-H Welcome Party!

Progress: 1. Questions, 2. Health Form, 3. Confirm

Summary

Fees  
Total: \$0.00

Back Finish

After submitting the registration, the family will see the event registration is Pending Approval. The family should make payment(s) for the registration fee to their County Extension Office.



Zoo Tour - 2021-2022  
University of Maryland - Pending Approval