

## Family will login to their Family Profile to do online registration.

- Need Family Email associated with enrollment. Contact the Extension office if you can't remember the email address on your Family Profile/account.
- Must have Family Password associated with enrollment. Can't remember your Password? Click on the button "I forgot my Password" at <u>https://ok.4honline.com/.</u>
- Before starting Registration Process, go to your online HEALTH Form and make sure it has been updated before beginning Registration. See Help Sheet L-101 Managing Health Form.
- 1. Login to Family Profile and click the orange "Continue to Family" button.
- 2. From the "Member List" page, scroll to the bottom. Locate the gray box titled "Register a Member in An Event."
- 3. From the "Member" drop down, select the person being registered.
- 4. From the "Event" drop down, select the event.
- 5. Download any materials which might be listed.
- 6. Click the "Registration" button under the header Registration Types.



- 8. CART If the amount is correct click "Check Out." If the amount is incorrect click "Previous."
- 9. PAYMENT Carefully follow the directions on the screen. Choose Credit/Debit or County/Club 4HCheck (check or cash payment)
- 10. CONFIRM Review the order/registration before clicking the "Confirm Order" button.

Member	select a member				
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Event					•
Register A M	ember in An Event - Only Me	mbers with an 'Ae	tive' Enrollment Status M	ay Register	
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State d-H Council Member - Arrive Wednesday, June	5th at 2.00 p.m./Depart Friday, June 7th at 5:00	0 p.m.
State d-H Ambassador - New Ambassadors -Arrive Tr 4th at 12:30pm/Depart Thursday, June 6th at 2:00 p.m	iesday, June dth at 9:00 a.m. Returning Amba- I.	ssadors- Arrive Tuesday, Jun
District Officer - Arrive Wednesday, June 5th at 2:00	o.m. (for departure time talk to DPS)	
Check all that apply:		
	Role	
State Council:	8	
State Ambassador.		
District Officer:	2	
Chaperone		
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11. FINISH – Click the "Print Confirmation" button for your records.

A copy of the Order Confirmation must be mailed with check or money order.

Do not send a copy of the Order Confirmation if paying by debit/credit card.

	Or	der Confirmation			
ENTRY		TYPE		STATUS	AMOUNT
Print Entry Opie	Taylor	Youth Participant	Pen	ding - State	\$80.00
_		R	EGISTR	ATION FEE	\$0.00
			OR	DER TOTAL	\$80.00
Payments will rema	in 'Pending' until Che	cks are received or Cre	dit Card	is and eCheck	a are approved.
BILL NAME	METHOD	NUMBER	ST	ATUS	AMOUNT
	4H Check		Pe	nding	\$80.00
		APPROVED PAY	MENT 1	TOTAL	\$0.00
	1	Files to Download			
	There are n	o files to download for th	is event		
Instructions				Registration Info	
OprivDepart Thursday, Ju 51h at 2:00 p.m. (for dep	ine 6th at 2:00 p.m. Dis arture time talk to DPS	strict Officer - Arrive Wed	nesday,	Confirmation I Registered Or	al Number 76193 1 Apr 22, 2019
Ever	nt / Date / Time / Lo	ocation		Eν	ent Contact
Leader	rship Team Retro Date 04, 2019 - June 0 Time	eat - Test 17, 2019		For assistance organizer. Sheri Gray sheri crandali	e, piease contact the Gloketate edu