

4-H Day at the Capitol

March 26, 2015, Tallahassee, FL
Open to All Youth 5 & Up



Cost: \$15-25 depending on tour preference. NO refunds will be given after the event. Payment must be submitted your county agent. Only one county check from each county should be sent to Florida 4-H State Headquarters for all county participants. **Deadline:** Registration opens Feb 9th and you must Register on 4-H online by March 6th. No late registrations will be accepted.

Instructions to Register: You must be enrolled in 4-H Online. Click here for enrollment instructions <http://florida4h.org/4-h-online/> or contact your county agent for help. You will be asked to print your entry form when you complete the registration.

1. **Login to you Family Account on 4-H online**-Visit <https://fl.4honline.com> and enter your full email address (ex- 4hfamily@gmail.com) and password.

In the second gray box titled "Register A Member In An Event"

2. **Choose the member of your family you'd like to register**- Choose a member from the drop down list you would like to register.

3. **Choose the event you are registering them for**- In the same gray box as step 2, choose the event you want to register for in the second drop down menu.

Another box titled "Registration Types" will appear

4. **Select Register** - The available registration types will appear below. Choose Register to register this member for the event.

5. **Once you've chosen Register, complete the registration info**- Complete this online form and click "Continue" at the bottom of the screen

6. **Confirm you Cart is correct**- If not, click "Previous" to change the information you provided. If it is correct, click "Check Out" to continue.

7. **Select Payment Method**- Choose County/Club Check. By choosing County/Club check you are verifying you understand you must submit a payment for this event registration to your County 4-H Extension Office prior to the event.

8. **Confirm you Order**

9. **Print Your Entry** and submit your payment- Submit a copy of your printed entry and you payment to your 4-H County Extension Office.

10. **Check your status**- You will see which events members have registered for on you home page. Events are "Pending at the County Level" until your County Agent receives your payment and approves your registration.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Tina Testing	Youth	487304	Active	2012-2013	<input type="button" value="Edit"/>

Member Reports

Member:

Report:

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

Member:

Event:

Registration Types			
Title	Description	Worksheet	Register
Youth		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

Finish testing 2

Florida 4-H Youth Development

Order Confirmation

ENTRY	TYPE	STATUS	AMOUNT
<input type="button" value="Print Entry"/> Tina Testing	Youth	Pending - County	\$5.00
		REGISTRATION FEE	\$2.00
		ORDER TOTAL	\$7.00

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Tina Testing	Youth	487304	Active	2012-2013	<input type="button" value="Edit"/>
Event Registrations 09/01/2012-08/31/2013						
217)	12/01/2012: testing 2			Pending at the county level		<input type="button" value="View / Print"/>

If you are having trouble logging-in or registering, please contact your county agent
Learn more about 4-H Day at the Capitol: <http://florida4h.org/programsandevents/capitolday/>