



# 4-H County Events Day Registration Instructions

## Register two weeks prior to the event (by 5:00pm)

Open to all 4-H Members (ages 5-18)



1. Sign in to 4HOnline (<https://florida.4honline.com>) using your family email address and password. Set your role to Family. If you do not know your password, select “I forgot my password” and enter your family email address. It will email you a temporary one to use to login.
2. Click the orange box “Continue to Family”.
3. Scroll to the bottom of page. (See below.)
4. Under the “Register a Member in an Event” box, select the appropriate youth member from the drop-down list (circled in red below).
5. Next, select “Polk County 4-H County Events Day” from the Event drop-down list.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)		Youth		Active	2013-2014	<input type="button" value="Edit"/>
2)		Youth		Active	2013-2014	<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:

6. Two orange boxes will appear. Under “Files to Download,” there are resources available to download such as the 4-H County Events Preparation Booklet and Photo and Poster Art Release Forms.
7. Under “Registration Types,” click Register to register the member (see below).

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

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8. Read the information and sections carefully and complete the appropriate registration areas for the event.
  - \*Make sure to entry the age category, correct divisions, and title of the presentation and/or act.
  - \*Youth may enter only one speech category. However, youth may also participate in photography, design art, and Share-the-Fun. Please refer to the Preparation Booklet for details.
9. Click Continue.
10. There is NO fee for 4-H County Events Day. Click Check Out.
11. At the Payment page, select County/Club 4H Check. Click Select Payment Method.
12. Check the box at the bottom. Click Confirm Order.
13. Print Entry for your records.

**Fashion Revue:** If offer, youth must submit required elements with registration.

**PowerPoint:** All 4-H members using PowerPoint (or a similar program; Internet access is not guaranteed) in their demonstrations/illustrated talks should indicate so on their County Events registration. Members must send an electronic version to the 4-H office one week prior to competition day.

**Photography:** Youth must register for participation in 4-H County Events. Entries and releases must be submitted electronically two weeks prior to the event by 5:00pm to the 4-H Office. Please confirm delivery! Photo files and releases must be labeled in the following format: Age Division\_Class\_Name of 4-H Youth\_Photo Title.

**Design Art:** Youth must register for participation in 4-H County Events. Entries must be submitted electronically two weeks prior to the event by 5:00pm to the 4-H Office. The entry must be saved as a pdf file, with the exemption of the PowerPoint entries. The file should be saved as follows: Last Name, First Name\_ County\_ Age division\_Class.

For assistance, please call or email Rita West, 4-H secretary, at 863-519-1043 or [ritawest@ufl.edu](mailto:ritawest@ufl.edu). Resources and information about 4-H County Events Day can be found online at <http://florida4h.org/polk> under "Forms."

**ADA Statement:** Individuals needing accommodation under the Americans with Disability Act contact the 4-H Office at 863-519-8677 at least 10 days prior to the event.

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