

Managers Registering A Member for an Event

1. Click on the Members tab in the navigation pane.
2. Search for the member you need to register for an event.
3. Click on the member's name in the search results.

Last Name	First Name	Program Age	Email	Role	County	Primary Club	Last Active	Status	Requirements
Lane	Oak	6	search@00@gmail.com	Club Member	Kent	Shamrock 4-H Club	2019-2020	Approved	

4. Click Events in the navigation pane.
5. Click the +Register button.

6. Click on the name of the event the member is being registered for, and then click the next button.

Event Name	Start Date	End Date
Summer Fest Parade	Aug 22, 2020	Aug 23, 2020
Chili Cook-off	Aug 15, 2020	Aug 15, 2020

7. Click on the Registration Type the member is being registered as, and then click the Start Registration button.

Name	Role	Start Date	End Date
Youth Contestant	ClubMember	Jul 16, 2020	Aug 12, 2020

8. Complete the response for the Questions.

The screenshot shows the 'Questions' step of a registration process for Claire Laurel. The progress bar indicates the current step is 'Questions', with 'Health Form', 'Consents', and 'Confirm' following. The question asks, 'What is the base protein of your chili?' with a dropdown menu. A 'Fees' summary box on the right shows a 'Total' of '\$0.00'. A blue 'Next' button is located at the bottom center.

9. Update the Health Form with any needed changes (if applicable). As a Manager, you will enter your own name in the electronic signature field indicating that you have received the signed paper copy of the health form. The event coordinator will need a copy of that paperwork.
10. Click the Next button.

The screenshot shows the 'Health Form' step. The progress bar is now on 'Health Form'. Under the 'Exposure' section, there are two questions: 'Chicken Pox' and 'Tuberculosis', each with 'Yes' and 'No' radio button options. The 'No' option for both is selected. A 'Fees' summary box on the right shows a 'Total' of '\$0.00'. A blue 'Next' button is at the bottom right.

The screenshot shows the 'Medical Release' step. A green header bar contains the text 'Medical Release'. Below it, there is a text input field containing 'test123'. A label 'Manager Name Certifying Paper Consent' is followed by a text input field. Below the input field, there is a radio button labeled 'Agree' which is selected. A blue 'Next' button is at the bottom right.

11. Complete the Consents. Managers will enter their own name in the electronic signature field certifying they have received the signed paper consent form.
12. Click the Next button.

The screenshot shows the 'Publicity Release' step. A green header bar contains the text 'Publicity Release'. Below it is a paragraph of text regarding permissions for testing and support documentation. A label 'Manager Name Certifying Paper Consent' is followed by a text input field. Below the input field, there are two radio button options: 'I agree' and 'I do not agree', with 'I do not agree' selected. A blue 'Next' button is at the bottom right.

The screenshot shows the 'Code of Conduct' step. A green header bar contains the text 'Code of Conduct'. Below it is the text 'You must follow the rules.' A label 'Manager Name Certifying Paper Consent' is followed by a text input field. Below the input field, there is a radio button labeled 'I will follow the rules' which is selected. A blue 'Next' button is at the bottom right.

13. If no payment is due, click the Next button

OR

If payment is due, select to collect at the local county office. Click the apply button next to the appropriate payment method. If the member is paying in the county office, the manager will get a pop-up window and the manager will need to click the Confirm button to proceed.

14. Click the Next button.

Claire Laurel
Child Cook-off

Questions Health Form Consents **Payment** Confirm

No Payment Necessary, all set!

Back Next

Melinda Pearson
Child Cook-off

Questions Consents **Payment** Confirm

Payment for this invoice will be collected by the county.

Coupon Code

Fees	
Registration Fee	\$20.00
Total:	\$20.00

Back Next

Apply Credit

By applying this option you are responsible for providing payment to your County. This may cause a delay in processing versus other methods of payment. Are you sure you want to continue?

Confirm Cancel

15. Click the Finish button.

Claire Laurel
Child Cook-off

Questions Health Form Consents **Payment** **Confirm**

Summary

Fees	
Total:	\$0.00

Back Finish