



# 4-H Online 2.0 Event Registration Guide

Updated 2023

Whether you are a new or returning family\*, this guide will help you register for an event in Wisconsin 4-H. Please read this page for a summary of the steps needed to enroll.

\* Family can be a household or a recognized outside group (classroom, partner organization, etc.).

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## Find the Event

Either click on the provided link or type the link into your browser. The link will be similar to <https://<eventname>.4honline.com> where <eventname> might be `wi4hartscamp2023`, `23wi4horseconference`, `23wi4hdco`, or `23wi4hartteam`.

In this guide, the 2023 Wisconsin 4-H Horse Conference will be used as an example event.

You will see information about the event such as the dates of the event at the top and the different registration types listed at the bottom. Along with the registration types are the costs and deadlines for each category.

Click the Register button to start the registration process.

2023 WI 4-H Horse Conference  
By Wisconsin 4-H Youth Development, 11/11/2023 - 11/12/2023

# WI 4-H HORSE LEADERSHIP CONFERENCE AND STATE MEETINGS

NOVEMBER 11 - 12, 2023  
UW RIVER FALLS

More information available in the registration details

Description:  
2023 WI 4-H Horse Conference at UW River Falls

Registration Types	
Club Member \$75.00	Deadline: 11/9/2023
Volunteer \$75.00	Deadline: 11/9/2023
Parent/Guardian \$75.00	Deadline: 11/9/2023

[Register](#)

## Login to Event

You have two options for logging in.

1. If you are a new family or a returning family, you can enter your email address and click on the Send Email button to get an link to log in emailed to you. If you are an existing family, make sure you use the same email address as your family login in 4-H Online.
2. If you already have a family account in 4-H Online, you can click on “Or Login” and enter your family login email and password.

### Login

New Users

[Send Email](#)

[Or Login](#)

## Logged Into The Event

After you are logged into the event, you will see a screen similar to the image below. If the event allows non-enrolled members to register for the event, you will see the Register New Member section on the left side. If you must be an enrolled 4-H member to register for the event, the Register New Member section will not be visible.

2023 WI 4-H Horse Conference  
By Wisconsin 4-H Youth Development, 11/11/2023 - 11/12/2023

2023 WI 4-H Horse Conference at UW River Falls

**Register New Member**

First Name *required*

Last Name *required*

Birth Date *required*  
Ex. 1/1/2001

**Create And Register**

**Existing Members**

Kohlrabi Goat [Register](#)

Papaya Goat [Continue](#)

If you want to register an existing family member for the event, click on Register next to the member's name in the list on the right. Skip to Registering for an Event on page 4.

If you want to add a new family member to register for the event, continue to the next section.

## Adding a New Member to the Family

1. Enter the person's First Name, Last Name, and Birth Date, then click on the **Create And Register** button.
2. Double check the information on the window that appears and if everything is accurate, click the Create And Register button.

**Register New Member**

First Name *required*  
Okra

Last Name *required*  
Goat

Birth Date *required*  
4/18/1987

**Create And Register**

## Registering for an Event

1. You will then be asked to select the registration type you wish to register for.
2. Click the Register button for the type you are selecting.

3. Depending on the age of the person being added, there are some demographic questions to be answered. These are for statistical purposes and emergency contacts. Only the questions with the red “required” need to be answered. For most of them, there is a “Prefer Not To State” option.
4. When done, click on the Next button at the bottom.
5. You will see a progress timeline across the top to show where you are in the registration process.



6. Answer the questions on the Questions page and then click on **Next**.
7. If there is a health form required, you will be asked to complete the form during registration. Click on **Next** when done.
8. If there are any consents to be signed they will appear next. Complete each item and then click on **Next**.

9. On the Payment screen, if paying by Credit Card is enabled for the event, you will be able to enter credit card information or you can click on **Pay By Check**. Click this button and then confirm you are paying by check. Click on the **Next** button.

10. On the Confirm screen, you will see a summary of your registration. Click the **Finish** button to submit the event registration.
11. The event registration has now been submitted. Watch your email for messages as the registration moves along the acceptance process.

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