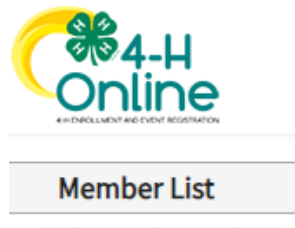


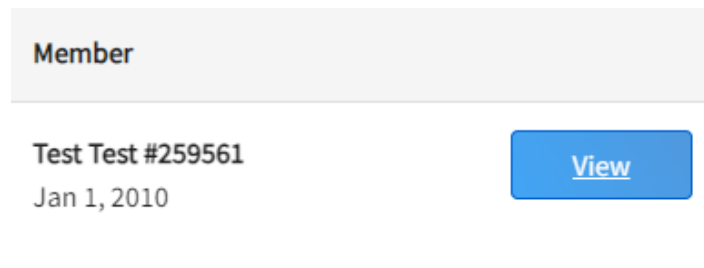
**THESE INSTRUCTIONS ARE MEANT FOR FAMILIES ALREADY
ENROLLED IN 4HONLINE AS ACTIVE MEMBERS
FOR THE 2023-2024 YEAR.**

Step 1: Log into your 4HOnline account.

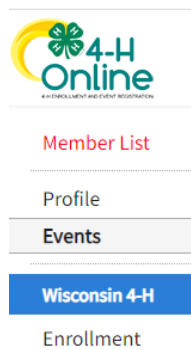
Step 2: Select **Member List** from the navigation pane on the left, if not already there.



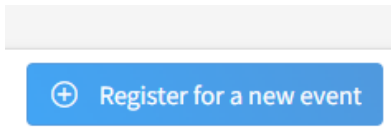
Step 3: Find the member you want to register for the event, select the **View** button next to their name.



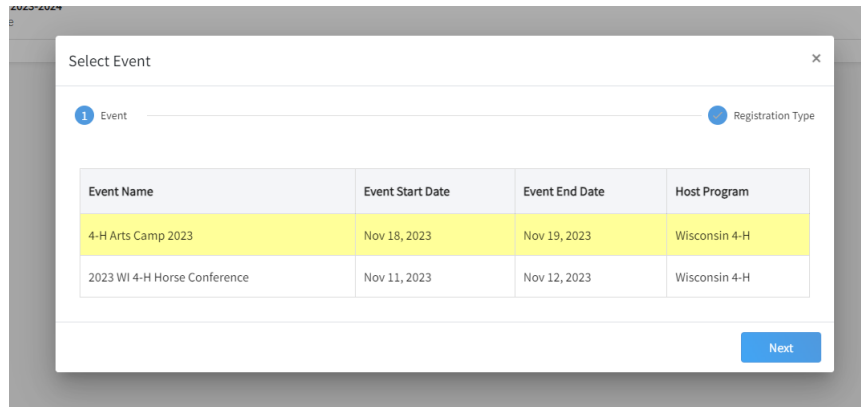
Step 4: Select **Events** from the navigation pane on the left.



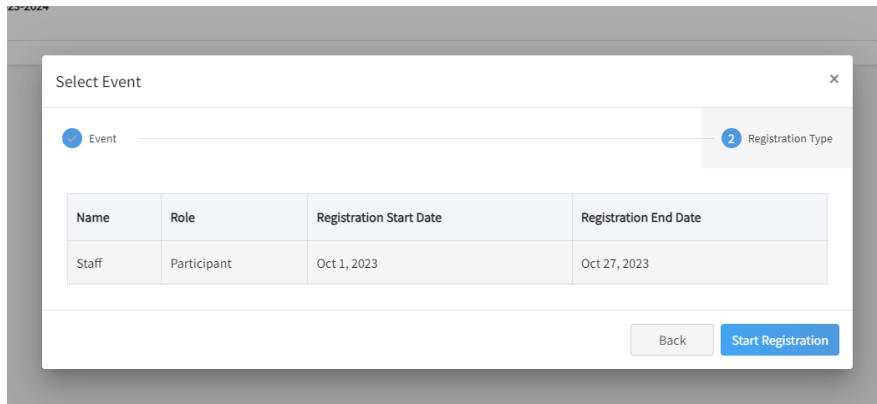
Step 5: Select **Register for a new event**.



Step 6: Select the event you wish to sign up for and click **Next**.



Step 7: Verify the correct event is showing and click **Start Registration**.



Step 8: Complete each section of the Registration process, to include, Health Form, Consents, and Confirm.

Step 9: Once you submit your registration, Oneida County staff will review for completeness and approve. You will be notified when registration is approved and your child has been added to the event roster.

****IMPORTANT**** Some events have a max capacity limit due to venue size, volunteer availability, and materials/supplies limitations. We try to ensure the largest amount of youth can be included in each event, however, we can never guarantee a spot will be open. All event registrations are done on a first come, first serve basis. Thank you for your understanding!

****Why you may not be able to find the event you are looking for****

-Your child does not meet the criteria of the event. If an event is for youth in grades 4-6, it will not show up for a member in grades outside those set parameters.

-The event has reached its max capacity and is no longer open for new registrations.