



## Register for an Event

First, login in to your family profile on the [4-H website](#). There is a help sheet on the page if you need assistance logging in or creating an account.

### Enroll in Arkansas 4-H or Register for a 4-H Event

Select "Dashboard" found beside your name at the top.

JANUARY 2nd is the first day to officially enroll in Arkansas 4-H for the 2020 year.

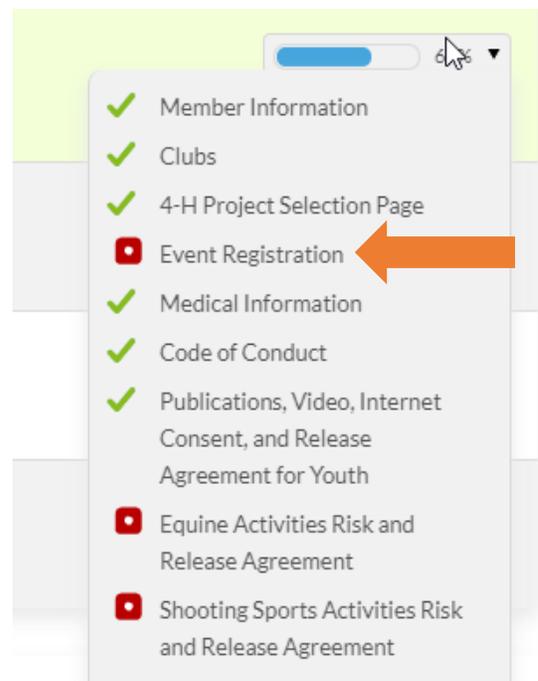
[Arkansas 4-H Enrollment and Event Registration Help Sheet](#)

Valerie Seefeld (Dashboard | Settings | Logout)

#### Family Information

Under your family profile, move your mouse to the progress bar for the youth you are signing up for the event.

Select "Event Registration"



You should see events to select from if there are events currently open for registration. If you do not see any events, you should make sure your county extension office has confirmed you as an active 4-H member.

If the event has a box to the left of it, you can check that box to register for that event.

If it has a box with a 0 in it to the right  then you will select the number of registrants you need. For example, if you are signing up two adult guardians to attend the WHEP Practice Session, you will move the total number in the box to 2.

## Event Registration

Please make selection(s) for **Second Child** below.  
**Red circles** note mandatory fields.  
Use the **progress bar** above to track your progress, view or navigate to other forms.

### Animal Science Events ✓

WHEP Practice Session \$30  
Youth 8 and under must have an adult chaperone.  
Date: February 15, 2020  
Location: Arkansas 4-H Center

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WHEP Practice Session--Parents & Guardians Sign Up Here  \$30  
Select the total number of parents and guardians you want to sign up. There is a \$30 charge per attending adult.  
Date: February 15, 2020  
Location: Arkansas 4-H Center

### State Events

Ambassador Workshop \$75  
Dates: February 21-22, 2020  
Location: Arkansas 4-H Center

Events

Select "GO TO NEXT STEP" at the bottom of the page.

Fill out the event details if there are any—some events may not ask for further information than what you have already included in your member information.

## Confirm Selection

Red circles note mandatory fields.  
Want to add more? Need to edit information? Use the progress bar above to find what you need.

I confirm I have accurately updated my medical, dietary, other health considerations, emergency contact, and t-shirt size. ✓

### Animal Science Events

WHEP Practice Session Remove \$30

Ordered on: January 17th 2020

Youth 8 and under must have an adult chaperone.

Date: February 15, 2020

Location: Arkansas 4-H Center

WHEP Practice Session--Parents & Guardians Sign Up Here Remove units 2 x \$30 \$60

Ordered on: January 17th 2020

Select the total number of parents and guardians you want to sign up. There is a \$30 charge per attending adult.

Date: February 15, 2020

Location: Arkansas 4-H Center

GO TO NEXT STEP >>

Make sure you confirm your events on the Confirm Selection page. If you need to remove an event, you can remove it here prior to payment.

Then you will confirm your payment and checkout.

If you choose to pay at your local extension office, you will push the button “County Extension Office,” then select “GO TO NEXT STEP,” and your order is complete. You will then need to make sure you bring your money to your local office, so they can confirm you have paid and are approved to attend.

## Checkout

Make payment below by selecting either the Credit Card icon for credit/debit transactions, the E-Check icon or the County Extension Office to pay through your local county

### You are enrolled to auto billing

Your auto billing schedule is below. Your current due amount is \$90 and is based on your next payment due. Please scroll down to issue your payment.

#### Pay In Full

1 Pay Now

On: Fri, Jan 17th 2020

Due today

\$90



County Extension Office

If you are paying by Credit/Debit Card or E-Check, you will select the appropriate option, fill out your information, and select me “CHARGE ME” at the bottom of the screen. You will be charged immediately upon checking out.

If your local county extension office offers scholarships or discounts for attending state events, do not complete the “Checkout” page until you have spoken to them. They have the ability to apply scholarships directly to your account, but the discounts must be applied prior to you completing your payment. If you are unsure if your county offers discounts, we recommend you sign up for the event and then contact your local office prior to completing payment. Contact information for county extension offices may be found [here](#).