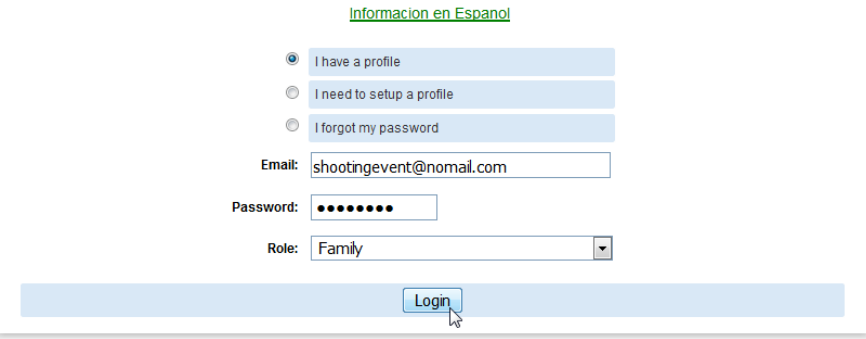
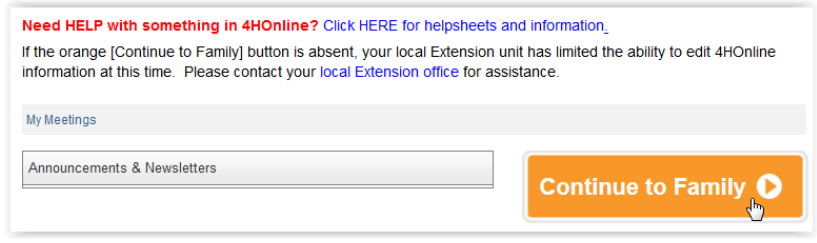
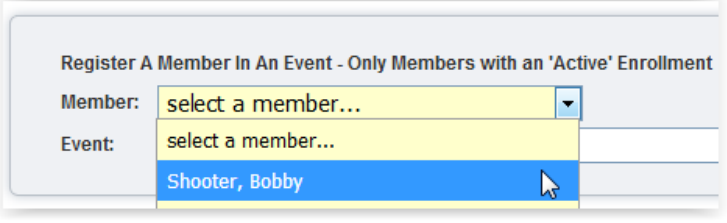
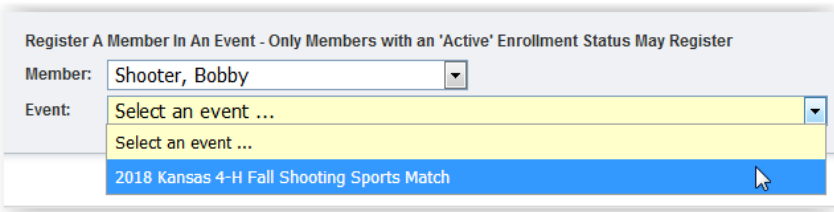
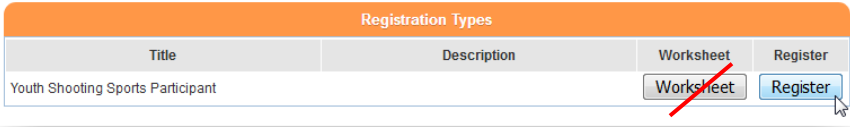
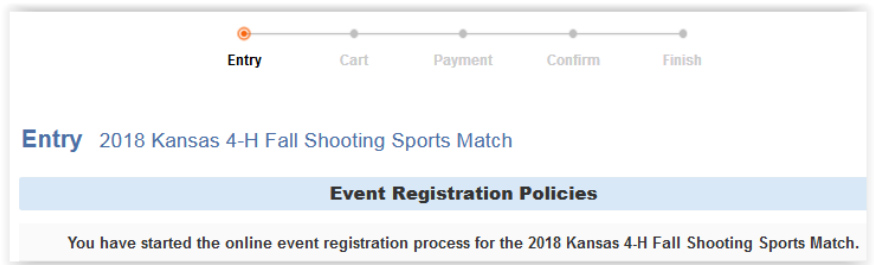


If you have questions about a 4HOnline event registration, please contact Terry Roberts at the State 4-H Office at email [teresaroberts@ksu.edu](mailto:teresaroberts@ksu.edu) or call 785-532-5800.

<p>1. Log in with your family email and password used to setup your family's 4HOnline account at <a href="https://ks.4honline.com">https://ks.4honline.com</a>.</p> <p><i>There is an "I forgot my password" option if needed but you must have access to the email used for your family's 4HOnline account.</i></p>	
<p>2. Click [Continue to Family] button.</p>	
<p>3. Below the Member/Volunteer List, there is a drop down box to "Register A Member In An Event."</p> <p><i>Registrants must be Active and may need to meet specific age or project enrollment requirements for specific events to appear.</i></p>	
<p>4. Select the person who wish to register for the event in the "Member" drop down box.</p> <p>5. Next, select the specific event you wish to register this person for in the "Event" drop down box.</p>	
<p>6. Click [Register].</p>	

7. Complete the registration process for the youth/adult and click [Continue] at the bottom of the page.



Only selections that incur fees will be visible on this page.

8. View your "cart" and carefully review your selections. Make edits if necessary.

9. Click [Check Out] when finished.

REGISTRATION INFORMATION		
Event	Registrant Type	
2018 Kansas 4-H Fall Shooting Sports Match	Youth Shooting Sports Participant	
ENTRIES		
Modify	Entry #	Item/Description
<a href="#">Edit</a>	6	Entry Fee
(entry detail)	6	Archery 1st Choice Discipline: Barebow
(entry detail)	6	Hunting Skills: Hunting Skills
(entry detail)	6	Muzzleloading & Small Bore 1st Choice: Small Bore Pistol
(entry detail)	6	Muzzleloading & Small Bore 2nd Choice: Small Bore Rifle
(entry detail)	6	Shotgun 1st Choice: Trap (Saturday Only)
(entry detail)	6	Shotgun 2nd Choice: Skeet (Saturday Only)
(entry detail)	6	Shotgun 3rd Choice: Sporting Clays (Saturday Only)

Each registrant will have the option to pay for their event registration online.

10. If it is the family's responsibility to pay for event registration and you wish to pay online, click [Add New Credit Card]. Add and save your card's number and details - or you may use your existing credit card if it's already saved here. Ensure "Pay by Credit Card" is marked. **This process must be completed before you confirm event registration if you want to pay online.**

**SKIP to the next section if** this person's event registration did not incur fees, if you wish to pay by check, or if a club or sponsor is paying for this person's event registration.

Payment Type	What Do I Choose Here?	What Should I Do Next?
Credit/Debit Card	If you wish to pay online, you must do this now. Click Add New Credit Card to enter/save your card information. This must be done for each member.	Ensure "Pay with an existing card" is selected, then click Continue.
Family Check	If you wish to pay by check, choose Personal Check – Sent directly to State Office.	Click Continue.
Sponsored	If a Sponsor has agreed to pay your fee, you must select Personal Check – Sent directly to State Office.	Click Continue.
KS Program Fee Waiver	If you requested a waiver, you must select Personal Check – Sent directly to State Office.	Click Continue.

**Add New Credit Card**

You have no saved cards in yo

**Add a New Credit Card**

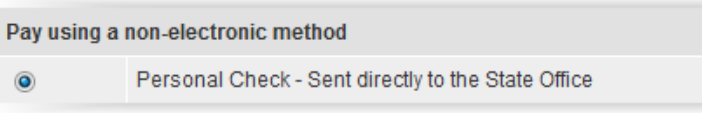
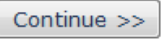
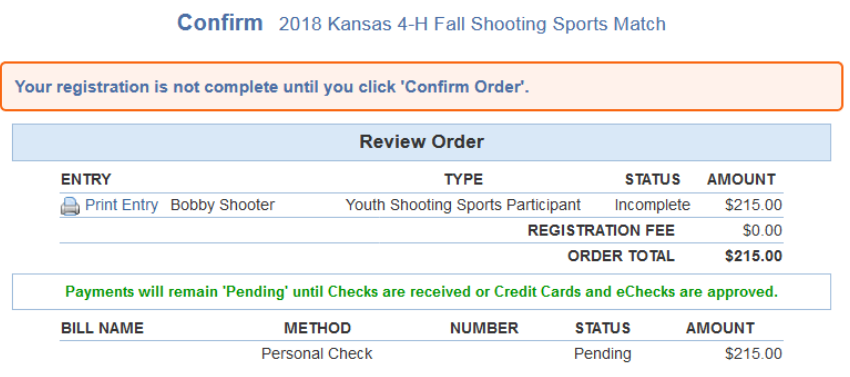
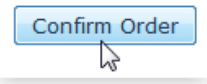

AMEX DISCOVER MASTERCARD VISA

Name on Card:

Card Number:

Expiration Date: Jan 2017

Validation (CVV):

<p>If this person’s event registration did not incur fees, if you wish to pay by check or if a club or sponsor is paying for this person’s event registration, select “Personal Check – Sent Directly to the State Office.”</p>																											
<p>11. All users need to click [Continue].</p>																											
<p>12. Review the “ORDER TOTAL” for the registrant.</p> <p><i>You may print event registration answers if desired by clicking “Print Entry.”</i></p>	 <table border="1" data-bbox="673 852 1490 989"> <thead> <tr> <th>ENTRY</th> <th>TYPE</th> <th>STATUS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td> Bobby Shooter</td> <td>Youth Shooting Sports Participant</td> <td>Incomplete</td> <td>\$215.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>REGISTRATION FEE</b></td> <td>\$0.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>ORDER TOTAL</b></td> <td><b>\$215.00</b></td> </tr> </tbody> </table> <p style="color: green; font-size: small;">Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.</p> <table border="1" data-bbox="673 1041 1490 1100"> <thead> <tr> <th>BILL NAME</th> <th>METHOD</th> <th>NUMBER</th> <th>STATUS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>Personal Check</td> <td></td> <td>Pending</td> <td>\$215.00</td> </tr> </tbody> </table>	ENTRY	TYPE	STATUS	AMOUNT	Bobby Shooter	Youth Shooting Sports Participant	Incomplete	\$215.00	<b>REGISTRATION FEE</b>			\$0.00	<b>ORDER TOTAL</b>			<b>\$215.00</b>	BILL NAME	METHOD	NUMBER	STATUS	AMOUNT		Personal Check		Pending	\$215.00
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<p>13. Click [Confirm Order] to submit the person’s event registration.</p>																											
<p><i>You may print a confirmation which will include applicable event fees, check payment instructions and other event details.</i></p> <p>14. Click [Return to Member List] to exit registration for this person.</p>	 <table border="1" data-bbox="673 1430 1490 1535"> <thead> <tr> <th>ENTRY</th> <th>TYPE</th> <th>STATUS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td> Bobby Shooter</td> <td>Youth Shooting Sports Participant</td> <td>Pending - County</td> <td>\$215.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>REGISTRATION FEE</b></td> <td>\$0.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>ORDER TOTAL</b></td> <td><b>\$215.00</b></td> </tr> </tbody> </table> <p style="color: green; font-size: small;">Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.</p> <table border="1" data-bbox="673 1587 1490 1640"> <thead> <tr> <th>BILL NAME</th> <th>METHOD</th> <th>NUMBER</th> <th>STATUS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td></td> <td>Personal Check</td> <td></td> <td>Pending</td> <td>\$215.00</td> </tr> </tbody> </table>	ENTRY	TYPE	STATUS	AMOUNT	Bobby Shooter	Youth Shooting Sports Participant	Pending - County	\$215.00	<b>REGISTRATION FEE</b>			\$0.00	<b>ORDER TOTAL</b>			<b>\$215.00</b>	BILL NAME	METHOD	NUMBER	STATUS	AMOUNT		Personal Check		Pending	\$215.00
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<p>15. Repeat this process beginning at Step 3 to register additional people in your family if applicable.</p>																											