

Submitting Achievement Award Applications By the 4-H Member

1. Before uploading your achievement award application, make sure the full and complete application is in one electronic file in PDF format. A number of free tools are available on the internet to convert a MS Word document to PDF, or your county Purdue Extension Office can convert the document.
2. Log in to 4HOnline using your family account.
3. Click Continue to Family.

The screenshot displays the Indiana 4-H Youth Development website. At the top left is the Purdue Extension logo, which includes the text 'PURDUE EXTENSION' and a green outline of Indiana with a white 4-H clover inside. To the right of the logo is the text 'Indiana 4-H Youth Development' and a 'Logout' link. Below this is a blue bar indicating the user is 'Logged in as Blomeke [State]' with a 'Change Password' link. Underneath, there is a section for social media links: 'Stay connected with Indiana 4-H on social media!' followed by links for Facebook, Twitter, YouTube, Instagram, and Flickr. A 'My Meetings' section is partially visible. At the bottom, there is a navigation bar with 'Announcements & Newsletters' and a prominent orange 'Continue to Family' button with a right-pointing arrow, which is circled in red.

4. Scroll down to Register A Member In An Event.

9)	Zoey Adams	Youth	872481	Active	2014-2015	Edit
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Member Reports

Member:

Report:

Register A Member In An Event

Member:

Event:

5. Select the Member's name from the dropdown list of family members.

6. Select the Achievement Award (1,2,or 3) from the dropdown list of events.

Member Reports

Member:

Report:

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

Files to Download

there are no files to download for this event

Registration Types			
Title	Description	Worksheet	Register
Youth Applicant		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

7. Click Register.

Member Reports

Member:

Report:

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

Files to Download

there are no files to download for this event

Registration Types

Title	Description	Worksheet	Register
Youth Applicant		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

8. Click the Select button to upload your PDF application file.

logged in as Blomeke: Darrell State Home | My Mem

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Entry Cart Payment Confirm Finish

Entry Achievement Award

Your application must be uploaded as one single document in PDF format.

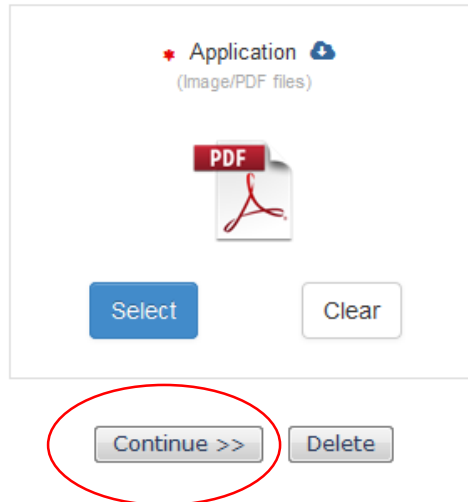
* Application
(Image/PDF files)

9. A file upload window will appear. Locate the file on your computer that is to be uploaded. Click Open.

10. A PDF symbol will appear indicating the file is ready to be uploaded. Click Continue.

Entry Achievement Award

Your application must be uploaded as one single document in PDF format.

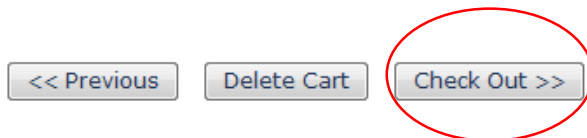


11. Click Check Out.

Cart Achievement Award

You are not finished yet! You will need to confirm in the upcoming steps.

REGISTRATION INFORMATION			
Event	Registrant Type	Registration Fee	
Scholarship, Leadership Development Accomplishment	Youth Applicant	\$0.00	
ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	12939	Entry Fee	\$0.00



12. Select County/Club 4-H Check and click Select Payment Method.

Payment: Achievement Award

State 4-H Program Fee Payment

If you selected 4-H County/Club check as your payment method for a youth member, please submit your cash or check payment to your local Purdue Extension Office within 10 days of submitting this Member's enrollment. **4-H youth enrollment is not complete until the record is submitted and your payment is received.**

If you selected to pay by credit card, your card will be charged when your local Purdue Extension Office reviews and accepts the member's enrollment record.

Thank you!

Pay using a non-electronic method

County/Club 4H Check

Blomeke Family
195 Marsteller St.
West Lafayette, IN 47907

[Change Billing Address](#)

[<< View Cart](#) [Select Payment Method >>](#)

13. Click Confirm Order.

Confirm Achievement Award

Your registration is not complete until you click 'Confirm Order'.

Review Order

ENTRY	TYPE	STATUS	AMOUNT
Print Entry Darrell Blomeke	Youth Applicant	Incomplete	\$0.00
REGISTRATION FEE			\$0.00
ORDER TOTAL			\$0.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
Blomeke Family	4H Check		Pending	\$0.00

[Confirm Order](#)


14. Your application has now been submitted to your County Purdue Extension Office and is awaiting approval by your 4-H Youth Development Extension Educator.

Finish Achievement Award

Indiana 4-H Youth Development

 [Print Confirmation](#)

Order Confirmation

ENTRY	TYPE	STATUS	AMOUNT
 Print Entry Darrell Blomeke	Youth Applicant	Pending - County	\$0.00
REGISTRATION FEE			\$0.00
ORDER TOTAL			\$0.00

Payments will remain 'Pending' until Checks are received or Credit Cards and eChecks are approved.

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
Blomeke Family	4H Check		Pending	\$0.00
APPROVED PAYMENT TOTAL				\$0.00

Files to Download

There are no files to download for this event

Instructions	Registration Info
If you selected 4-H County/Club check as your payment method for a youth member, please submit your cash or check payment to your local Purdue	Darrell Blomeke blomekefam@gmail.com

15. Click Return to Member List and follow the same procedure to upload another scholarship application, if eligible and desired. When finished, log out of 4HOnline and close your browser.