

Southeast Indiana Judges and Leaders Clinic Online Registration Instructions

Now accepting Judges and Leaders Clinic Registrations! All participants planning to attend the Southeast Indiana Judges and Leaders Clinic are invited to register through our online portal, where they will be able to pay with credit card. Participants may pay by cash or check if they register through 4HOnline or using the paper form submitted to their local Extension Office.

The member must be in active status in 4HOnline prior to completing the registration procedures. Contact your county office with any questions.

Before You Register

Before completing registration, we recommend you use Google Chrome or Firefox as your internet browser. Also, there are sometimes compatibility issues with mobile devices.

What is your 4HOnline Status?

- If you currently have an active profile in 4HOnline, please skip to **step 3**.
- If you have previously had a an active profile in 4HOnline, but do not currently, please re-enroll for the year or contact your local Extension Office to get your account updated. Once you are active, skip to **step 3**.
- If you have not previously used 4HOnline, please start with step 1.

Registration Steps

1. Contact your local Extension Office or the Purdue Extension- Lawrence County Office (812-275-4623) and ask them to create a “contact” profile for you in 4HOnline, because you are wanting to register for an event. To set up your account, the office will need you to provide your
 - Name
 - Address
 - Email address
 - Phone number
2. The office will give you information to be able to log into your family account. Please log in, and reset your password to something you will remember using the prompts through the screens.
3. Log in to 4HOnline with your Family Account at <https://in.4honline.com>
4. Click the large, orange “Continue to Family” button.

A large, orange, rounded rectangular button with a white border. The text "Continue to Family" is written in white, bold, sans-serif font. To the right of the text is a white right-pointing triangle icon, resembling a play button.

5. Below the Member/Volunteer List, find the 'Register a Member for an Event' box

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Darrell Blomeke	Youth	810871	Active	2014-2015	Edit
▶ Event Registrations 10/01/2014-09/30/2015						
2)	Jimmy Blomeke	Youth	829952	Active	2014-2015	Edit
3)	Joel Blomeke	Youth	811106	Active	2014-2015	Edit
4)	Kelsey Blomeke	Youth	810629	Active	2014-2015	Edit
5)	Kyle Blomeke	Youth	810861	Active	2014-2015	Edit
6)	Natalie Blomeke	Youth	829966	Active	2014-2015	Edit
7)	Phil Blomeke	Contact		Active		Edit
8)	Samantha Blomeke	Youth	811105	Active	2014-2015	Edit
9)	Sidney Blomeke	Youth	812932	Active	2014-2015	Edit
▶ Event Registrations 10/01/2014-09/30/2015						

Member Reports

Member:

Report:

Register A Member In An Event

Member:

Event:

6. Select your name from the Member menu
7. Select '2019 Southeast Indiana Judges and Leaders Clinic' from the list of events
8. Select "Register" next to the Title that best describes you for this Clinic. Options include
 - **4-H Volunteer**- Those with an adult profile in 4HOnline and are planning to participate in the Leader Track for the clinic.
 - **Judge Track- Not Approved Volunteer**- Anyone interested in judging 4-H projects and are not already an Approved Volunteer in a county should select this option
 - **Judge Track- Volunteer**- Anyone wanting to participate in the Judge track but also happens to be an Approved Volunteer in a county should select this option
 - **Junior Leader**- Any youth participating for the day should select this option
 - **Extension Educator**- All Extension Educators should select this option

Register A Member In An Event

Member:

Event:

Files to Download

there are no files to download for this event

Registration Types

Title	Description	Worksheet	Register
Extension Staff (enrolled in 4HOnline as Contact)		Worksheet	Register

9. Complete the Questions as you are prompted in the registration form.

10. Click continue at the bottom of the page
11. Click 'Check Out' at the bottom of the page

EventTitle
Cart 2019 Southeast Indiana Judges and Leaders Clinic

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
2019 Southeast Indiana Judges and Leaders Clinic	Extension Educator	\$20.00


ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	28970	Entry Fee	\$0.00

[<< Previous](#) [Delete Cart](#) [Check Out >>](#)

12. Enter Payment Method

- If paying with cash or check, make sure "County/ Club 4-H Check" is marked and click "Continue"


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.

[Add New Credit Card](#)  You will be redirected to TouchNet Payment Services, the payment gateway used by "Indiana 4-H Youth Development". You are only adding your card as a payment option, NO charges will be made at this point.

Pay with an existing card	Credit Card No.	Cardholder Name	Card Added
Pay using a non-electronic method			
<input checked="" type="radio"/>	County/Club 4H Check		


[Change Billing Address](#)

- If paying with credit card, click the orange "Add New Credit Card" button.

[Add New Credit Card](#)  You will be redirected to TouchNet Payment Services, the payment gateway used by "Indiana 4-H Youth Development". You are only adding your card as a payment option, NO charges will be made at this point.

Click the "Select a Payment Method" drop down, and complete the prompts to enter your credit card in the processing portal.





Once you return to 4HOnline, ensure your credit card is selected and click "Continue".



Payment Information

* Indicates required information

* Payment method: Select a Payment Method

Return Policy Agreement

There are no refunds on the State Program fee.


By clicking Continue, I agree to the above Return Policy

[Cancel this payment transaction.](#) [Continue](#)

Judges and Leaders Clinic Registration

13. Check the box for Pay By Terms and Conditions and click the 'Confirm Order' button.

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

Review Order				
ENTRY	TYPE		STATUS	AMOUNT
 Print Entry	Phil Blomeke	Extension Staff (enrolled in 4HOnline as Contact)	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

By checking this box, you signify you have reviewed, understand, meet and agree to the [Pay By Computer Terms and Conditions](#).

14. You may print your Registration Confirmation for your own records.
15. If you need to make any changes or cancellations to your registrations after confirming your order, please contact Purdue Extension- Lawrence County (859-539-3767 or lodmell@purdue.edu) with changes.