



<p>1. Login to 4HOnline with your family's email and password.</p>													
<p>2. Click the orange [Continue to Family] button. <i>If the button is absent, contact your local Extension office for assistance.</i></p>													
<p>3. Scroll to the bottom of the Member List page, to the "Register a Member In an Event..."</p>													
<p>4. Select the youth member you wish to register for the event.  Then select the "2019 Kansas 4-H State Horse Show."</p>													
<p>5. Click the [Register] button.</p>	<table border="1"> <thead> <tr> <th colspan="4">Registration Types</th> </tr> <tr> <th>Title</th> <th>Description</th> <th>Worksheet</th> <th>Register</th> </tr> </thead> <tbody> <tr> <td>Youth Participant</td> <td></td> <td>Worksheet</td> <td>Register</td> </tr> </tbody> </table>	Registration Types				Title	Description	Worksheet	Register	Youth Participant		Worksheet	Register
Registration Types													
Title	Description	Worksheet	Register										
Youth Participant		Worksheet	Register										
<p>6. Add all classes for the youth, one class at a time.</p> <ul style="list-style-type: none"> <li>• Select a Class.</li> <li>• <i>(If the class is Pleasure Pair, the co-participant's full name must be listed.</i></li> <li>• Enter the Horse Name for this class.</li> </ul>													

7. To add another class for this youth, [Save and Add New Entry].

When all classes for this youth have been added, [Continue].

<< Save and Add New Entry   Continue >>   Delete

8. Finish additional registration questions and [Continue].

*Both youth participant and parent/guardian electronic signatures are needed.*

the ability to participate in future 4-H Horse activities.

Parent Electronic Signature:

<< Previous   Continue >>

9. Review the youth's "Cart."

Edit as needed or [Check Out].

Cart 2019 Kansas 4-H State Horse Show

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

REGISTRATION INFORMATION

Event	Registrant Type	Registration Fee
2019 Kansas 4-H State Horse Show	Youth Participant	\$7.00

ENTRIES

Modify	Entry #	Item/Description	Amount
<input type="button" value="Edit"/>	721	Entry Fee	\$0.00
(entry detail)	721	Class: 3015 Western Pleasure 14-18	\$5.00
<input type="button" value="Edit"/>	722	Entry Fee	\$0.00
(entry detail)	722	Class: 3023 Reining 14-18	\$5.00

ADDITIONAL FEES

Modify	Item	Description	Quantity	Amount
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<< Previous   << Add Entry   Delete Cart   Check Out >>

10. The family will choose a payment method for the registration next.

A. To pay online, the process must be completed immediately. Click [Add New Credit Card] or use existing card on file. Ensure "Pay by Credit Card" is marked.

OR

B. To pay by check, select "Personal Check- Send directly to the State Office."

11. Click [Continue]

Entry   Additional Items   Cart   **Payment**   Confirm   Finish

Payment 2019 Kansas 4-H State Horse Show

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):

OR

Pay using a non-electronic method

Personal Check - Sent directly to the State Office

<< View Cart   Continue >>

12. Click [Confirm Order].

**Confirm** 2019 Kansas 4-H State Horse Show

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

Review Order				
ENTRY	TYPE	STATUS	AMOUNT	
<a href="#">Print Entry</a> Smith, Timothy	Youth Participant	Incomplete	\$5.00	
<a href="#">Print Entry</a> Smith, Timothy	Youth Participant	Incomplete	\$5.00	
<b>ADDITIONAL ITEMS</b>			\$0.00	
<b>REGISTRATION FEE</b>			\$7.00	
<b>ORDER TOTAL</b>			<b>\$17.00</b>	

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	Personal Check		Pending	\$17.00

[Confirm Order](#)

13. Save or [Print Entry] and the [Print Confirmation] if desired.

14. If check payment was selected:

Check payments must be postmarked by August 1<sup>st</sup>.

Make check payable to:  
Kansas 4-H Foundation

Mail to:  
Kansas 4-H Youth Development  
1612 Claflin Rd.  
201 Umberger Hall  
Manhattan, KS 66506

*Ensure the registrant's name or a copy of the confirmation is included.*

15. Click [Return to Member List] to register additional youth if desired.

Entry — Additional Items — Cart — Payment — Confirm — Finish

**Finish** 2019 Kansas 4-H State Horse Show

**Kansas 4-H Youth Development**  Print Confirmation

Order Confirmation				
ENTRY	TYPE	STATUS	AMOUNT	
<a href="#">Print Entry</a> Smith, Timothy	Youth Participant	Pending - State	\$5.00	
<a href="#">Print Entry</a> Smith, Timothy	Youth Participant	Pending - State	\$5.00	
<b>ADDITIONAL ITEMS</b>			\$0.00	
<b>REGISTRATION FEE</b>			\$7.00	
<b>ORDER TOTAL</b>			<b>\$17.00</b>	

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

BILL NAME	METHOD	NUMBER	STATUS	AMOUNT
	Personal Check		Pending	\$17.00
<b>APPROVED PAYMENT TOTAL</b>				<b>\$0.00</b>

**Files to Download**

There are no files to download for this event

Instructions	Registration Info
If not paid successfully online, registration fees are due to the State 4-H Office postmarked by August 1, 2019. Make checks payable to: Kansas 4-H Foundation. Mail to: Kansas 4-H Youth Development at 1612 Claflin Rd., 201 Umberger Hall - Manhattan, KS 66506. **Do NOT include Kansas State Fair Stall & Bedding Reservations/Payment. Those must be sent to the Kansas State Fair. Stalling is available at <a href="https://www.kansasstatefair.com/p/participate/livestock-competitions/equine">https://www.kansasstatefair.com/p/participate/livestock-competitions/equine</a> **	Timothy Smith <a href="mailto:yourfamilyemail@nomail.com">yourfamilyemail@nomail.com</a>  Your County  Confirmation Number 61967 Registered On May 16, 2019
Event / Date / Time / Location	Event Contact
<b>2019 Kansas 4-H State Horse Show</b> <b>Date</b> September 12, 2019 - September 14, 2019  <b>Time</b> 12:00 am - 12:00 am	For assistance, please contact the organizer:  Sarah Sullivan <a href="mailto:msullivan@ksu.edu">msullivan@ksu.edu</a>

[Return To Member List](#)

**Note:** Registrants will remain as pending until all qualifiers are confirmed and payment has been received for the event.

Member/Volunteer List					
#	Name	Role	Membership ID	Enrollment Status	Last Active Year
1)	Smith, Timothy	Youth	863696	Active	2018-2019
Event Registrations 10/01/2018-09/30/2019					
	61967	09/12/2019: 2019 Kansas 4-H State Horse Show		Pending at the state level	<a href="#">View / Print</a>