



4HOnline Help Sheet

How to Set Up a County Event with Registration

1. Log in to your 4HOnline account.
2. Click on 'Events Tab.'
3. Click on 'Events'.

Arizona 4-H Youth Development Powered by 4HOnline Demo4 (County) Home | Return to the Admin account | Log

Enrollment Events Animals Connect Finances Data

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Dashboard Events Calendars Reporting

Event Registrations

Keyword(s)

Select a county ...

2013: County: Demo: EVENT TEST

Registration Date From To Clear Dates

Role Registration Status Gender

Adult Youth Custom Approved Confirmed Incomplete Pending ReSubmit Male Female

4. Click 'Add Event'.

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Add Event

4-H Year Event Dates

All 4-H Years From To Clear Dates Search Clear Filters

5. **Enter your Event Information**
Definition of fields:
Event Title: must include your County.
Account: Leave blank
Type: Standard
Calendar: default
Date Closed: This is the date the event will be over.
General Settings
 Leave 'Enable Administrative/Cost Recovery Fee' and 'Enable Deposits' blank.
Entry Based Registrations: Only check if you will be using entry-based (more than one entry per person) registration.
Manager Only Registration: Only allows Counties/Managers to register, not member/families.
Restrict Event by County: Check Normal Hierarchy Restriction. Other choices are for multi-county or state users.

Type in a name for the event, then select a calendar(s) and group(s)

Event Title: Demo4 County Camp Event

Account: [Dropdown]

Publish:

Type: Standard [Dropdown]

Calendar: default calendar [Dropdown]

Date Closed: 03/10/2013

General Settings

Enable Administrative / Cost Recovery Fee:

Enable Deposits:

Entry Based Registrations:

Manager Only Registration: Only managers can register members

Open / Restrict Event by County

Normal Hierarchy Restriction:

Restrict by County Selection: Members from selected counties can register

Unrestricted: Members from all counties can register

Age Validation: Only allows members of certain ages to register.

Levels Certifying Registrations

County: Check - county confirms registration.

Youth Age Validation

Only allows members of certain ages to register when checked.

Beginning Birthdate: Birthdate for oldest possible participant

Ending Birthdate: Birthdate for youngest possible participant.

Animal/Livestock Integration

Leave all fields blank.

Event Date

Select Date & Time for Event: Setup & Cleanup are optional.

Repeat Option: Only for events that will be repeated (monthly, weekly, etc).

Comments Optional

Contact information:

Who members should contact with questions.

- 6. Click 'Save'. This adds the event to the Calendar.

Levels Certifying Registrations

County:

Youth Age Validation

Validate Age:

Beginning Birthdate:

Ending Birthdate:

Animal/Livestock Integration

Animal Based Entries:

List Animals by Family:

Animal Type:

Select the date and time when this event will begin and end

Start Date:

End Date:

Setup:

Cleanup:

Select a repeat option

Do not repeat:

Repeat Every: week(s) on su mo tu we th fr sa

Repeat on the: of every month(s)

Repeat every month:

Repeat every year:

Comments

Comment:

Type in event contact information

Name:

Phone:

Email:

Event Web Address:

7. Scroll down to the bottom again and click 'Add Registration' to see the options for adding a Registration form.

Type in event contact information

Name:

Phone:

Email:

Event Web Address:

8. NOTE: In order to edit an event, the status must be set to 'Testing'. Change the status to 'Active' for the event to be available for members to register.

Type in a name for the event, then select a calendar(s) and group(s)

Event Title:

Account:

Publish:

Type:

Calendar:

Status:

- Active
- Closed
- Cancelled
- Sold Out
- Testing

Date Closed:

9. Locations are optional. In order to set up a location, click the 'Locations' icon. The locations that you add will appear on the list of locations.

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Event Locations Apply Template Registration Types Custom Fields Additional Items Upload Docs Transmit

10. If there is a State or County event that has a registration form similar to the event that you are going to create, you can select and apply a template.

Event Locations Apply Template Registration Types Custom Fields Additional Items Upload Docs Transmit

Apply Template

Applying a Template will DELETE any User Defined Settings!

Template:

11. Click 'Apply Template.' NOTE: If you have started a registration form, this will clear anything that you have already created.

12. Examples of registration types include: Youth, Adults, Volunteers, Participants, etc.

13. This is where the dates to open and close registration as well as the registration fees are set.

Enrollment Events Animals Connect Finances Data

Search Confirm Registrations Events County/Club Checks Calendar Locations Views Reports

Event Locations Apply Template Registration Types Custom Fields Additional Items

Add Registration Type

REGISTRANT TYPES

There are no records

14. Enter the registration information.
NOTE: The *Maximum Number of Registrations* applies to how many total registrations you will accept for the event.
Use Age Divisions: Allows you to set up a different form for each age division.
15. Enter your registration windows.
Registration will close at midnight on your end date.
16. Click 'Save.'

Registrant Type

Title:

Description:

Role Type:

Maximum Number of Registrations:

Use Age Divisions:

Early Registration

Enable:

Registration

Start Date:

End Date:

Registration Fee:

Late Registration

Enable:

Start Date:

End Date:

Registration Fee:

17. Custom Fields is where you will set up and edit your forms.
18. Click 'Add Custom Field' to add a new field. Click 'Edit' to change an existing field. Fields that are in Bold are classified as Groups.

Event Funds Locations Preview Apply Template Registration Types **Custom Fields** Additional Items Upload Docs Transmit

FIELD LIST				
Priority	Title	Fee	Type	Manager Field

19. The first item you enter will have to be of the type "Group" that will provide the heading and will be used to group similar info. You need to click the radio button for the group to be visible for which registration types.
- Once the first group is added, additional types will be available.

Item Information

Item Title:

Report Title:

Internal report title (optional)

Fee:

Type: Group

Parent List:

Manager Field:

Hide Group Title:

Select Types to associate with this Item and check if required

Registration Types	Off	Visible	Required
Adult Staff	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Camper	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

20. The group will look like the item to the right. You can then enter other items under this group.

When adding a new field do the following:

21. Enter Item Title.

22. Select whether or not a fee will be charged for this field (most fields are non-fee fields). If you set the field to be a fee field, the fee will be charged in addition to your registration fee. This would be useful if you are offering an optional item, service or event.

23. Definitions of Field Types:

Checkbox: Allows member to choose as many options as he/she would like.

Date: Date format

Decimal: requires a decimal point (good to use with money, etc)

Drop Down List: Allows the member to choose one option from a list.

Email: email address

File Upload: Allows the member to upload a file (picture, scanned document, etc)

Group: Sets up the field as one of the bolded headings on the form.

Multi-Line Text: Text box with unlimited space.

Number: Only allows numbers

Phone: phone number

Radio Button: Allows member to choose one of many choices.

Single-Line Text: Text box with only one line.

Social Security Number: DO NOT USE

Title Bar: Use to enter instructions

Zip: Zip Code

24. For the Checkbox, Drop Down List, and Radio Button, click 'Save' to add options.

25. Choose to make the field Visible or Required for each appropriate Registration Type and Age Division. Members must enter the required information in order to submit their registration.

Option Title	Max Available - Number of items available for registration	
Workshop One	0 0 for unlimited	<input type="button" value="Add Option"/>

26. Click save and close and you will see the field list.

FIELD LIST					
Priority	Title	Fee	Type	Manager Field	
♦ ♦	Workshop Choices		Group	False	Edit
1	Morning Workshop First Choice		Drop Down List	False	Edit
2	Morning Workshop Second Choice		Drop Down List	False	Edit

27. Additional Items: this area is optional. This is for any fields that you would like to add to Entry-Based registrations that will be unique.

FIELD LIST				
Priority	Title	Fee	Type	Manager Field

28. Upload Docs: if there are documents that a member needs to download after registering, you can upload them here.

29. Preview allows you to preview your form as you create it.

30. Once your form is set up how you need it, and you are ready to make it active, return to the first 'Event' page and set the status to 'Active' and 'Save' your changes.