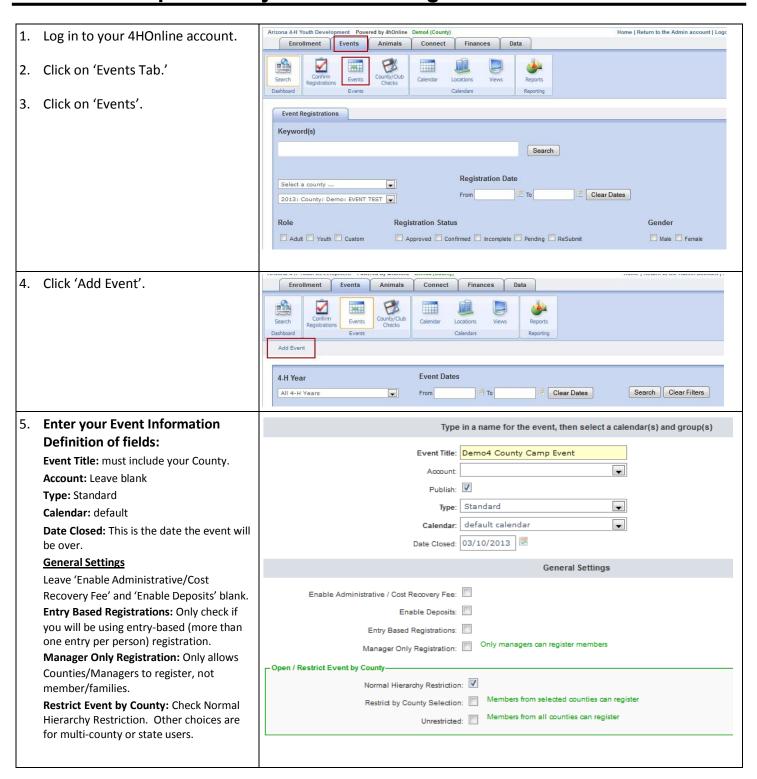


4HOnline Help Sheet

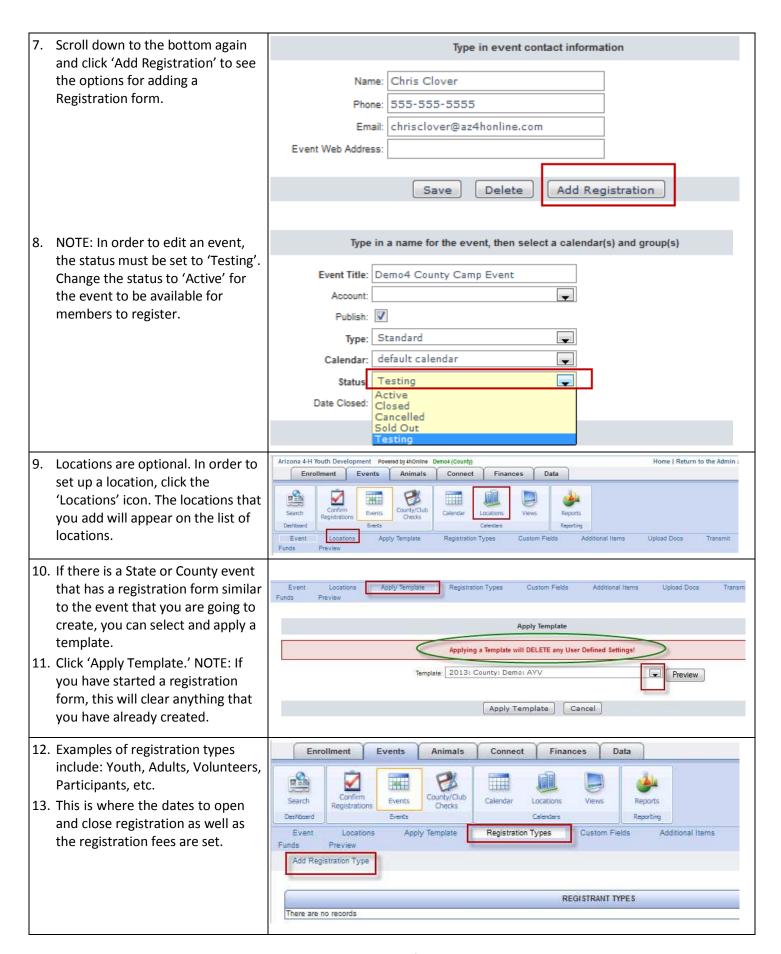
How to Set Up a County Event with Registration

UtahStateUniversity COOPERATIVE EXTENSION

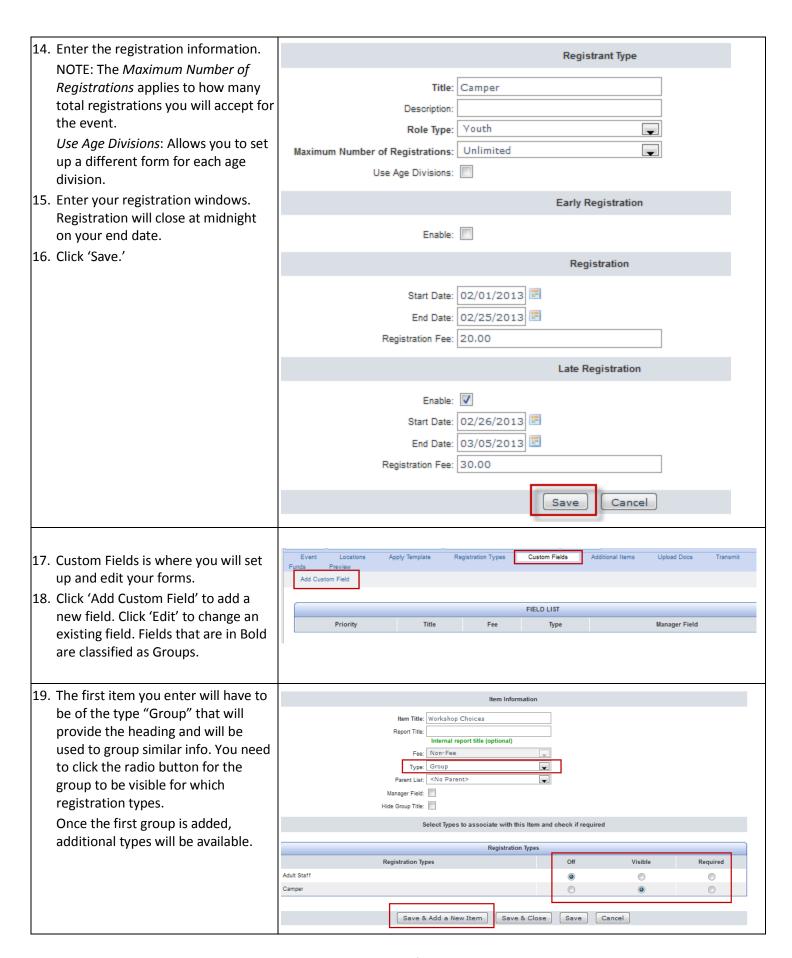
Created: April 8th, 2013



Levels Certifying Registrations Age Validation: Only allows members of certain ages to register. County: V **Levels Certifying Registrations** County: Check - county confirms Youth Age Validation registration. **Youth Age Validation** Validate Age: Only allows members of certain ages to 10 Beginning Birthdate: register when checked. 10 Beginning Birthdate: Birthdate for oldest Ending Birthdate: possible participant Animal/Livestock Integration **Ending Birthdate:** Birthdate for youngest possible participant. Animal Based Entries: **Animal/Livestock Integration** Leave all fields blank. List Animals by Family: **Event Date** Animal Type: Horse Select Date & Time for Event: Setup & Cleanup are optional. Select the date and time when this event will begin and end Repeat Option: Only for events that will be repeated (monthly, weekly, etc). Start Date:)3/07/2013 🗵 9 am :00 **Comments** Optional End Date:)3/10/2013 🗵 3 pm **Contact information**: :00 Setup: 0 Who members should contact with questions. :00 Cleanup: 0 Select a repeat option 6. Click 'Save'. This adds the event to the Calendar. Do not repeat: Repeat Every: 0 1 week(s) on su mo tu we th fr of every 1 month(s) Repeat on the: First Sunday Repeat every month: Repeat every year: Comments Comment: Camp for everyone Type in event contact information Name: Chris Clover Phone: 555-555-5555 chrisclover@az4honline.com Email: Event Web Address: Save



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Funds 20. The group will look like the item to the right. You can then enter other Camper Show Manager Fields Show Volunteer Fields Update Form Worksheet items under this group. Workshop Choices When adding a new field do the following: Item Information 21. Enter Item Title. 22. Select whether or not a fee will be Item Title: Morning Workshop First Choice charged for this field (most fields are Report Title: Internal report title (optional) non-fee fields). If you set the field to Fee: Non-Fee be a fee field, the fee will be _ charged in addition to your Checkbox Checkbox registration fee. This would be Group: Date Decimal useful if you are offering an optional Manager Field: item, service or event. Email File Upload check if required 23. Definitions of Field Types: Group Multi-Line Text Checkbox: Allows member to choose as Number Phone many options as he/she would like. Radio Button Date: Date format Registration Typ Random Visible Single-Line Text Decimal: requires a decimal point (good to Social Security Number 0 use with money, etc) Title Bar 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 Type: Drop Down List _ 24. For the Checkbox, Drop Down List, <No Parent> and Radio Button, click 'Save' to add Group: Workshop Choices Manager Field: options. Enter Item List Options 25. Choose to make the field Visible or Required for each appropriate Max Available - Number of items available for Option Title Registration Type and Age Division. registration Members must enter the required Workshop One 0 for unlimited Add Option information in order to submit their Select Types to associate with this Item and check if required registration.

