How to Register for an Event in 4-H Online
4-H Leadership Trips and Opportunities

The Maryland 4-H program offers a number of opportunities for older 4-H members to participate in leadership and civic engagement on the state, regional, and national level. Youth must apply for these opportunities and be selected based on merit. Eligible 4-H members applying for designated 4-H leadership trips and opportunities must submit their applications through the 4-H Online registration process. These opportunities include:

• Maryland 4-H State Council
• Maryland Delegation to National 4-H Conference
• Maryland Delegation to National 4-H Congress
• Maryland Delegate to Virginia 4-H Congress, West Virginia Older Members' Conference, and National Leadership Conference at Camp Miniwanca

4-H members will be able to submit information required as part of their application in several ways:

• Members answer questions in the registration form
• Members and parents/guardians electronically sign agreements and releases in the registration form
• Members upload scans or photos of completed documents and other information to the registration form

Youth and adults should be prepared to scan and upload designated documents in PDF format. Photos of certain items, such as ID cards, may be accepted. If you do not have access to a document scanner, there are many smartphone apps that can convert photos to PDF format. Apple products have a document scanner function in the Notes app. You can also ask your local 4-H office for assistance in converting documents to PDF format.

Each application is unique to the 4-H trip or opportunity it supports, so be sure to read the instructions in the event for details specific to the application. This guide will help you access, navigate, submit, and monitor your application.
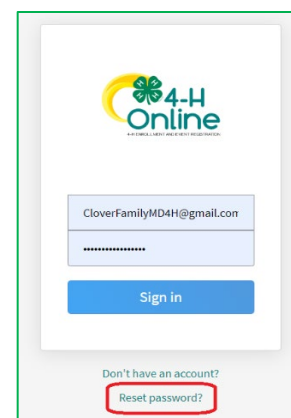
To submit your application for a 4-H leadership trip or opportunity, follow these steps:

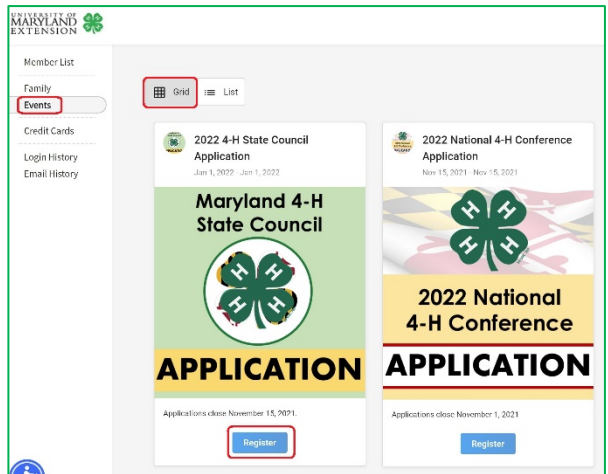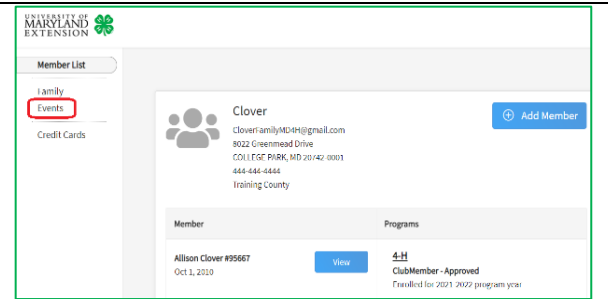|	
1. Log in to 4-H Online Sign into your family's 4-H Online profile using your family email and password. • If you forgot your password, you can reset it from the home screen. The reset link will be sent to the email address associated with your profile. • Your County 4-H Online Manager can also reset your password, if necessary. Your profile will open to your family's **Member List**.	

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EXTENSION

2. Locate the Application

Click **Events** on the left sidebar.

When the Events page opens you will see information for each event or opportunity currently open for registration or application in 4-H Online. Depending on the view setting you have chosen, the events may display as a box with a graphic or on a list. You can change the view by clicking **Grid** or **List** at the top of the page.
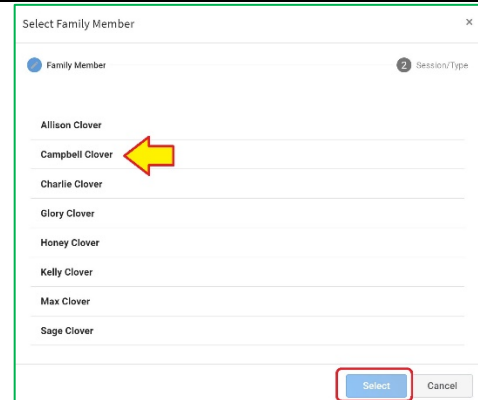
To open an application, click the **Register** button (grid view) or click on the **event name** (list view).

3. Identify the Applicant

The Family Member list will display all youth members. Identify the 4-H member who is applying for the event by clicking to highlight their name on the list. Click the **Select** button to continue.
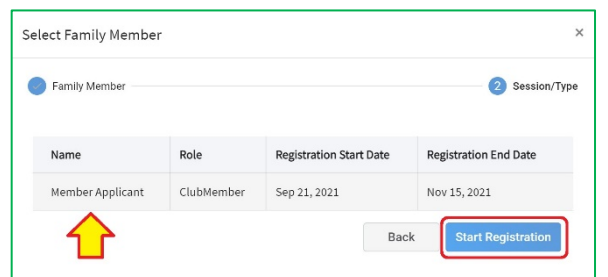
NOTE: If a member's name does not appear on the list, verify that their enrollment status is **approved**. Only 4-Hers who are enrolled for the current year can apply for 4-H leadership trips and opportunities.

4. Choose the Member's Application Type

The application type(s) will display based on the member's eligibility. If more than one application type displays, select the correct one by clicking on the row. If no application type displays, the member is not eligible to apply for the event.

Click **Start Registration** to proceed.

5. Complete the Application

The registration steps are:

1. Questions & Files
2. File uploads
3. Confirmation

Questions

Read the **instructions** at in each section, then answer questions. Certain questions require answers to advance to the next step of the registration. Questions with required answers are identified with a **red** tag.

Certain questions may not apply to you. For instance, if you have never attended a 4-H Leadership Trip you do not need to provide trip dates. You may skip those questions.

Files

You will be required to upload several files to your registration. Required uploads may include scans or photos of completed forms, documents, or other items. Each upload portal identifies what type of file must be uploaded.

- **Scanned or typed documents** must be in PDF format with all pages included in a single file.
- **Photos** must be in jpeg or png format. It is recommended that photo files be compressed to a smaller size before uploading. You may not be able to upload very large photo files. You can only upload one photo file to a photo portal.

Certain file uploads are required before you can proceed to the next step. You can tell that a file upload is required if there is a red box around the portal.

When you have answered all registration questions and uploaded all required files, click the **Next** button to continue. If the **Next** button is not activated, it means you have missed a required question or upload. Review the page to find and complete the required information.

MARYLAND 4-H STATE COUNCIL
2022 General Membership Application

The Maryland 4-H State Council is the premiere leadership opportunity in Maryland. It is comprised of active 4-H members from around the state interested in developing high level leadership skills and representing their local 4-H program. State Council members have the opportunity to learn from each other, volunteers and faculty/staff outside of their club and local 4-H Program. The State Council is led by a youth officer team and faculty/staff advisors. You can learn more about the State Council on the Maryland 4-H website.

Eligibility

Any Maryland 4-H youth member **age 13-18** as of **January 1, 2022** may apply to be on the Maryland 4-H State Council. Youth selected to serve on the Council must re-enroll in Maryland 4-H for the 2022 program year.

Application

To complete your application, you will:

- Answer questions in this registration
- Upload documents and photos to this registration
  - Cover Letter
  - 4-H Resume
  - Photo

Applications will be accepted only through this 4-H Online event registration. Applications or supporting documents will not be accepted by email, mail, or FAX.

4-Her's preferred email *required*

Files

4-H Resume *required*
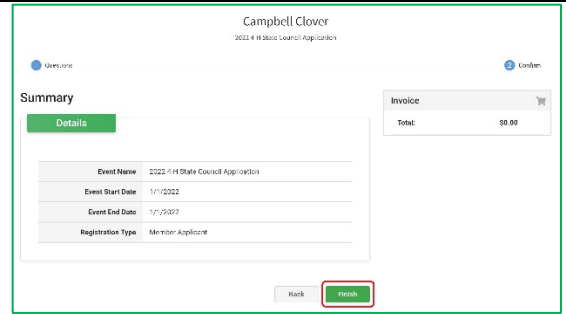
Red box = Required Upload

PDF
No File Uploaded

Accepted file type

Upload

6. Confirm and Submit the Application

Review the registration summary. Click the **Finish** button to submit your application.

Once you have submitted your application, it may not be changed unless it is sent back by your 4-H Educator for correction.

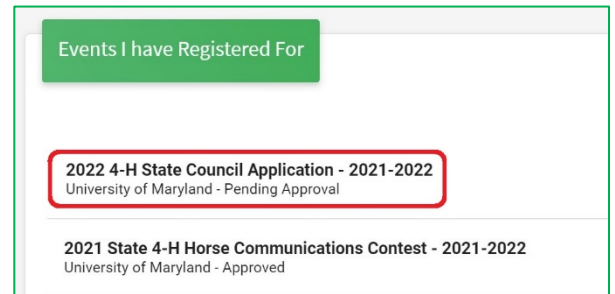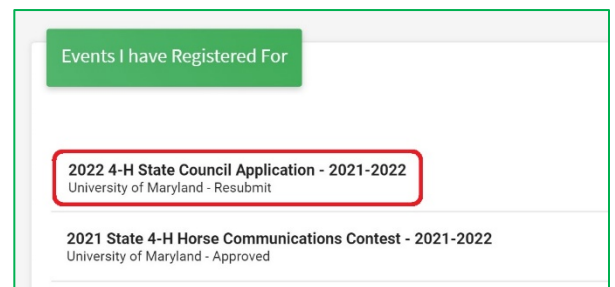## 7. Confirmation and Processing

After you submit your application you will be returned to the **Events** page of your member profile. You will see the event name and your registration status as **Pending Approval**.

You will also receive an email verifying that your application was received.

Your application is not complete until it is approved by your county/city 4-H Educator. If your 4-H Educator approves your application, it is automatically forwarded to the State 4-H Office for consideration. If your 4-H Educator declines your application, it will not be considered for the 4-H leadership trip or opportunity. You will receive an email verifying whether your application has been approved or declined.
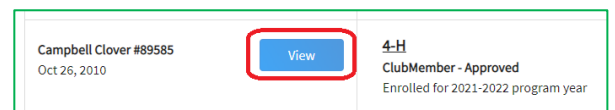
If your 4-H Educator notices something in your application that is incomplete or needs to be fixed, they may send it back to you for correction and resubmittal. You will be notified by email if your application is sent back. The application must be resubmitted as instructed by your local 4-H office.

You can check your application status on the **Events** tab of your member profile in 4-H Online. To access your member profile, click the **View** button next to the name on the **Member List**. Once the profile opens, click **Events** on the left sidebar menu to view your event registrations and applications.
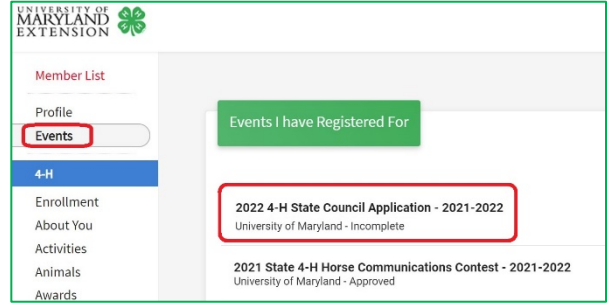
8. Finishing an Incomplete Application

If you start an application but do not finish it, you can return to it later. To access an incomplete application, go to your family's **Member List** and click the **View** button next to your name. Your member profile will open.

Click the **Events** tab on the left sidebar. A list of all events you have accessed will display. You will see the registration status for the event is **Incomplete.**

Click on the event name to open your incomplete application. You can then resume from where you left off.

NOTE: You will not be able to submit an incomplete registration after the submittal deadline has passed.

9. Correcting and resubmitting a Sent Back Application

If your application is sent back for correction, its status changes to **Resubmit.** Follow the instructions in **Step 8** to access, correct, and resubmit your returned application.

You must resubmit your corrected application as instructed by your local 4-H office.