

# **ILLUSTRATED INSTRUCTION GUIDE FOR 4-H MEMBERS, LEADERS, VOLUNTEERS AND COUNTY EXTENSION AGENTS FOR ENTERING REGISTRATIONS VIA**



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For more information or questions contact:  
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**Step 1:**

Go to the Texas 4-H Homepage and click on the 4-H CONNECT icon on the right side of webpage.

Website: <http://texas4-h.tamu.edu>

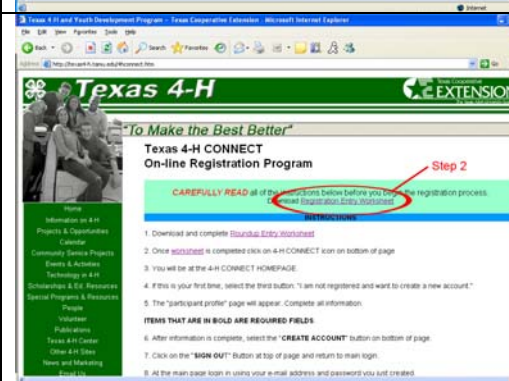


**Step 2:**

Download, print and complete the Roundup Registration worksheet.

**Step 3:**

After completing the worksheet scroll to bottom of page and click on the 4-H CONNECT registration icon.



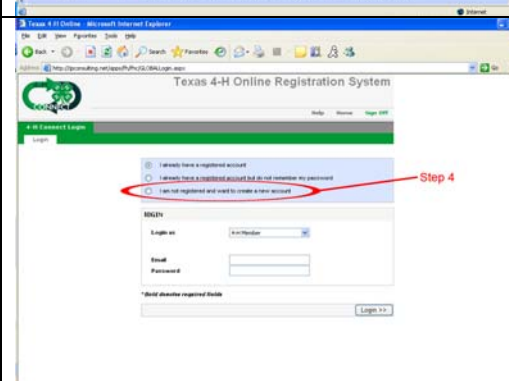
**Step 4:**

If this is your first time, select the third button called:

***"I am not registered and want to create a new account"***

Enter your active email and create your own password. You will need to remember this information for future log-ins.

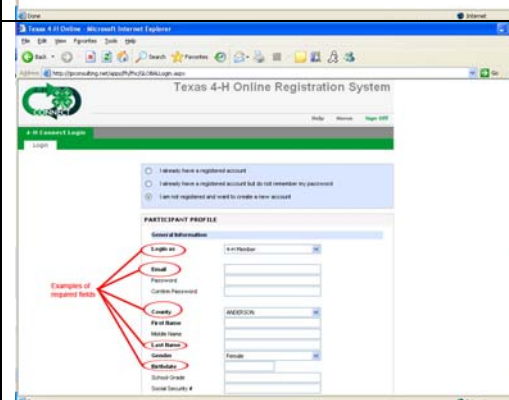
**TAKE IT SLOW: READ - LET THE COMPUTER DO ITS JOB SO YOU DON'T ENTER THE INCORRECT INFORMATION!**



**Step 5:**

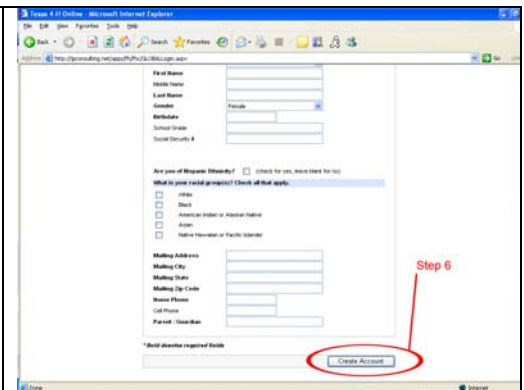
The "participant profile" page will appear. This must be completed by EVERYONE. This includes 4-H members, adults leaders, volunteers, County Extension Agents, 4-H Faculty, Support Staff, College Representatives, etc.

**ITEMS IN BOLD ARE REQUIRED FIELDS**



#### Step 6:

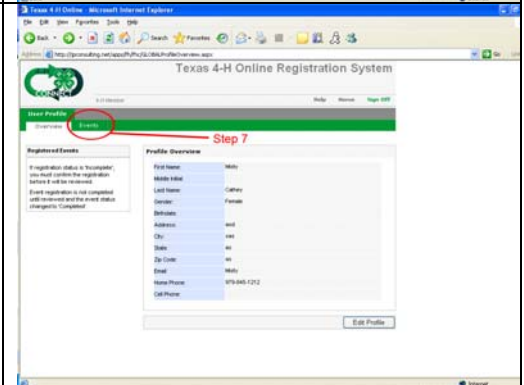
After all profile information is entered, select the “CREATE ACCOUNT” button at the bottom of page.



#### Step 7:

You will be returned to the user profile screen. At this screen click the “EVENTS” word at the top left of the screen.

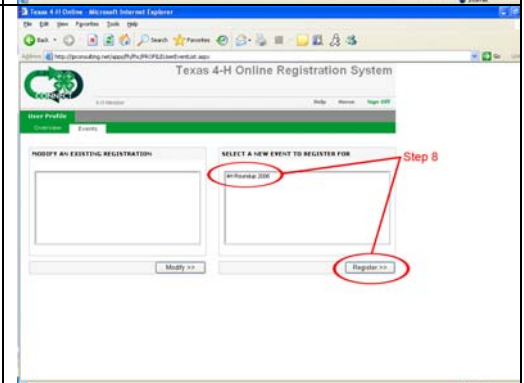
NOTE: If your profile information is incorrect or changed you can select the “EDIT PROFILE” button in the bottom right corner to change your information. THIS INFORMATION SHOULD BE KEPT CURRENT SO COMMUNICATION CAN BE MADE THROUGH THE SYSTEM!!!!!!



#### Step 8:

You will be at the event screen. You will see two boxes. The box to the left are those events you are currently in the process of registering for but have not been submitted for approval.

The box to the right are those events that are currently open for registration. Select the 2005 Roundup event and click the “REGISTER” button at the bottom.

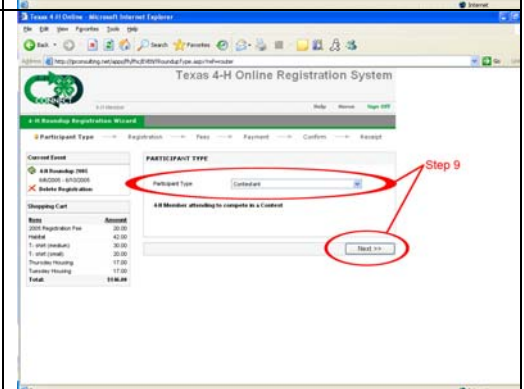


#### Step 9:

You will now be at the “4-H Roundup Registration Wizard” page.

Select your participant type (refer to Roundup Registration worksheet) and click the “NEXT” button in the bottom right corner.

**Don't worry – as you enter your information it saves it so if you have to exit before you submit your work it will be there when you come back!!!!!!**



#### Step 10:

Complete the REGISTRATION INFORMATION PAGE. This page includes:

- Contest Information for the 4-H members. Complete all contest information – contest, division (if applicable, title of presentation, and coach)
- Lodging. If you want to try and stay in the Roundup dorms click the “Will You Need Housing”. This will activate the four nights of lodging, select your choices of nights for housing. If housing is full it will notify you when you click the select button on the bottom.
- Roommate Preferences: you can choose someone with the same gender and from the same county. Will we not cross district house groups.
- Special facilities is for American’s with Disabilities Act and allows for request of certain facilities or assistance.
- Dietary needs are for those that are choosing meals and need special diets related to medical conditions.
- Volunteer Information: both adults and youth are encouraged and asked to help with contest. Youth can serve as door monitors, time keepers, runners and other positions that do not include judging. 4-H members cannot help with a contest on the same day of their contest or as a judge. Adults can assist with a contest except for a role of judge in the contest they have a youth involved in. County Extension agents will verify a leaders/4-H members ability to serve in any role.
- Adults are asked to assist with Dance duty, game area duty, and door monitor duty on Tuesday, Wednesday, and Thursday. Adults can sign up in the Volunteer Information – Adults Only Section.

When complete click the “NEXT” button at the bottom right corner.

4-H members that fail to complete all contest information will have their registration rejected.

Step 10

#### Step 11:

Fee Screen. You will select meals:

- Necessary meals. You will be purchasing meals specific to your needs. **YOU CANNOT USE A MEAL TICKET AT A DIFFERENT TIME THAN YOU PURCHASED IT FOR!!!**
- Green Out t-shirts. Please be aware that the shirt order is organized by sizes. So, the first t-shirt option is SMALL.
- Make donations to the Habitat for Humanity community service project.
- Additionally you will have an opportunity to sign up for workshops on this screen.

Once you have made your selections and choices click the “NEXT” button at the bottom right corner of screen.

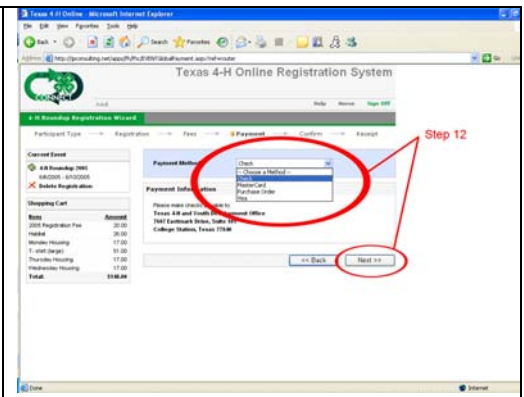
Step 11

**Step 12:**

Select your method of payment. Options include Master Card, Visa, or check. If selecting the credit card option, please complete the necessary charge information. For checks, please note the address to mail payment. Once you have completed this page click the "NEXT" button at the bottom right corner of screen.

**NOTE:** If your county pays any amount of your registration prior to the event you will want to choose the CHECK option.

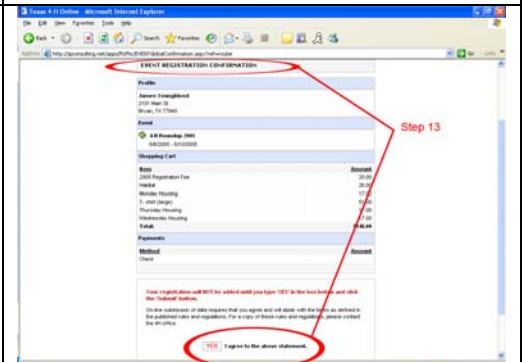
**SYSTEM SECURITY:** If you are on the method of payment page and you have selected one of the credit card options and realize that a mistake has been made you must change the payment type to check before clicking the BACK button.



**Step 13:**

**Event Confirmation Page:** Please review all information on this page. This will provide a summary of all information you are registered for. After you have reviewed the information type "YES" in the box at the bottom of the screen. This box certifies your registration and participation in the event.

Click the SUBMIT button on the bottom right of screen to submit your registration.

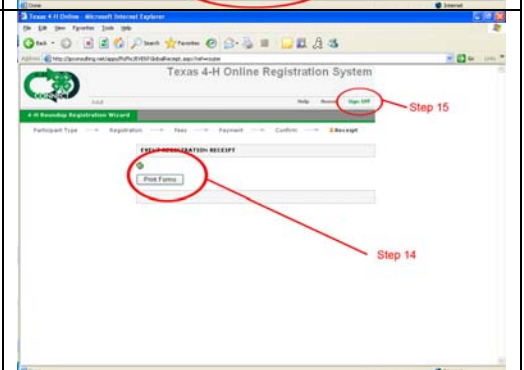


**Step 14:**

Printing receipts and necessary forms for event. At this page you will need to print a receipt and two copies of the forms listed. One copy needs to go to your county Extension Agent or the adult chaperone in charge of your county delegation. The other copy will be turned in at Texas 4-H Roundup prior to receiving your registration packet.

**Step 15:**

Click the SIGN OFF button – you are finished.



Note: If you did not submit your registration, you can enter back into the system (screen appears as shown in Step 7). When arriving at the screen shown in step 8 you need to select the event you wish to complete in the "MODIFY AN EXISTING REGISTRATION BOX" on the left side of the screen. Once the event is selected click the "Modify" button, this will take you through the registration program.

**IF YOUR ENTRY IS REJECTED AND YOU HAVE PROBLEMS CORRECTING YOUR REGISTRATION PLEASE DO NOT CREATE ANOTHER PROFILE. CONTACT THE TEXAS 4-H OFFICE AT 979-845-1212 OR [4HEVENTS@AG.TAMU.EDU](mailto:4HEVENTS@AG.TAMU.EDU).**

**REMEMBER YOUR EMAIL AND PASSWORD – YOU WILL NEED IT FOR FUTURE REGISTRATION AND RE-ENTRY!!!!**