

1. Login to the family account for the volunteer or county extension agent.
2. Scroll down to the [Register A Member In An Event] section.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

3. Click the down arrow on the Member dropdown menu.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

4. Click on the active member's name from the list.
5. Click the down arrow on the Event dropdown menu. The available events will appear.
6. Click on the Chartering Application option from the list.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

7. Click the [Register] button beside the Agent/Club Manager registration type to start the registration.

Registration Types			
Title	Description	Worksheet	Register
Agent/Club Manager			<input type="button" value="Register"/>

8. Answer the questions on each of the screens, confirm and submit.

NOTE: There is not a fee for a charter application.

DID YOU KNOW?

- The adult must have an "Active" status to complete a charter application. View the "Member/Volunteer" list on the family home page.

Member/Volunteer List				
Name	Role	Membership ID	Enrollment Status	Edit
1) Toby Lepley	Adult	49661	Active	<input type="button" value="Edit"/>

- A county or district office can complete a charter application underneath any active adult's profile.
- The recommended browser for 4HConnect is mozilla firefox. Visit <http://www.mozilla.com> to download a free version.



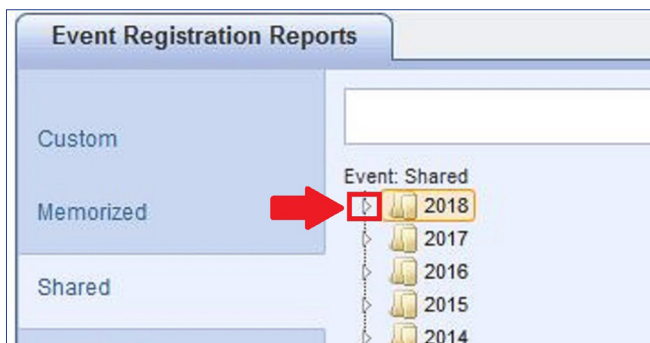
COUNTY INSTRUCTIONS CHARTERED CLUBS REPORT



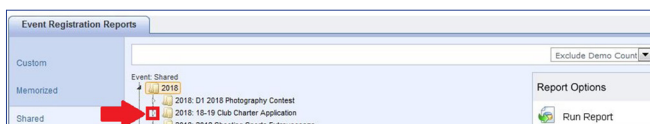
1. Log into the 4HCONNECT extension office account.
2. Click the [Events] tab.
3. Click the [Reports] Icon.
4. Click the [Shared] link under Event Registration Reports.



5. Click the triangle arrow that points to the (current year) Folder.



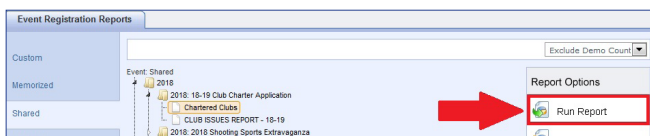
6. Click the triangle arrow that points to the Club Charter Application folder.



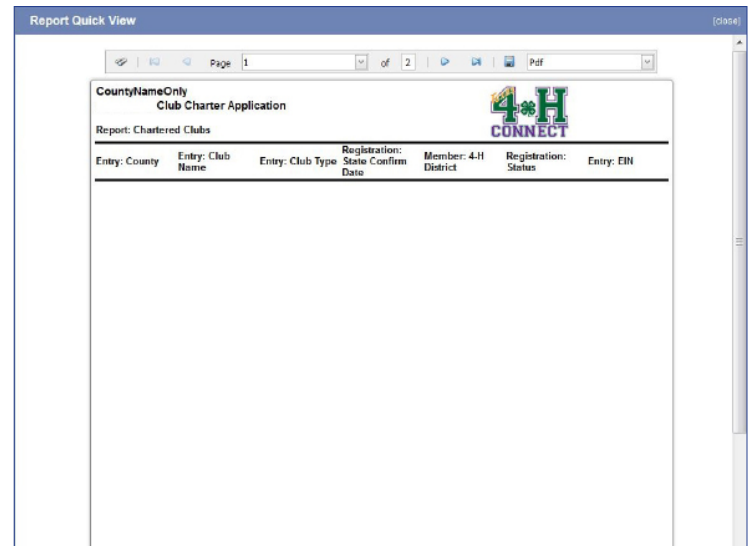
7. Click on the report called Chartered Clubs (current year).



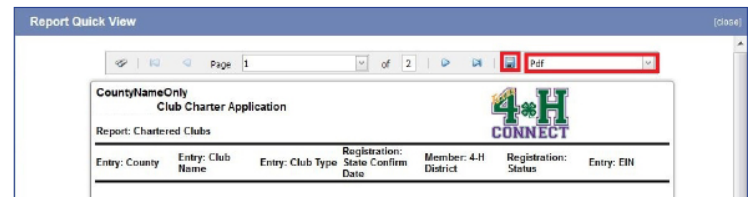
8. Click the [Run Report] button.



9. The Report Quick View window will appear and the results will be displayed. (If there are no results then there is nothing available)



View the results on the screen or export to PDF.



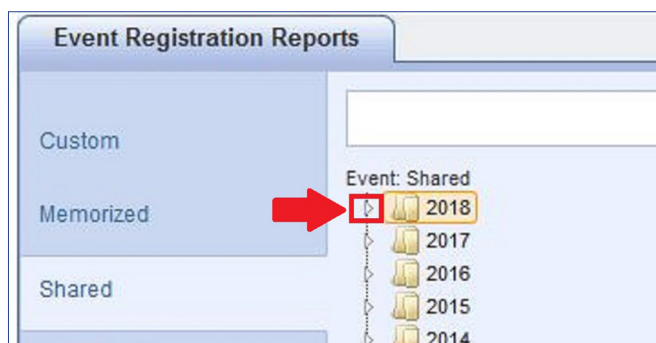
THE CLUB OR GROUP WILL BE ACTIVE FOR THE 4-H YEAR IF IT APPEARS ON THE REPORT



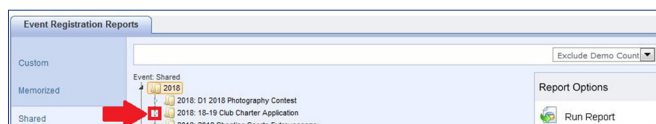
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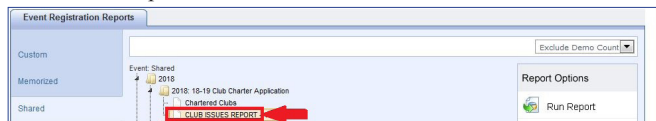
5. Click the triangle arrow that points to the (current year) folder.



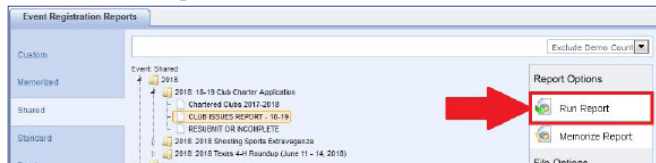
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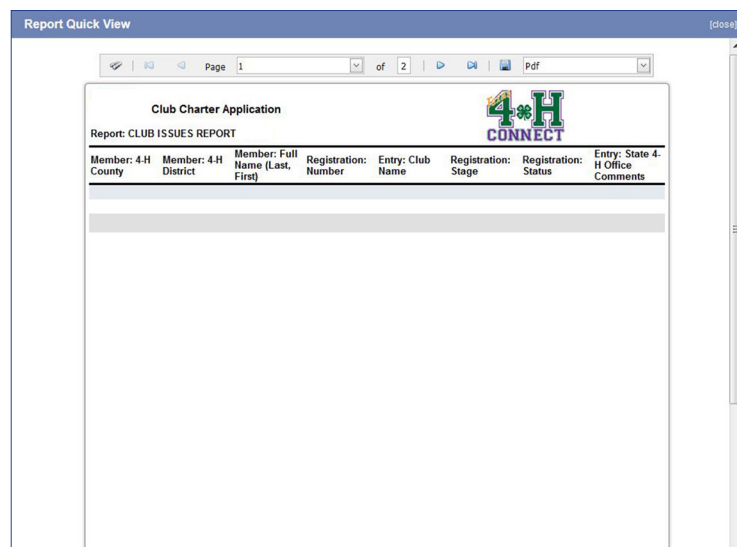
7. Click on the report called CLUB ISSUES REPORTS.



8. Click the [Run Report] button.



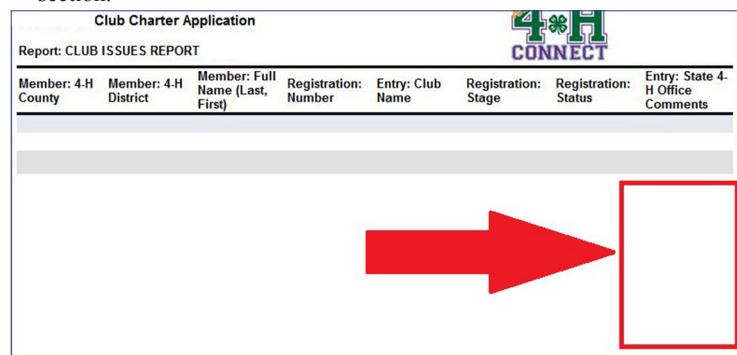
9. The Report Quick View window will appear and the results will be displayed. (If there are no results then there is nothing available)



View the results on the screen or export to PDF.



If the registration was sent back to the user from the state 4-H office for corrections there will be a comment in the State 4-H Office Comments section.



SEE INSTRUCTIONS ON RESUBMITTING A CHARTER

CHARTERING RESUBMIT CHARTER APPLICATION

1. Login to the family account of the person who created the application.
2. Click the [Edit] link beside the Club Charter registration that has “Must Resubmit” typed in red.

Member List

Family [Edit Family](#)

Address is Verified

State Demo Level County [contact info]

Add A New Family Member

select a member type...
Add Member

ReActivate An Archived Family Member

select a member...
ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'inactive' or 'incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)		Adult	49661	Active	2016-2017	Edit
	Event Registrations 09/01/2009-08/31/2010 Event Registrations 09/01/2010-08/31/2011 Event Registrations 09/01/2013-08/31/2014 Event Registrations 09/01/2014-08/31/2015 Event Registrations 09/01/2015-08/31/2016 Event Registrations 09/01/2016-08/31/2017					
	565623	08/25/2016: Sample Event		Approved		View Print
	644056	05/01/2017: Club Charter Application		Must Resubmit		Edit

3. Click the [Edit] button beside item to edit.

Entry Cart Payment Confirm Finish

EventTitle
Cart Club Charter Application

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

REGISTRATION INFORMATION		
Event	Registrant Type	Registration Fee
Club Charter Application	Agent/Club Manager	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	240925	Entry Fee	\$0.00

<< Previous Delete Cart Check Out >>

4. Make the corrections and click the [Continue] button.

<< Save and Add New Entry **Continue >>**

5. Click the [Check Out] button, select payment(\$0 fee) and confirm.

Entry Cart Payment Confirm Finish

EventTitle
Cart Club Charter Application

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REGISTRATION INFORMATION		
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Club Charter Application	Agent/Club Manager	\$0.00

ENTRIES			
Modify	Entry #	Item/Description	Amount
Edit	240925	Entry Fee	\$0.00

<< Previous Delete Cart **Check Out >>**

6. The registration status will change to pending for county office approval.

556988	Club Charter Application	Pending at the county level	View / Print
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