

Acadia Parish 4-H Online Project Club Enrollment Steps

Enrolling in Acadia Parish Project Clubs

Follow these steps for members that wish to enroll in a Project Club in 4-H Online.

Step 1: Log into your 4-H Online account. Click on your families "Member List" and then click "View" on the person who wants to enroll in a Project Club.

The screenshot shows the 'Member List' page. On the left is a sidebar with links: Family, Events, Credit Cards, Login History, and Email History. The main area displays a profile for 'Beagle' with contact information and an 'Add Member' button. Below this is a table with two rows of member data.

Member	Programs
Abigail Beagle #21293 Oct 27, 2011	4-H Enroll Now
Mom Beagle #21336 Mar 24, 1974	4-H Enroll Now

Step 2: When you click **View** you will be on that person's specific profile. On the lefthand side there is a tab called "**Events**". Click on the "**Events**" tab and then click the blue button that says "**Register for a new event**"

The screenshot shows the 'Events I have Registered For' section. It includes a green header, a 'Register for a new event' button, and a message stating 'You're not registered for any events.'

All the events that the member is eligible for will show. Click on the event that you wish to register for and then click the blue "**Next**" button.

Step 3: Select the registration type that pertains to the member (Example: youth member, adult, returning member, etc) and then click the blue "**Start Registration**" button.

The screenshot shows the 'Select Event' modal. It has two tabs: 'Event' (selected) and 'Registration Type'. Below the tabs is a table with registration details and 'Back' and 'Start Registration' buttons.

Name	Role	Registration Start Date	Registration End Date
Youth Membership Dues (ALL MEMBERS)	ClubMember	Aug 5, 2022	Oct 17, 2022

Step 4: Complete ALL questions to the registration including health form, consents, questions, etc.

Step 5: Once you complete all questions, you will be brought to the Payment section. This section will show your total due to join the club. Click the blue **“Pay by check”** button and sign the consent and press the blue **“Confirm”** button.

You will get a separate email upon completing registration on how to pay dues.

Payment for this invoice will be collected by Acadia CountyArea.

Pay By Check

Invoice	
Registration Fee	\$5.00
Archery Youth Member	\$40.00
Total:	\$45.00
Selected Payments:	
CHECK	
Owed to Acadia	\$45.00
Please contact your school or club leader regarding club fees and payment options.	
Credit Collections:	

Pay By Check

×

Payment for this invoice will be collected by Acadia CountyArea. By applying this option you are responsible for providing a check as payment. This may cause a delay in processing versus other methods of payment. Are you sure you want to continue?

Terms of Payment

Please contact your local 4-H Office or Club Leader for a list of project and club fees and payment options.

☐ I understand

Manager Name Certifying Paper Consent *required*

Confirm

Cancel

Step 6: Click the blue **“Next”** button to move on to the final section.

Selected Payment Method

Non-Electronic Payment

Please contact your school or club leader regarding club fees and payment options.

Change Payment Method

Invoice	
Registration Fee	\$5.00
Archery Youth Member	\$40.00
Total:	\$45.00
Selected Payments:	
CHECK	
Owed to Acadia	\$45.00
Please contact your school or club leader regarding club fees and payment options.	
Credit Collections:	

Coupon

Apply

Back

Next

Step 7: Double check that all details are correct and click on the green “Finish” button to complete enrollment.

Summary

Details

Event Name	Acadia Parish 4-H Shooting Sports Club
Event Start Date	8/5/2022
Event End Date	11/1/2022
Registration Type	Youth Membership Dues (ALL MEMBERS)

Sessions

Archery Youth Member	o Archery—Rice Arena in Crowley 159 Cherokee Drive Crowley, LA 70526
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Back

Finish

Invoice

Registration Fee	\$5.00
Archery Youth Member	\$40.00
Total:	\$45.00

Selected Payments:

CHECK

Owed to Acadia

\$45.00

Please contact your school or club leader regarding club fees and payment options.

Credit Collections: