

\*\*When registering for Extension Youth Conference you must have a 4hOnline profile. If you need help setting up a new profile, please refer to this tutorial: Establishing a Family Account & How to enroll a [Short-Term Member](#).

When you first login you will see your **Member List** page which looks like this:

### Member List

**Smith Family** [Edit Family](#)

1234 5th St S  
 Fargo, ND 58103  
 Smith@noreply.com  
 Ndsu Extension Service - Demo County

**Add A New Family Member**

select a member type... ▼

**ReActivate An Archived Family Member**

select a member... ▼

**Member/Volunteer List**

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	John Smith	Youth		Active		<input type="button" value="Edit"/> / ✎

**Member Reports**

**Member:** select a member... ▼

**Report:** \_\_\_\_\_ ▼

**Register A Member In An Event**

**Member:** \_\_\_\_\_ ▼

**Event:** \_\_\_\_\_ ▼

Go to the bottom of the page and click on the **Member** drop down box under **Register A Member In An Event**, then select the member you are registering for. After you have selected the family member all Events that that member is eligible for will show in the **Event** drop down box. Find and select **Extension Youth Conference**. A new box will appear (see below) that will allow you to click on **Register**.

**Register A Member In An Event**

**Member:** John Smith ▼

**Event:** select an event... ▼

select an event...

Aerospace

Extension Youth Conference

Title	Description	Worksheet	Register
Youth		<input type="button" value="Worksheet"/>	<input type="button" value="Register"/>

The following screen is where you will select/fill-out all of the information pertaining to Extension Youth Conference

**The registration fee for this event is \$225 made payable to your county extension office, however, due to the different scholarship options each county offers you will be contacted by your local county office with the total amount due for this event.**

**Registration**

T-shirt Size (Adult):

I am registering as a:

I am an Ambassador Candidate:

If you are applying to become an Ambassador please remember to check this box.

**PLEASE NOTE:** If you chose the Ambassador Candidate option, you must turn in the additional application materials by May 15th to the Center for 4-H. The application materials can be found at [www.ndsu.edu/4h](http://www.ndsu.edu/4h)

Expected year of high school graduation:

Grade just completed:

Roommate Preference:

Please check if you are interested in being a part of the following:

Connections team:

Newsletter staff:

**Reservations will be made on a first-come, first-serve basis. Be sure to select 3 choices since the workshops fill up fast!**

**Tuesday, June 17—Session 1: 9-10:15 a.m.**

1st Choice:

2nd Choice:

3rd Choice:

Remember to fill in ALL 3 choices for each of the sessions offered.

**If your youth needs to leave the campus due to personal reasons (i.e. doctor appointments, they need to leave early, etc.) Please fill out the following**

Date Delegate needs to leave campus:

Time frame of departure:

Please state the reason the delegate will need to leave campus (include date, time, and place and who will be the responsible adult while the participant is off campus, including name, address and phone number):

Your delegate will not be allowed off campus without prior approval. Please fill this section out if your delegate needs to leave campus either early or for a short period of time

**NOTE: You will be notified prior to the conference whether permission has been granted or denied. If granted permission, the delegate must check out prior to departure and check in immediately upon return with an adult advisor to ensure the safety of the delegate.**

**Bus Reservation**

Will you be using the bus as a means of transportation?  

**Please check the box next to the location where you will board and/or get off the bus. If you will only be riding the bus one way please explain in the box below (i.e. I will be getting on the bus in Valley City but will drive home with family)**

Interstate 94 Bus

- Bowman:
- Belfield:
- Dickinson:
- Glen Ullin:
- Bismarck:
- Steele:
- Jamestown:
- Valley City:

If your delegate is using the bus please check all boxes that apply.

If your delegate is boarding the bus in Bismarck on the way to EYC then getting off the bus in Jamestown on the way home please check both boxes and explain the reasons below.

U.S 2 Bus

- Williston:
- Stanley:
- Minot:
- Towner:
- Devils Lake:
- Lakota:
- Grand Forks:
- Hillsboro:

Comments for the Bus:

**Please fill out the Health Form attached to your invoice (at the end of registration) or find it at <http://www.ndsu.edu/fileadmin/4h/ClubMaterials/pb730.pdf>**

**REMEMBER TO SEND IN YOUR PAPERWORK!**

**If you did not enroll yourself on 4hOnline (your county did it for you) then you will also need to fill out the 4-H Participation Expectations form and the Risk and Release waiver.**

**After you have filled out the forms please mail them to: ND Center for 4-H Youth Development, Attn: Haylie, NDSU Dept 7280, PO Box 6050, Fargo, ND 58108**