



4-H Alberta Online Registration System

Member

USER GUIDE RESOURCE MANUAL

Version 1.1

<https://www.4habregistration.ca/signin>





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Online Registration System - ORS

The 4-H Alberta Online Registration System (ORS) is an administrative tool. The purpose of this database:

- Tracking Tool
- Improve Efficiencies
- Reporting Tool
- Eliminate Unnecessary Tasks

CLUBS	MEMBERS	LEADERS	4-H STAFF
Club Administration Tracking of: Members Leaders Projects Community Service Achievement Event Assigned to the General Leader and Club Registrar	4-H Profile: Personal Information Medical Information Digital Forms Tracking of: Membership Years Clubs Projects Positions Programs Awards of Excellence	4-H Profile: Personal Information Medical Information Digital Forms Tracking of: Volunteer Years Clubs Projects Programs Training Screening	Develop Programing Sponsorship & Marketing Scholarship Tracking & Statistical Reviews

4-H Alberta Online Registration System Link: <https://www.4habregistration.ca/signin>

4-H Alberta Website: <https://www.4hab.com/>

4-H Alberta Area Coordinator Contact Information:

Region	Your Area Coordinator	Email
Peace	Marisa Mellon	marisa.mellon@4hab.com
Northeast	Crystal Dechaine	crystal.dechaine@4hab.com
Northwest	Pam Gitzel	pam.gitzel@4hab.com
East Central / West Central	Brenda Murdock	brenda.murdock@4hab.com
Calgary	Jane Ellen Forbes	calgary@4hab.com
South	Connie-Lyne Harder	connie-lyne.harder@4hab.com

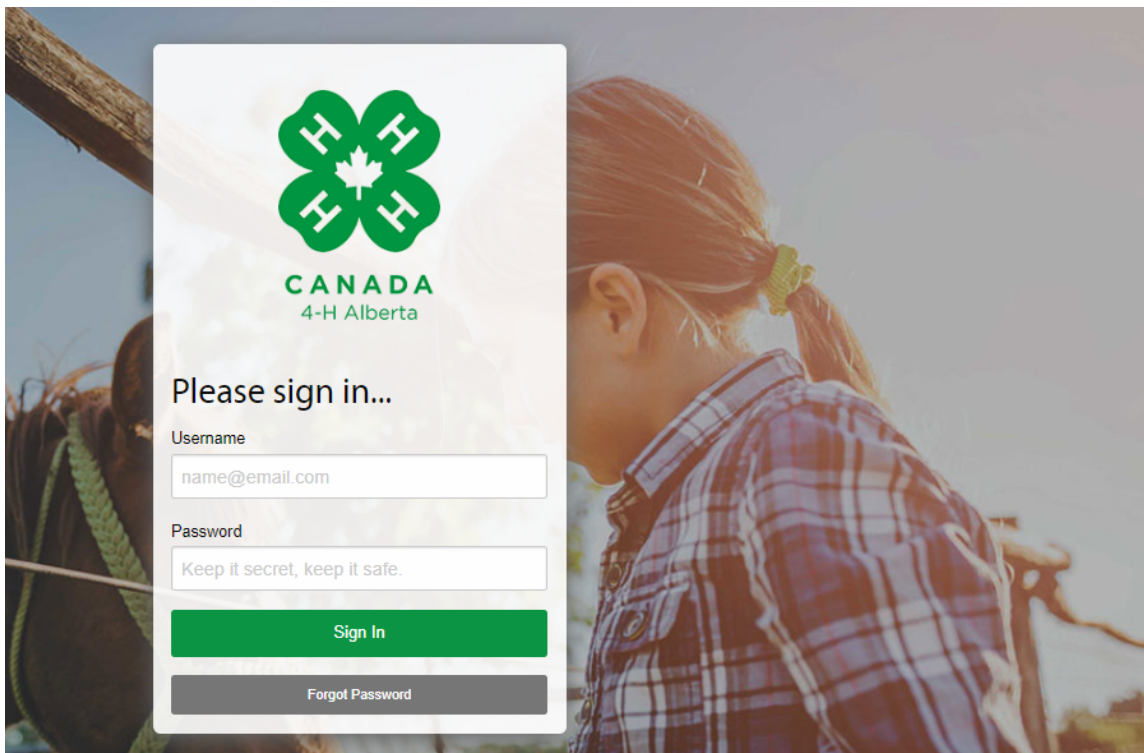
4-H Alberta Registrar, Bernadette Sereda: registrar@4hab.com



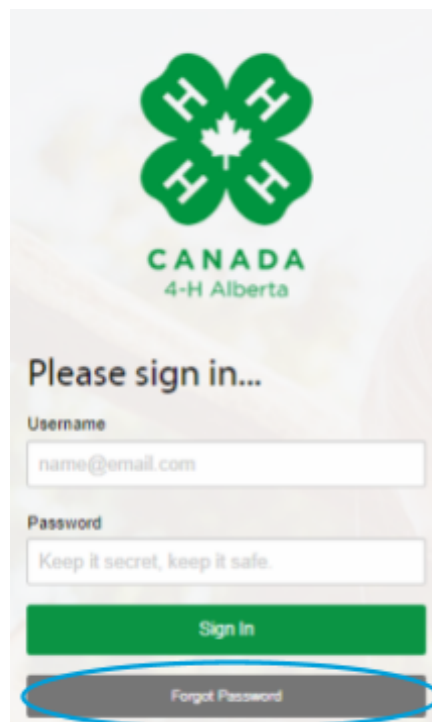
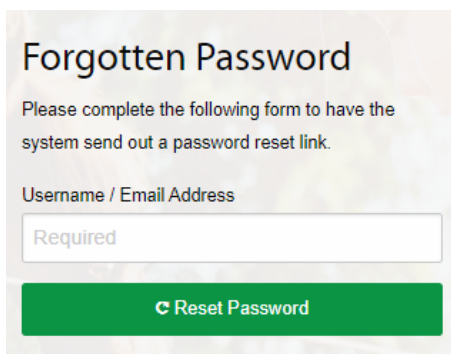
STEP-BY-STEP USER GUIDE: MEMBER

LOGGING IN

1. Go to <https://www.4habregistration.ca/signin>



2. Enter your USERNAME (received in the 'welcome to 4-H' email)
3. Enter your PASSWORD
 - a. If this is your first time logging in and you are not prompted to create a password - OR -
 - b. If you are a returning Member and forgot your password:
 - i. Click on FORGOT PASSWORD
 - ii. Enter the email address that your received your 'welcome to 4-H' email





- iii. Click on RESET PASSWORD
1. Select your account
 2. Click on SEND PASSWORD RESET
 3. Follow the instructions as indicated in email 'Password Rest Request':

First Name Last Name, you requested your 4-H Alberta registration password to be reset. This process was created for your protection and only you, the recipient of this email, can proceed to the next step.

If you did not trigger the reset password feature, you can ignore this email.

To reset your password:

1. *Go to the following URL (URL link provided)*
2. *Specify a new password for your account on the Password Reset Form.*

Please select

Instructions to reset your password will be emailed to the account recipient below. Please select from the following options.

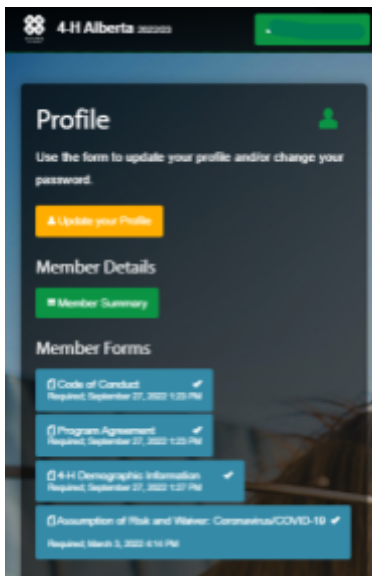
@gmail.com
p. ----el6.

@ Send Password Reset



MEMBER PROFILE - HOW TO UPDATE

1. To review &/or make changes to your 4-H Profile click on UPDATE YOUR PROFILE



a. Review the following:

- i. Personal Information
- ii. Mailing Information
- iii. Primary Contact
- iv. Medical Information
- v. Emergency Contacts
- vi. CASL

i. Personal Information

Name: Kenai Joinforach
Gender: Female
Date of Birth: April 1, 2010
Address: Hwy 13 & Rg Rd 21
City: Westerose
Postal Code: T0C 2V0
Province: Alberta
Country: Canada

ii. Mailing Information

vi. CASL

Account Information
Username: kenjoi733
Update your password by entering a new password in each of the fields below:
Password: [] Password Verify: []
Do you give permission to 4-H Alberta to email you club notifications, membership and leadership information, and information promoting 4-H programs and events?
Yes [More Information](#)



iii. Primary Contact

Email Address

Phone Home Phone Work

Phone Mobile

iv. Medical Information

Allergies Dietary Restrictions and Treatment
eg. dust, horses, peanuts, gluten, vegetarian, etc.

Medical Information and Treatment
eg. asthma, diabetes, anxiety, etc.

Relevant Medication and Location
e.g. epipen in side pocket of backpack

Anything else relevant to share

May this information be shared with the leaders of your club and any 4-H function you are apart of?

Yes

OPTIONAL to share your Medical Information, TOGGLE switch to YES or NO

v. Emergency Contacts

Name	Surname	Relationship	Email
<input type="text"/>	<input type="text"/>	Please select <input type="text"/>	<input type="text"/>
Phone Primary <input type="text"/>	Phone Secondary <input type="text"/>		

+ Emergency Contact

Click +EMERGENCY CONTACT to add additional contacts

*Make sure you click SAVE PROFILE to SAVE changes

Save Profile Cancel



LINKED FAMILY'S ACCOUNTS

1. If you are LINKED to a GUARDIAN, you will see the LINKED ACCOUNTS section. This lists all of the accounts linked to your member. The MEMBER or the GUARDIAN can terminate connections by CLICKING on the X

MEMBER

[Update Profile](#)

Personal Information

Name:

Surname:

Gender:

Date of Birth:

Mailing Information

Address:

City:

Postal Code:

Province:

Country:

Primary Contact

Email Address:

Phone Home:

Phone work:

Account Information

Username:

Update your password by entering a new password in each of the fields below.

Password:

Password verify:

Linked Accounts

Listed below are all the accounts that have access as a Guardian to your account.

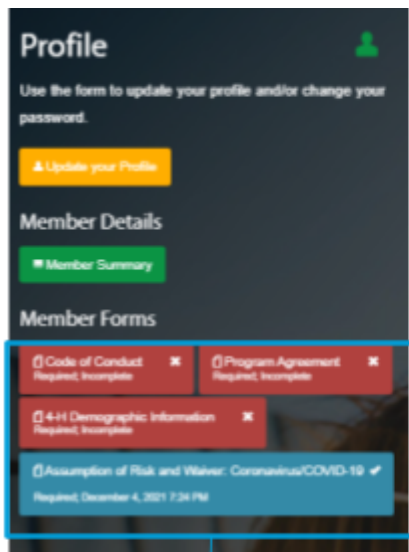
Name	Age	Gender	Role	X
Superduper Supporter		Female	Supporter	X

CASL

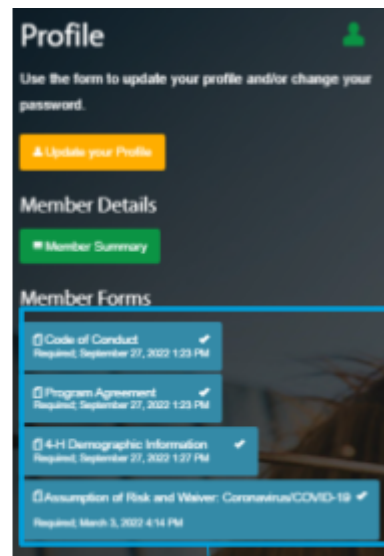


MEMBER FORMS - HOW TO COMPLETE

1. There are 4 MEMBER FORMS that must be SIGNED; CODE OF CONDUCT, PROGRAM AGREEMENT, 4-H DEMOGRAPHIC INFORMATION, and ASSUMPTION OF RISK AND WAIVER: CORONAVIRUS/COVID-19. If your MEMBER FORMS button(s) are
 - a. RED = INCOMPLETE/MISSING requires you to review and provide a digital signature.
 - b. BLUE = COMPLETED



RED FORMS indicate they are INCOMPLETE. Click on the FORM that needs your DIGITAL SIGNATURE.



DIGITAL SIGNATURE received FORMS are COMPLETE.

2. Completing the MEMBER FORMS

- a. CODE OF CONDUCT - read and scroll to bottom of FORM - SIGN & SAVE

Electronic Signatures

Participant Signature	Parent/Guardian Signature
-----------------------	---------------------------

Save Code of Conduct



- b. PROGRAM AGREEMENT - read and complete the following sections - DESIGNATED CONTACT, review CONSENT TO RELEASE DELEGATE'S IDENTITY, IMAGE, and/or VOICE - SIGN & SAVE

Designated Contact

Name Phone Number

Consent to release delegate's identity, image, and/or voice:

I grant permission to 4-H Alberta to reproduce in print or electronic/web format, for non-profit educational purposes, my picture or voice, which appears in the attached or as a digital photograph, video or audio recording. I understand the digital photograph, video or audio recording may be used for the purpose of promoting 4-H Alberta and may be used in publications, videos, audio-visual presentations, books, promotional literature, advertising, editorial articles, internet-based sites (including social media sites), and/or calendars. If you have concerns about the use of your identity, image, and/or voice, please contact the program supervisor.

Yes

Declaration

We understand the conditions described above and agree to abide by them during this program.

Member Name I agree to the terms outlined above. Yes

Guardian Name I agree to the terms outlined above. Yes

- c. 4-H DEMOGRAPHIC INFORMATION - read and answer all questions - SAVE, no signature required

- d. ASSUMPTION OF RISK and WAIVER: CORONAVIRUS/COVID-19 - read and toggle your responses to each of the ACKNOWLEDGEMENTS - add CONTACT INFORMATION and SUBMIT

9E I do not believe that I or my child(ren) have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19, and I agree that neither my child(ren) nor I will participate in any future 4-H programming if I believe that I or my child(ren) have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19. Yes

9F I and my children are following all public health authority recommended guidelines and limiting my/our exposure to the Coronavirus/COVID-19, and I agree that neither my child(ren) nor I will participate in any future 4-H programming unless we continue to follow all public health authority recommended guidelines and limit my/our exposure to the Coronavirus/COVID-19. No

Contact

Contact Name Contact Phone Contact Email

Required Required Required

I have read and understood this document and I agree to be bound by its terms. No



MEMBER SUMMARY - HOW TO VIEW

1. The following screen will appear after logging in showing your 4-H SUMMARY:
 - a. Club Involvement
 - b. Medallions
 - c. Program Involvement
 - d. Training

The screenshot displays a member profile page with the following sections:

- a. Club Involvement:** Shows three entries for 4-H I and 4-H Multi Club, each with a list of positions and projects.
- b. Medallions:** A table showing the member's rank and points for three consecutive years.
- c. Program Involvement:** A list of programs the member has participated in over the years.
- d. Training:** A section indicating that there is no training to display.

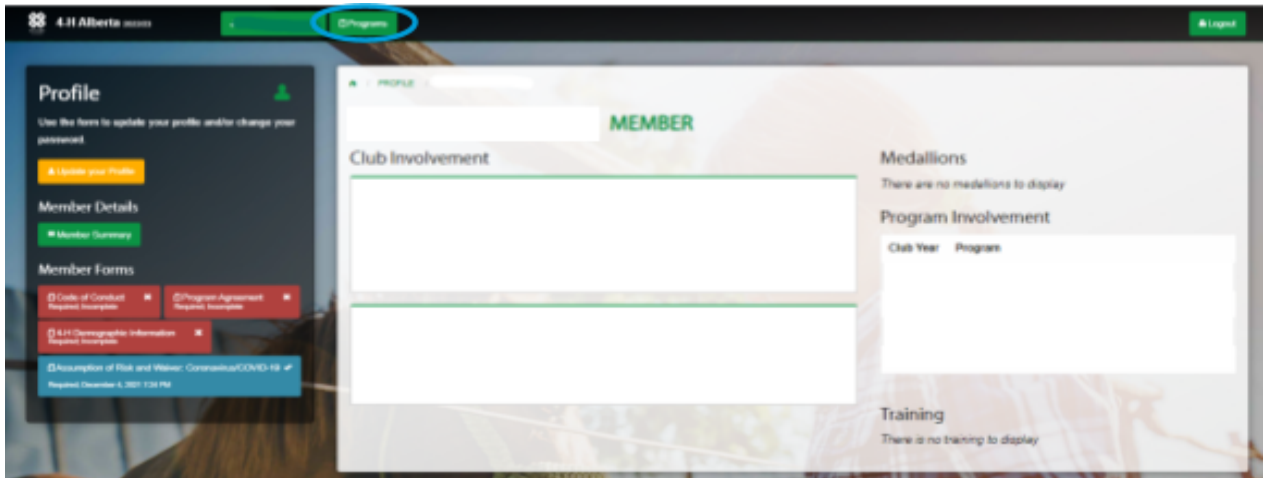
Club Year	Rank	Points
2019/20	Gold	225
2017/18	Silver	169
2015/16	Bronze	118

Club Year	Program
2016/17	Focus on 4-H
2013/14	Combined Camp I for 10-13 YO (5 day camp)
2012/13	88th Annual 4-H Alberta Camping Program - Junior Camp 1

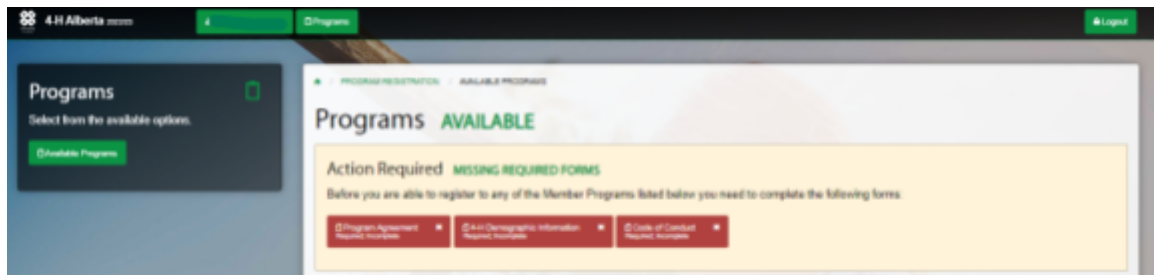


PROGRAM REGISTRATION - HOW TO

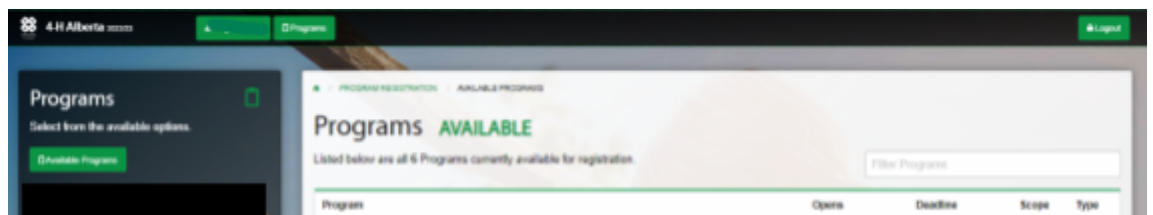
1. Click on PROGRAMS to find available programs



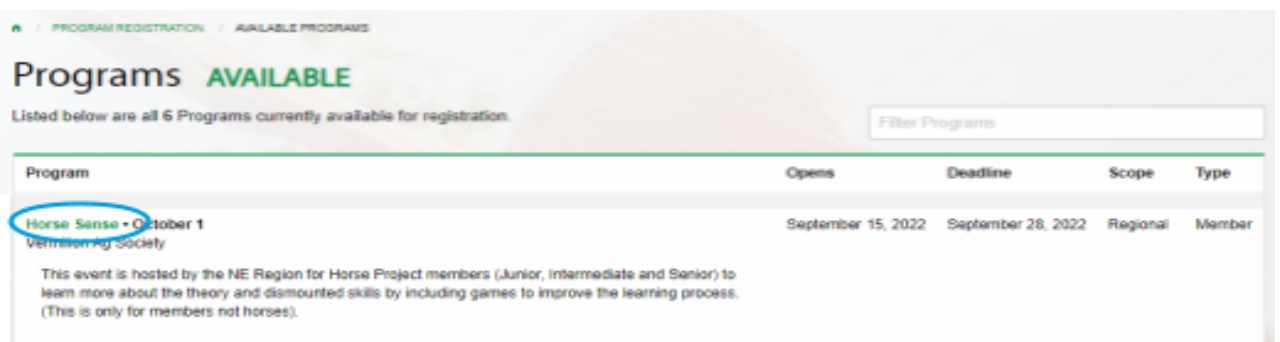
2. Before you are able to register for Programs you must complete your MEMBER FORMS
 - a. MISSING REQUIRED FORMS message will display if you have not completed your MEMBER FORMS. Simply click on one of the RED BOXES to be redirected to MEMBER FORMS. (See MEMBER FORMS - HOW TO COMPLETE)



- b. If there is no ACTION REQUIRED you may review the list of AVAILABLE PROGRAMS



3. SELECT the PROGRAM you wish to register for by clicking on the GREEN PROGRAM NAME





4. Review the PROGRAM INFORMATION and proceed to REGISTER NOW

The screenshot shows the 'Program Information' page for 'Horse Sense'. The page title is 'Program Information' and the sub-title is 'Horse Sense'. Below the title, there is a description: 'This event is hosted by the NE Region for Horse Project members (Junior, Intermediate and Senior) to learn more about the theory and dismounted skills by including games to improve the learning process. (This is only for members not horses)'. On the left, there is a 'More Information' section with a promotional banner for the '1st Ever Northeast 4-H Region HORSE SENSE' event on 'Date: October 1, 2022' at 'LOCATION: VERMILION AG SOCIETY GROUNDS'. The banner also includes details: 'Registration open 9:00am-9:30 am', 'Program 9:30-4:00pm', and 'Lunch is provided'. On the right, there is a 'Register Now' button highlighted with a blue circle. Below the button, there is an 'Eligibility' section stating 'NE, NW, EC, WC Region Horse Project Member' and a 'Pricing' section with a table:

Pricing	
Registration Fee	\$25.00

5. Complete the REGISTRATION FORM
- a. Program Registration Options
 - b. Additional Items (if applicable)

The screenshot shows the 'Horse Sense REGISTRATION' page. The page title is 'Horse Sense REGISTRATION' and the sub-title is 'October 1 • Vermilion Ag Society'. Below the title, there is a description: 'This event is hosted by the NE Region for Horse Project members (Junior, Intermediate and Senior) to learn more about the theory and dismounted skills by including games to improve the learning process. (This is only for members not horses)'. On the left, there is a section titled 'a. Program Registration Options' highlighted with a blue box. Below the title, there is a prompt: 'Select one of the following options.' and a table:

<input checked="" type="radio"/> Registration Fee	\$25.00
---	---------



c. Allergies, Intolerances and Preferences

c.Allergies, Intolerances and Preferences

4-H Alberta caters to members and/or leaders with food allergies, sensitivities, or intolerances. We want to do our very best to meet the needs of every person who attends 4-H programs. In order to do that, we need to know exactly what the dietary needs are and what foods they should avoid. Please select one of the following options.

I do not have any allergies or intolerances

I have one or more of the following allergies or intolerances

Tree Nut Allergy

Peanut Allergy

Lactose Intolerance

Gluten Intolerance

Vegetarian

Other additional allergy (please list in comment box)

Additional allergy, intolerance, and preference comments.

d. Notes

d.Notes

Please enter any additional notes in the box below.



e. Member Details

e. Member Details

Confirm your member details. If there is incorrect or missing information, please update your profile.

Personal Information

Name
Surname
DOB
Gender

Mailing Information

Address
City
Province
Postal Code
Country

Contact Information

Email
Phone (Home)

Update Your Profile

Review for accuracy - if changes are required click **UPDATE YOUR PROFILE** and you will be redirected.

6. Once you have completed your registration click on

← Back to Program **Proceed to Summary →**

To return to back to **PROGRAM INFORMATION**

To proceed to **PROGRAM COST SUMMARY**

7. Review the accuracy of your **PROGRAM REGISTRATION SUMMARY - PROGRAM COST SUMMARY**

PROGRAM REGISTRATION / REGISTRATION SUMMARY

Program Registration Summary

Program Cost Summary

Horse Sense	
Registration Fee	\$25.00
Subtotal	\$25.00
GRAND TOTAL	\$25.00



8. PROGRAM REGISTRATION is NOT COMPLETE until you have submitted your PAYMENT.
Select your PAYMENT OPTION

Payment Options

Pay Online **MONERIS**

Pay online using your credit card through our integration with Moneris.

Name

Card Number

Card Type CSC

Month Year

Pay Now \$30.00

Pay by Phone
Call the 4-H Alberta at 780-682-2153 and provide your Visa or Mastercard information.

Pay by Cheque
If you would like to pay for your registration via cheque, please make your cheque payable to 4-H Alberta. Please note your clubs name of the cheque.

Send cheques to:
4-H Alberta
RR 1 Site 7 Box 1
WESTEROSE, AB, T0C 2V0

Call 4-H Alberta to pay by credit card over the phone. Click here.

To mail a cheque to 4-H Alberta Click here.

To pay online with Visa or Mastercard provide your credit card information and click PAY NOW.

FREE or \$0 COST PROGRAMS

REMEMBER - You MUST click on Complete Registration Confirm Registration To COMPLETE/SUBMIT your registration form.

Payment Options

It looks like one or more of your programs has special payment instructions, as such we can not offer online payment processing. Please make payment arrangements as outlined below.

Horse Sense \$25

PHONE

CHEQUE

EMT
E transfer Only to NE Treasurer Email: northeastregional9@gmail.com
Security Question: What Program? Security Answer: horsesense
Memo: include your member name(s)

By submitting this form you attest that you have taken the appropriate measures to ensure payment has been made for each of the Programs listed above.

Confirm Registration

Some PROGRAMS have SPECIAL PAYMENT INSTRUCTIONS. Click CONFIRM REGISTRATION and remit payment as instructed.



9. Receive/ Print your PROGRAM CONFIRMATION

PROGRAMS / PROGRAM CONFIRMATION: 22930

Program Confirmation 22930-C986A710

This receipt was generated on September 28, 2022 at 12:13:08 AM

Print

Member Information	
4-H Alberta RR1, Westeros, AB T0C 2V0	

Program Registration Summary	
Horse Sense	
Registration Fee	\$25.00
Subtotal	\$25.00
GRAND TOTAL	\$25.00

Payment Method CUSTOM

Pending

PROGRAM REGISTRATION - FAQs

How do I know if I registered for a program?

Pathway to verify PROGRAM CONFIRMATIONS starting at your DASHBOARD:

- Click on GREEN PROGRAMS TAB
- Click on YELLOW CONFIRMATIONS button(s)
- PROGRAM CONFIRMATION in PENDING STATUS will be displayed
- Click on GREEN PRINT button for copy of CONFIRMATION

What does PENDING mean on program confirmation?

The YELLOW PENDING STATUS indicates that you have submitted your PROGRAM REGISTRATION and it is currently being reviewed. The STATUS of your registration will change when; payment is received, program has met its minimum # of registrants to run, program planning committee has reviewed registration.

How do I get a receipt from the program I registered for?

Pathway to PRINT a PROGRAM RECEIPT starting at your DASHBOARD:

- Click on GREEN PROGRAMS TAB
- Click on BLUE RECEIPTS button(s)
- PROGRAM RECEIPT will be displayed
- Click on GREEN PRINT button for copy of RECEIPT

If I register for more than one program at a time can I pay for them all at the same time?

Yes, as long as the programs have the SAME PAYMENT OPTIONS.

Can I register for more than one program at a time and can I select which programs I would like to pay for?

Yes, you would use the GREEN EDIT PENCIL beside the PROGRAM REGISTRATION SUMMARY of the PROGRAM you are NOT wanting to include in your payment. This will take you to another screen where you can REMOVE YOURSELF FROM THE PROGRAM REGISTRATION (ORANGE button top right of screen.)

Please note that this will DELETE your registration to the program and you will not be able to attend UNLESS you complete the PROGRAM REGISTRATION process again.

