



# 4-H Alberta Online Registration System

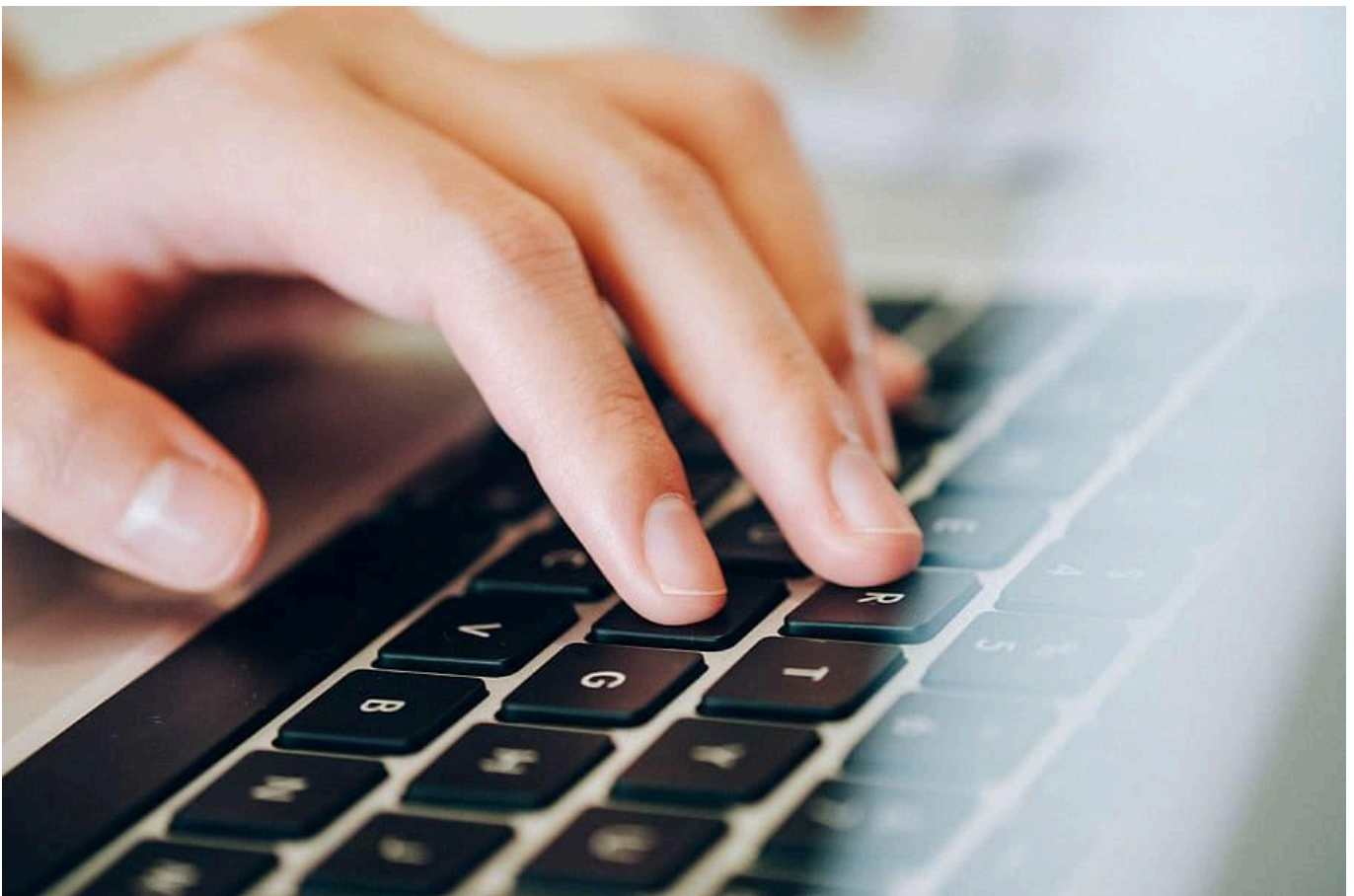
## Member

**USER GUIDE RESOURCE MANUAL**

**Version 2.0**

*Revised January 2026*

<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: <https://4hab.com/contact/>

4-H Alberta Registrar: [registrar@4hab.com](mailto:registrar@4hab.com)

For questions or information regarding:

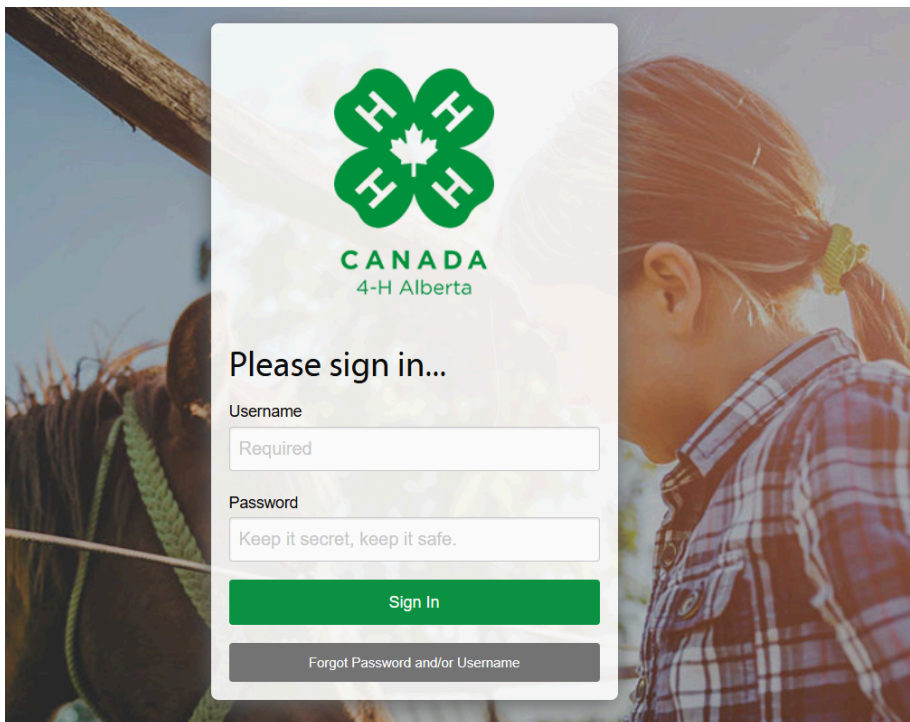
- Programming: [programs@4hab.com](mailto:programs@4hab.com)
- Scholarships: [scholarship@4hab.com](mailto:scholarship@4hab.com)



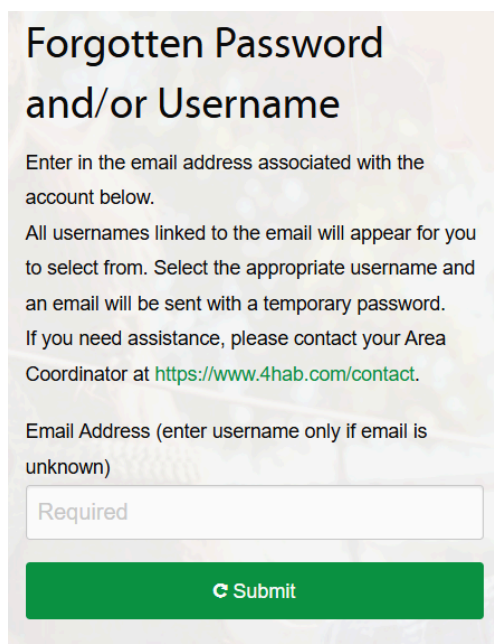
# STEP-BY-STEP USER GUIDE: MEMBER

## 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/or forgot your password, and/or your username
    - i. Click on FORGOT PASSWORD AND/OR USERNAME
    - ii. Enter the email address that you received your 'welcome to 4-H' email





- iii. Click on SUBMIT
  1. Select your account
    - a. You may have more than one account linked to your email address.
    - b. Select the USERNAME that you would like to access
  2. Click on SEND PASSWORD RESET
  3. Follow the instructions as indicated in email 'Password Rest Request':

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.

*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.*

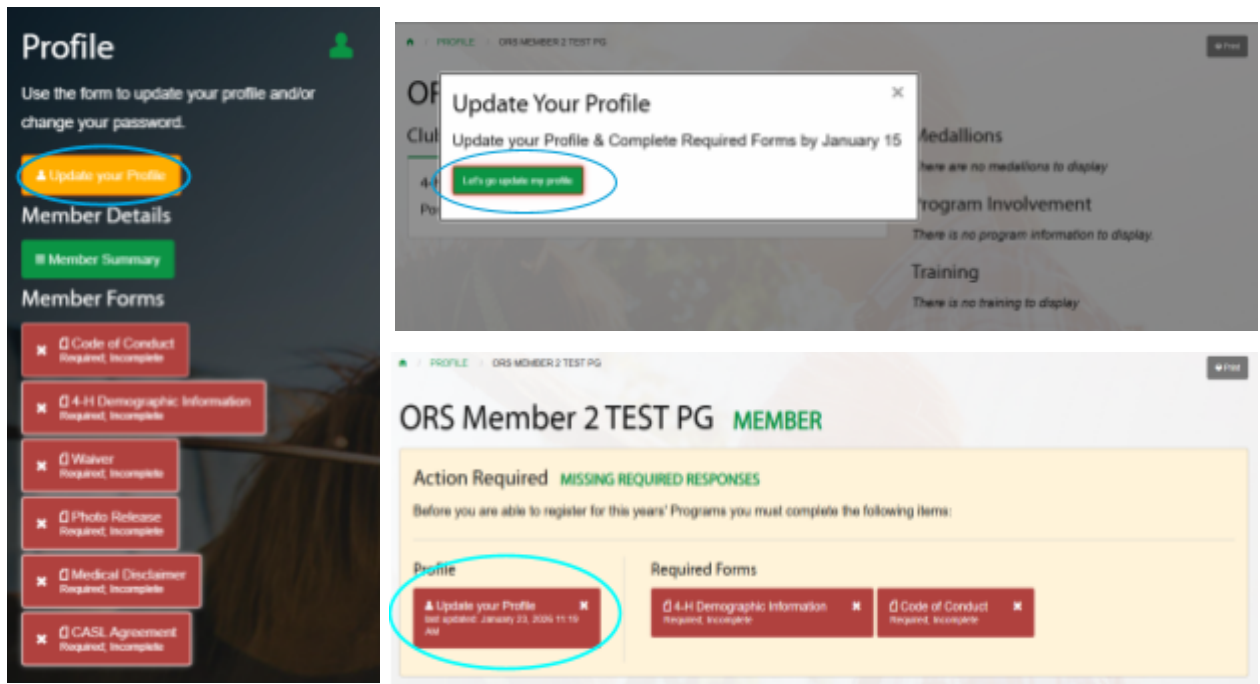
*To reset your password:*

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



## MEMBER PROFILE - HOW TO UPDATE

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



2. Review the following sections for accuracy and completeness:

- a. Review the following:
  - i. Personal Information
  - ii. Account Information
  - iii. Mailing Information
  - iv. Primary Contact
  - v. Medical / Relevant Information
  - vi. Emergency Contacts

[Update Profile](#)

### Personal Information

By completing the following information you give express consent to share this information with 4-H Alberta. See the 4-H Alberta Reference Guide for more information - [Personal Information Protection Act \(PIPA\)](#) and Canadian Anti-Spam Legislation (CASL).

*This profile must be updated by the Member or a Legal Guardian only.*

Name	Surname	Gender
<input type="text" value="ORS Member 2"/>	<input type="text" value="TEST PG"/>	<input type="text" value="Male"/>

Date of Birth			Age: 9 yrs
<input type="text" value="September"/>	<input type="text" value="6"/>	<input type="text" value="2016"/>	



### Account Information

Member ID  
106623

If you are asked for your 4-H ID # or Member ID this is where it is located in your Profile. (An example when this might be requested is on an ATB 4-H Loan.)

Username  
orstes762

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

Password

Password verify

### Mailing Information

Address

City

Postal Code

Province

Country

It is important that the email on file is an email that you check on a regular basis. We don't want you to miss out receiving 4-H information .

### Primary Contact

Email Address

Phone Home

Phone Work

Phone Mobile

### Medical / Relevant Information

Your medical disclaimer is not considered complete until you fill out your medical information.

Allergies Dietary Restrictions and Treatment

Medical Information and Treatment

When completing the Medical / Relevant Information section of your Profile you can enter NA if these do not apply to you.

Relevant Medication and Location

Other special needs, considerations or extra information

### Emergency Contacts

Name

Surname

Relationship

Email

Phone Primary

Phone Secondary

+ Emergency Contact

Click +EMERGENCY CONTACT to add additional contacts

\*Make sure you click SAVE PROFILE to SAVE changes

Save Profile

Cancel

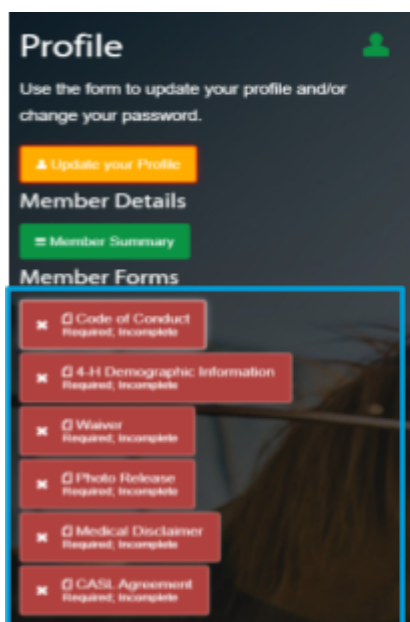


## MEMBER FORMS - HOW TO COMPLETE

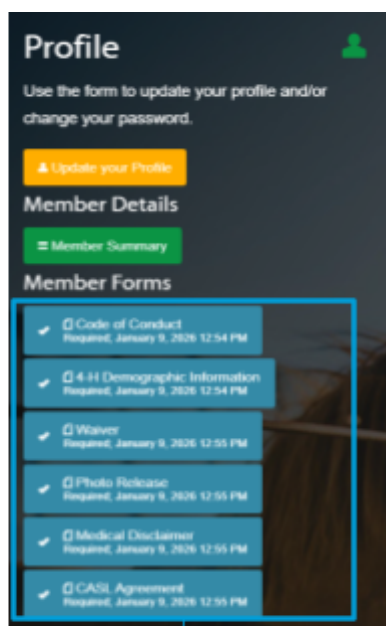
1. 6 MEMBER FORMS/WAIVERS must be SIGNED: CODE OF CONDUCT, 4-H DEMOGRAPHIC INFORMATION, WAIVER, PHOTO RELEASE, MEDICAL DISCLAIMER, and CASL CONSENT.

If your MEMBER FORMS button(s) are

- a. RED = INCOMPLETE/MISSING requires you to review and provide a digital signature.
- b. BLUE = COMPLETED

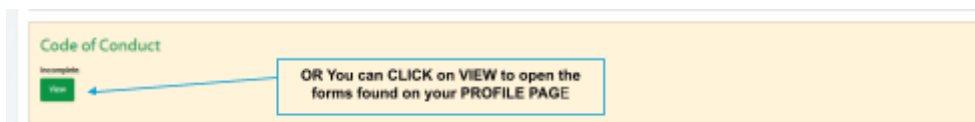
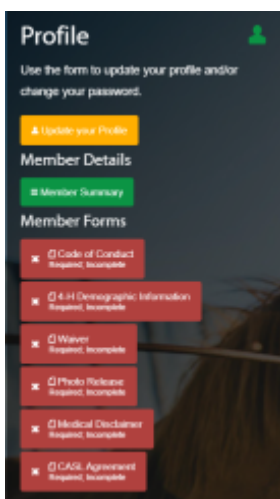


RED FORMS indicate they are INCOMPLETE. Click on the FORM that needs your DIGITAL SIGNATURE.

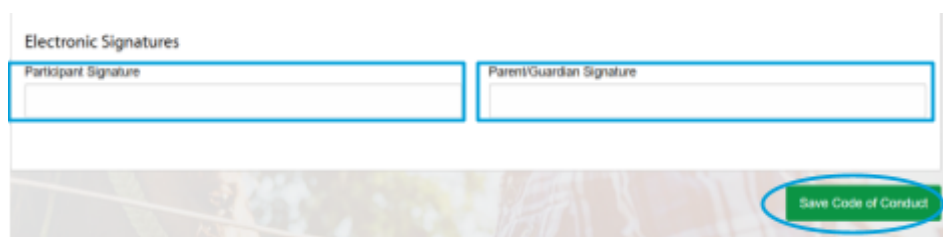


DIGITAL SIGNATURE received FORMS are COMPLETE.

2. Completing the MEMBER FORMS. Click on the MEMBER FORM that requires your signature



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

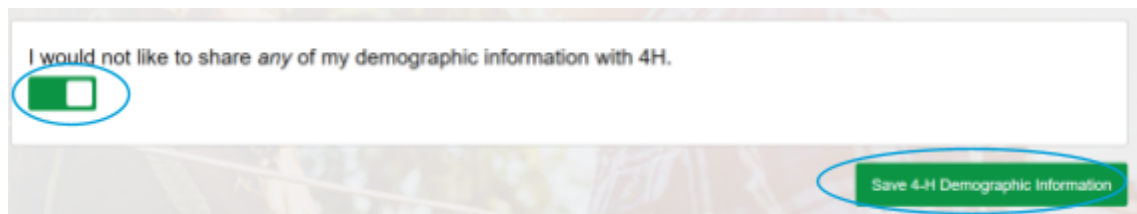




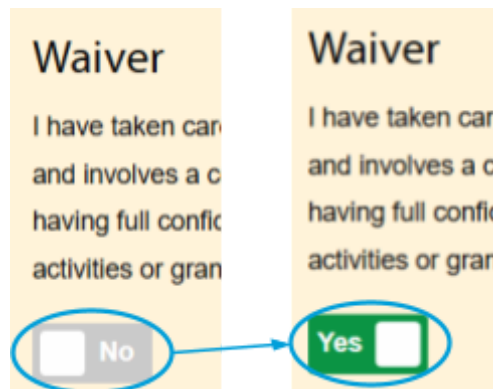
- b. **4-H DEMOGRAPHIC INFORMATION** - read and answer all questions - SAVE, no signature required



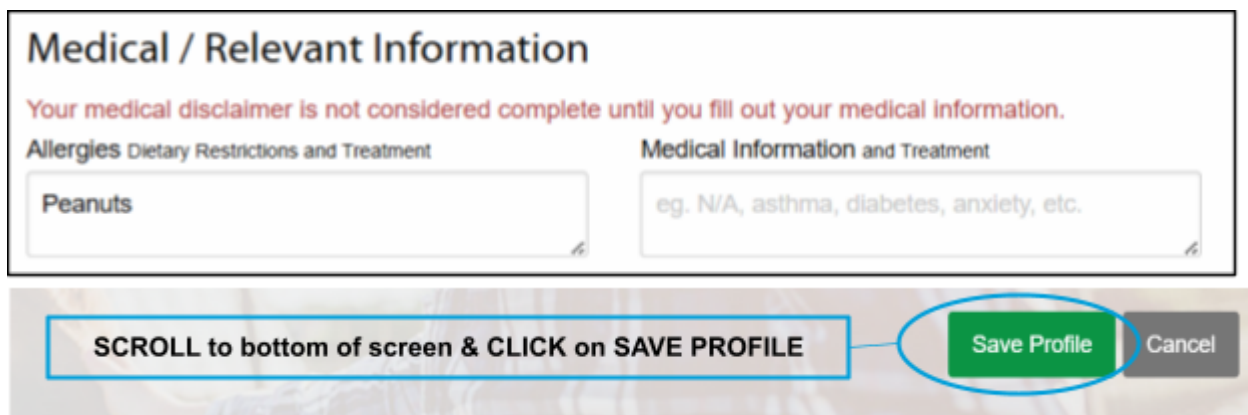
- i. NOTE > You can SELECT, *I would not like to share any of my demographic information with 4-H*



- c. **WAIVER, PHOTO RELEASE, and CASL AGREEMENT** - read and click toggle to confirm



- d. **MEDICAL DISCLAIMER** - this information is captured on your PROFILE





## LINKED FAMILY'S ACCOUNTS

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

ORS Member TEST PG **MEMBER**

[Update Profile](#)

### Personal Information

By completing the following information you give express consent to share this information with 4-H Alberta. See the 4-H Alberta Reference Guide for more information - [Personal Information Protection Act \(PIPA\)](#) and Canadian Anti-Spam Legislation (CASL).

*This profile must be updated by the Member or a Legal Guardian only.*

Name:  Surname:  Gender:

Date of Birth:    Age: 15 yrs

### Account Information

Member ID: **95795**

Username: **orsmembertestpg123**

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.

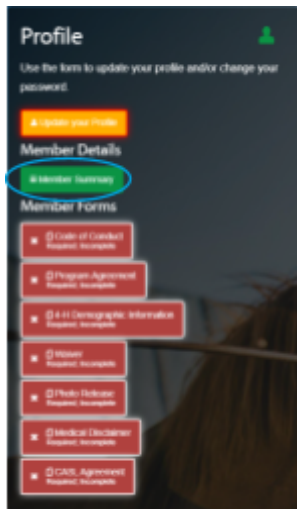
Name	Age	Gender	Role	
ORS Leader TEST PG	26	Female	Leader	<input type="button" value="X"/>



## 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



**a. Club Involvement**

4-H	2021/22 MEMBER
Positions	Projects

**b. Medallions**

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

**c. Program Involvement**

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

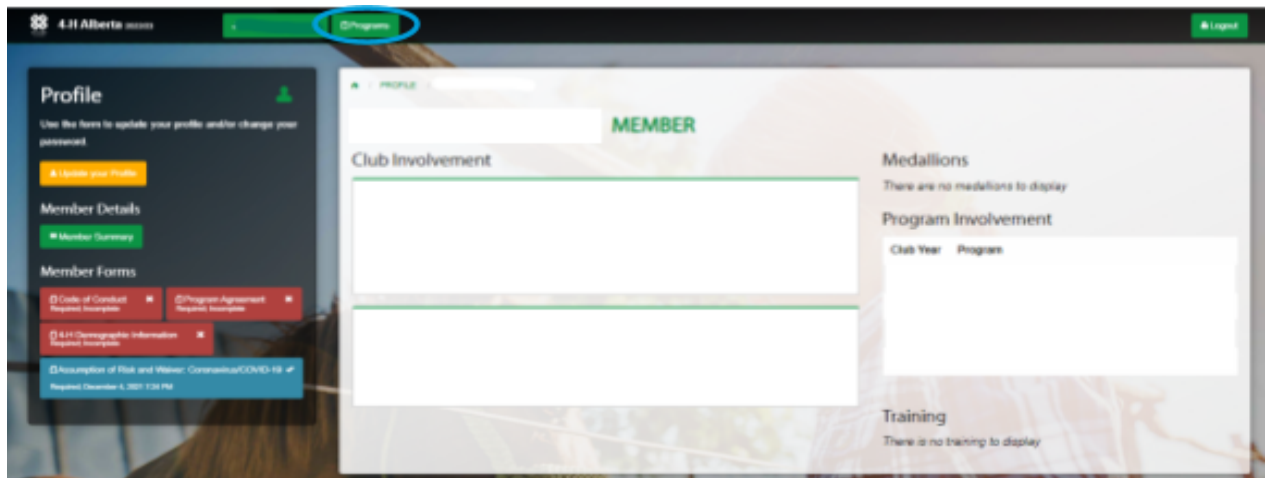
**d. Training**

*There is no training to display*

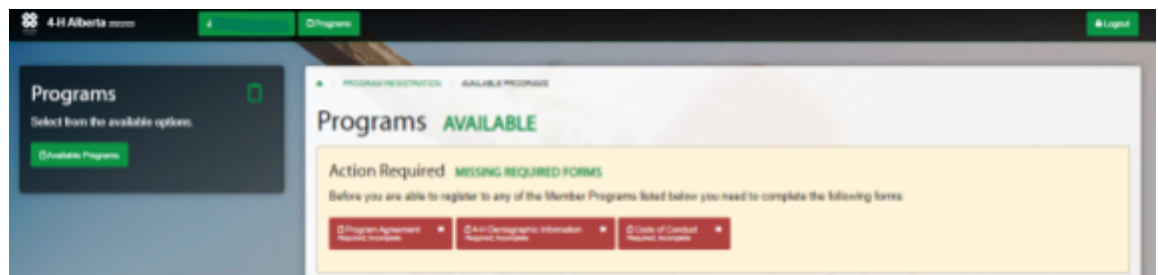


## PROGRAM REGISTRATION - HOW TO

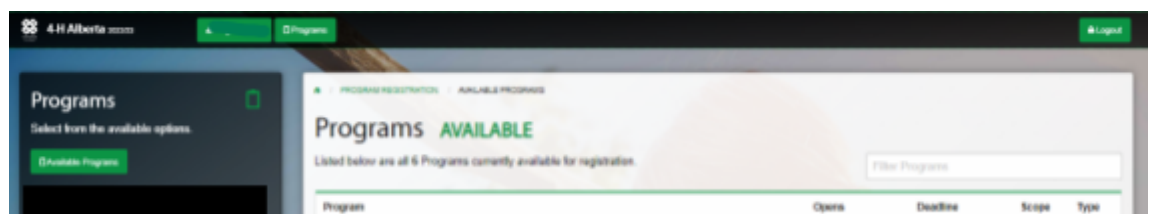
1. Click on PROGRAMS to find available programs



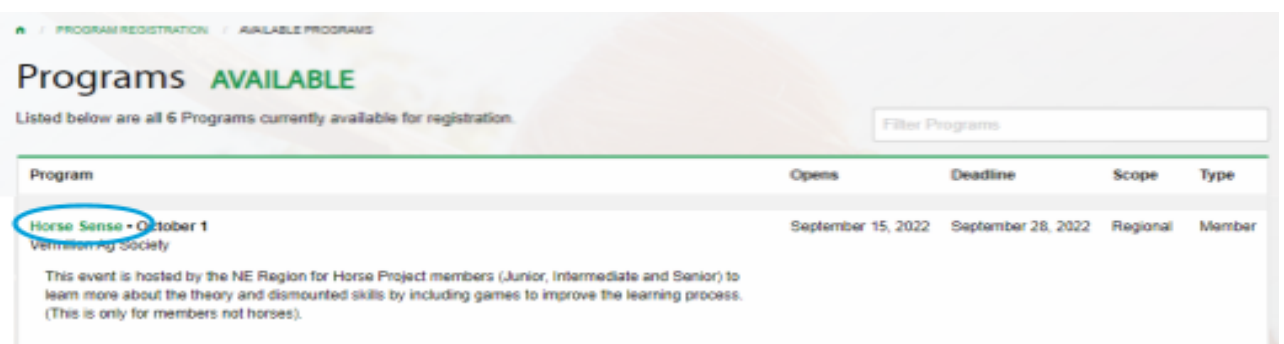
2. Before you are able to register for Programs, you must complete your MEMBER FORMS
  - a. MISSING REQUIRED FORMS message will display if you have not completed your MEMBER FORMS. Simply click on one of the RED BOXES to be redirected to MEMBERFORMS. (See MEMBER FORMS - HOW TO COMPLETE)



- 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 registration times: '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' table with one row: 'Registration Fee' for '\$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 this section, there is a prompt: 'Select one of the following options.' and a single option: 'Registration Fee' for '\$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

6. Once you have completed your registration click on

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



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.

**Complete Registration**

**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

**Complete Registration**

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](mailto: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

**Member Information**

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

#### Program Registration Summary

**Pending**

Horse Sense	
Registration Fee	\$25.00
Subtotal	\$25.00
<b>GRAND TOTAL</b>	<b>\$25.00</b>

Payment Method **CUSTOM**

### 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.*

