

## **What you will need for registration:**

### **Youth**

1. Age on 1/1/2023 and age on 6/21/2023
2. Dietary/Disability/Special needs information
3. Adult T-Shirt Size
4. Youth's answers to the following questions:
  - a. What would you rather do?
    - i. Play sports
    - ii. Read a book
    - iii. Sing or play an instrument or listen to music
    - iv. Play video games
  - b. Where would you like to live?
    - i. Remote village in Italy
    - ii. The mountains of Nepal
    - iii. A beach in Florida
    - iv. Downtown Tokyo
    - v. The rangelands of Argentina
  - c. What 4-H project would you rather participate in?
    - i. show an animal
    - ii. Do an arts project
    - iii. Perform or do public speaking
    - iv. Make food
    - v. Outdoor activities
    - vi. Robotics & engineering
5. Did youth apply and participate in the 4-H State Awards Program?
6. Would youth be interested in applying for the MSU Pre-College Scholarship if eligible (must be currently in 8th thru 11th grade)?
7. Are youth going to be arriving early? (This must be coordinated and approved by county staff prior to registration)
8. What sessions are youth registering for?
9. Did you receive a coupon code from your county office?

### **Adult**

1. Dietary/Disability/Special needs information
2. Adult T-Shirt size
3. How many nights are you registering for?
4. Did you receive a coupon code from your county office?

Please note:

- You must use FIREFOX OR CHROME to register
- County means what county they are housing with

## **Registration Instructions**

To register for 4-H Exploration Days, go to:

[https://www.canr.msu.edu/4\\_h\\_exploration\\_days/registration\\_information](https://www.canr.msu.edu/4_h_exploration_days/registration_information)

### **Family Account**

If you registered last year, you can use the same account that you had last year, simply go to the login feature instead of creating a new account. (If you forgot your family account password, you can select *Reset Password* to reset for your previous year's account.)

If you have not created an account in the past, the first step is to create a Family Account. Within that Family Account, you can register all the youth and adults in your family/household that will be attending 4-H Exploration Days Wednesday, June 21 through Friday, June 23, 2023.

If you have trouble logging in, check out this link for troubleshooting login [issues](#).

### Create Account

Create an account below by completing the required fields. **Red circles** note mandatory fields.

All passwords **MUST** be at least 6 characters.

Browser Requirements: This system will work with all major browsers. Edge, Google Chrome, Firefox, and Safari.

Account Contact First Name

Please fill out this field.

Account Contact Last Name

Your information will be pre-populated into the next page (this page looks similar to the one before, but there will be a second set of boxes to fill in with address and phone number for the Family Account.)

The next page is where you will register the youth in your family/household.

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### **Youth registration**

Registrant Type

☒ Youth

☐ Adult

Continue filling in the information on this page as it pertains to your youth.

## Registration Selection

On this page, you will select “4-H Exploration Days Youth Participant”.

- If you’ve already made arrangements and received approval from your county staff, you can select “Early Arrival for Youth Participant” also.

When selecting your sessions, you will click the box next to your first session block and choose the session title you want from the list that pops up. You will then go back up and select the next session block and session title until you have all your selections marked. Please be aware that the selections will be either Session A, Session B and Session D; **OR** Session C and Session D. Please the session breakdown below:

- Session A) Thursday, June 22 8:30am -11:30am **\*Must also choose a Session B option\***
- Session B) Thursday, June 22 1:30pm-4:30pm **\*Must also choose a Session A option\***
- Session C) Thursday, June 22 8:30am-11:30am **AND** 1:30pm-4:30pm **\*please note the break in-between\***
- Session D) Friday, June 23 8:30am-11am

**Special dietary, Disability Needs and Support:** If you choose yes, it will open text boxes for additional information and/or additional questions regarding that choice.

**Coupon Code:** This is important! If you have received a full scholarship to cover your deposit and registration (youth or adult), it **MUST** be entered here to be applied to your payment. (4-H staff would have shared this code to you in advance.) This is CASE SENSITIVE so enter exactly as provided.

## Parent/Guardian Information

Fill in at least one parent/guardian.

## Emergency Contact Information

Please list additional emergency contacts, beyond the parents/guardians listed earlier, who may be contacted if there is an emergency during the event. Fill in at least one emergency contact.

## Confirm Selection

On this page you will see everything you selected for your youth within the Registration Selection page. Please double check your options and make sure that everything looks correct.

## Payment Options

On this page, you will see what is due for this youth based on the selections made in previous pages.

You must choose whether you are paying the balance in full or if you are only paying the \$50 deposit at this time and will be paying the remainder of your balance at a later time and/or are receiving a scholarship/grant. All balances must be paid by May 26 or registration will be canceled.

Click the Add Plan button for the option you are selecting.

**PLEASE NOTE:** If you know you will be receiving other scholarships or funds are being covered in other ways, DO NOT pay any other amount beyond the \$50 deposit until that payment has been applied on the

back end of your registration. MSU will **NOT** provide refunds for money that is being paid through scholarships.

For more information on fee schedule and refunds, please go to:

[https://www.canr.msu.edu/4\\_h\\_exploration\\_days/registration\\_information](https://www.canr.msu.edu/4_h_exploration_days/registration_information)

The screenshot shows a payment interface with two items listed. Each item has a blue '+ ADD PLAN' button above it. The first item is labeled 'Due today' and has a price of '\$220'. The second item is also labeled 'Due today' and has a price of '\$50'. At the bottom of the list, a total amount of '\$170' is displayed.

Be patient on the processing page. It may take a few minutes for the payment to process.

When the page says “Thank you for your payment,” you must hit the Submit button on the bottom right of the page. You want to make sure that your progress for registration ends at 100% completion (noted in the My Progress bar at the top of the screen.)

You will then see a pop-up box that asks if you would like to add another attendee. Please register all youth first before registering adults. You can either click “No, I am done” on the left, or “Yes! Add another attendee” on the right.

If you are done registering for your family, click “No, I am done”. The dashboard will show up and you can review the balances and orders (participants registered). This means you have completed your registration.

After registration is complete, you should receive an e-mail confirmation that your participants are registered and what sessions they are signed up for.