



4-H CONNECT INFORMATION FOR AGENTS

We will use 4-H Connect to conduct registration for the District 10 Events and Activities. Please assist your families with understanding the following information.

- Profile information that was entered and certified last year will roll over for 2008-09. Families must review and update their profiles and re-submit to the county for certification prior to registering for an event.
- There are video clips and detailed instructions provided on the website to assist agents and families with getting their profile updated and/or creating new profiles for families who have never used 4-H Connect. Please use these!!! They are located at: <http://texas4-h.tamu.edu/publications/index.html>
- If you have an issue in your county where a **family does not have an e-mail**, the county can now develop a profile for the family and manage their registration for them. See the instructions provided on the web.
- Please make sure you **read each contest letter carefully** and note the 4-H Connect registration deadlines as you plan your county events and assist participants with getting registered for District.
- **IF YOU SCHEDULE YOUR COUNT EVENT AFTER THE 4-H CONNECT DEADLINE**, HAVE ALL YOUTH ENTER ON 4-H CONNECT BEFORE THE DEADLINE BUT DO NOT CERTIFY THEM UNTIL AFTER YOUR COUNTY EVENT!!! YOU CAN THEN DELETE THOSE WHO DO NOT QUALIFY FOR DISTRICT OR SEND THEM BACK TO THE MEMBER TO EDIT. THIS WILL SAVE YOU THE LATE FEES!
- The event letters will provide a date for counties to complete certification. Please make every effort to certify on time so that the District Office can certify and prepare for the contest.
- **PLEASE TAKE YOUR TIME AND MAKE SURE THAT EVERY PARTICIPANT'S REGISTRATION INFORMATION IS CORRECT – AGE DIVISION, CATEGORY, AND ALL OTHER INFORMATION.** If they are not

correct, send them back to the member to correct. Some of the fields the county can edit. Please do so if you can so that all of the information is correct.

- **Logging In As County:** If you have not used the system in a while, here is an example of a login and password for Bandera County:
 - E-mail Address would be: bandera@ag.tamu.edu
 - Password default would be: 4hdemo (or your password you have set!) Then from the drop down list, choose "County"
 - If someone registers for the event and they did not qualify for District or a conflict comes up, **counties now have an option to DELETE that registration before you certify. The option is call "DECLINE"**. Please decline registrations that are not advancing on to the District contest so that they do not show up in the system!
 - **Any registration that has been certified at the District level must still pay all fees even if they do not attend.** The District will not certify any registrations until after the deadline so please let us know if someone is not going and you have certified them already.

Payment Information:

- **Participants may use a credit card, debit card or e-check (enter their check routing number) to pay for their registration fees or the COUNTY may send in a check for all registrations.** Individual families will no longer be sending in checks for registration payments. Please make sure your families understand this fully!!!
- **County checks will need to be mailed to the Texas 4-H Foundation by BEFORE THE EVENT.**
- Counties will need to **print their total invoice and mail a copy of the invoice with the check.**
- Checks are to be made out to: **Texas 4-H Foundation – Event Name.**
- **No refunds will be given on District Contest Registrations. Payments must be made prior to the District Event.** Any 4-H member who currently has an outstanding payment on 4-H Connect will not be allowed to register or participate until the payment has been made and cleared.

Mail checks with a copy of the invoice to:

**Texas 4-H Youth Development Foundation
P.O. Box 11020
College Station, TX 77842**