

# CONGRESS REGISTRATION ON-LINE INSTRUCTIONS

1. Go to the **Extension Intranet**. Choose **4-H Resources**, then click on **4-H Congress Registration**. Enter your pin number when prompted to do so.
2. When you get to the **Main Menu** screen, click on **Reports** and choose **Print Registration Form**.
3. Print enough forms for your delegates - youth and adult or make copies. Distribute these forms to the delegates for completion. This should be done at least 1 week before the May 1 Registration deadline.
4. Using the completed delegate registration forms, input the data as follows:
  - Return to **Main Menu** and choose **Data Entry** and then click **Enter/Edit Participants**.
  - On the **Enter Participant** screen, type the first letter of the delegate's last name - all the names (in your county's 4-H enrollment system) beginning with that letter will appear on the pull-down screen. Select the one wanted. The demographic information in the 4-H enrollment system will appear for that delegate.
  - Complete the rest of the **Enter Participant** screen as follows:
    - ✓ Registration Type - Full or Part-time.
    - ✓ Special Accommodations - check any special needs here.
    - ✓ Roommate Preference - type last names or first letter of the last name to get a pull-down menu of last names beginning with that letter. (Roommates must be from the same county for this to work.)
    - ✓ Number Night's Lodging - enter a 1, 2, or 3 in this box.
    - ✓ Check if the Delegate (including youth delegate and adult chaperone) will attend the Leadership Team Training on Tuesday.\*
    - ✓ Enter T-Shirt size.
    - ✓ Click on **Register** and follow the directions below to register delegate for events.

You can save this data and return to the delegate later, if desired. To return to this delegate's screen, again type the first letter of the last name to get the names beginning with that letter and choose the one you want.

\*Leadership Team members and their chaperons may need lodging on Tuesday night. Please reserve them a room for Tuesday night, but the county will not be charged for these rooms on Tuesday night, if Leadership Team Training attendance is selected on the registration form.

## **REGISTER DELEGATE FOR EVENTS**

On the *Enter Registration for Events* screen, choose *Search* and find the events the delegate has selected. This will include contests, workshops, Mississippi Showdown, volunteer leader activities, leadership team training, and meal functions for Part-time registrants and the All Star Dinner.

Important Notes about Registration:

- ★ Share the Fun and PowerPoint Presentations must be entered by preferred time. These are in increments of 1 hour for Share the Fun and 1 ½ hours for PowerPoint Presentations. Share the Fun is also divided by individual and group. Please make sure all the people in a group performance register for the same time slot. Those you live close by or are coming in on Tuesday night should register for the early slots.
- ★ Mississippi Showdown Registration: Everybody can register for this event, but if a delegate wants to play basketball or volleyball, they must register for these events under MS showdown Basketball or MS Showdown Volleyball. Others will register under MS Showdown – Non-comp events.
- ★ Volunteers can register as full time or part-time and should register for the following activities:
  - ▶ MVL A activities - Choir practice, board meeting, general meeting
  - ▶ All Star Dinner ( if applicable)
  - ▶ Mississippi Showdown
  - ▶ Leadership Team Training (to be a chaperon)
- ★ When finished entering the delegate's events, *Save* and return to the *Main Menu*. Enter another delegate and repeat this process until you have entered all your delegates.
- ★ Members must be registered as full time delegates - no part-time
  - ▶ They should pay registration fee of \$60, even if they are not registered for lodging.

## **STAFF REGISTRATION**

Return to the *Enter Participant* screen and type in information about the staff member and it should automatically click on *Staff* in the *Participant Type* box.

**\*Part-time Registration - This is designed for volunteers and staff who will attend Congress less than full time. We discourage you using this option for 4-H members, as we want them to receive the benefits of the total Congress experience.**

**Volunteers and staff may register as part-time with options for lodging. Meals will not be provided in part-time registration. Meals can be purchased as needed at the cafeteria or other dining establishments on or off campus.**

Prefix	Name	Last Name	Suffix	Shirt Size	Prior Years Attended
Preferred Name	Birthdate	School	E-Mail Address		
Address	City	State	Zip	Nights Lodging	Roommate Preference

Tuesday, May 26 04:00 PM – Tuesday, May 26 10:00 PM

- Leadership Team Training

Wednesday, May 27 09:00 AM – Wednesday, May 27 02:00 PM

- Welding

Wednesday, May 27 09:00 AM – Wednesday, May 27 10:00 AM

- Share the Fun – Group
- Share the Fun - Individual

Wednesday, May 27 09:00 AM – Wednesday, May 27 10:30 AM

- Power Point Presentations

Wednesday, May 27 10:00 AM – Wednesday, May 27 11:00 AM

- Share the Fun – Group
- Share the Fun - Individual

Wednesday, May 27 10:30 AM – Wednesday, May 27 12:00 PM

- Power Point Presentations

Wednesday, May 27 11:00 AM – Wednesday, May 27 12:00 PM

- Share the Fun – Group
- Share the Fun - Individual

Wednesday, May 27 12:00 PM – Wednesday, May 27 01:00 PM

- Share the Fun – Group
- Share the Fun - Individual

Wednesday, May 27 12:00 PM – Wednesday, May 27 01:30 PM

- Power Point Presentations

Wednesday, May 27 01:00 PM – Wednesday, May 27 02:00 PM

- Share the Fun – Group
- Share the Fun - Individual

Wednesday, May 27 01:30 PM – Wednesday, May 27 02:30 PM

- Power Point Presentations

Wednesday, May 27 02:30 PM – Wednesday, May 27 05:30 PM

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|--|--|--|
| <input type="checkbox"/> Beef VP                     | <input type="checkbox"/> Engineering                             | <input type="checkbox"/> Dairy Animals VP              |
| <input type="checkbox"/> Conservation                | <input type="checkbox"/> Food and Nutrition VP                   | <input type="checkbox"/> Entomology VP                 |
| <input type="checkbox"/> Dairy Foods VP              | <input type="checkbox"/> Health VP                               | <input type="checkbox"/> Gardening/Horticulture VP     |
| <input type="checkbox"/> Photography VP              | <input type="checkbox"/> Other Projects VP                       | <input type="checkbox"/> Love U2 – Relationship Smarts |
| <input type="checkbox"/> Sheep/Swine/Meat Goat VP    | <input type="checkbox"/> Plant and Soil Science VP               | <input type="checkbox"/> Personal Development VP       |
| <input type="checkbox"/> Fun and Educational Lab     | <input type="checkbox"/> Vet Science/Pet Care VP                 | <input type="checkbox"/> Citizenship Bowl              |
| <input type="checkbox"/> Experiments in Food Science | <input type="checkbox"/> Clothing VP                             | <input type="checkbox"/> More Bang for your Buck       |
| <input type="checkbox"/> Breads Bake-off             | <input type="checkbox"/> Cool Crafts & Groovy Gift Ideas for all |  |
| <input type="checkbox"/> Consumer Education VP       |  |  |

Wednesday, May 27 10:00 PM – Thursday, May 28 12:00 AM

- MS Showdown

Thursday, May 28 09:00 AM – Thursday, May 28 05:00 PM

- Child Development Track
- Interior Design Track
- Photography Track
- Wildlife Judging

Thursday, May 28 09:30 AM – Thursday, May 28 12:00 PM

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|--|--|--|
| <input type="checkbox"/> Computer                        | <input type="checkbox"/> Automotive Drive            | <input type="checkbox"/> Entomology Insect ID & Contest                                  |
| <input type="checkbox"/> Career Pursuit                  | <input type="checkbox"/> Clothing Selection          | <input type="checkbox"/> Horticulture Judging  |
| <input type="checkbox"/> Consumer Judging                | <input type="checkbox"/> Dairy Products Judging      | <input type="checkbox"/> Operation Military Kids   |
| <input type="checkbox"/> Forestry Judging                | <input type="checkbox"/> How Do I Get a Green Jacket | <input type="checkbox"/> Public Speaking I   |
| <input type="checkbox"/> Meats Judging                   | <input type="checkbox"/> Public Speaking I           | <input type="checkbox"/> Public Speaking II  |
| <input type="checkbox"/> Poultry Egg Preparation         | <input type="checkbox"/> Tractor Operation Contest   | <input type="checkbox"/> Cool Crafts and Groovy Ideas                                    |
| <input type="checkbox"/> Can Do Robots                   | <input type="checkbox"/> Bicycle Contest             | <input type="checkbox"/> Carry the Torch “Speak Out for military kids” <sup>(SOMK)</sup> |
| <input type="checkbox"/> Introduction to Shooting Sports | <input type="checkbox"/> Mystery Scavenger Hunt      | <input type="checkbox"/> Body Walk for High School’ers                                   |

Thursday, May 28 09:30 AM – Thursday, May 28 11:00 AM

- MVLA Choir Rehearsal

Thursday, May 28 11:00 AM – Thursday, May 28 01:00 PM

- MVLA Board Meeting

Thursday, May 28 02:00 PM – Thursday, May 28 03:00 PM

- MVLA General Meeting

Thursday, May 28 02:00 PM – Thursday, May 28 05:00 PM

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|---|---|---|
| <input type="checkbox"/> Fun and Educational Lab Experiences in Food Science  | <input type="checkbox"/> Clothing Construction  | <input type="checkbox"/> Compact Tractor                |
| <input type="checkbox"/> Dairy Bowl   | <input type="checkbox"/> Mystery Scavenger Hunt | <input type="checkbox"/> Electric Energy                |
| <input type="checkbox"/> Entomology – Linnaean Games                          | <input type="checkbox"/> Nutrition              | <input type="checkbox"/> Livestock Bowl                 |
| <input type="checkbox"/> Poultry Judging                                      | <input type="checkbox"/> Personal Development   | <input type="checkbox"/> Robotics                       |
| <input type="checkbox"/> Seed ID and Quality                                  | <input type="checkbox"/> Small Engines          | <input type="checkbox"/> Carry the Torch “Speak Out for |
| <input type="checkbox"/> Carry the Torch “Speak Out for Military Kids” (SOMK) |   |   |

Thursday, May 28 05:00 PM – Thursday, May 28 07:00 PM

- All Star Dinner