

### **How to Register through WebGrants:**

1. Log on to <https://grants.4-h.org>
2. Click the 'Register Here' link
3. Enter all required information
4. Click 'Register'
5. You will receive an email confirming your registration
6. Once approved, you will receive another email from National 4-H Council with a username and temporary password
  - a. Follow the instructions in the email
    - i. Log on to <https://grants.4-h.org> and sign-in with username and temporary password

### **How to apply for a Funding Opportunity**

1. Log in to system
  - a. <https://grants.4-h.org>
2. Click on Funding Opportunities
  - a. Find the program you wish to apply to
    - i. Click on the appropriate Opportunity Title
  - b. Review Opportunity Details
    - i. If this is the Opportunity you wish to apply to, proceed; otherwise go back to step 2
  - c. Click on Start a New Application Process
  - d. Enter all required information
    - i. Some fields will automatically be populated with your information
  - e. Click Save
  - f. Confirm information
  - g. Click Return to Components
  - h. Click on next component to be completed
  - i. Click Edit
    - i. Enter all required information
    - ii. Click Save when complete
    - iii. Review information for completeness
      1. Click Mark as Complete
  - j. Repeat steps h-i
  - k. Make sure all Components are Complete; a checkmark will appear under "Complete?"
  - l. When all Components are complete, click Preview
  - m. If accurate and complete, click Submit
  - n. Click OK