

Instructions for 2017 State Shooting Sports Contest

Registration is through 4HOnline ONLY

ONLY County Staff (Director/Agent/Coordinator) and/or Coaches will be registering members for the State Shoot for 2017 to accommodate the “county squadding” per discipline.

County staff will receive an email from Joy Bauder with a special “County Login” for Coaches that will be handling the registrations. The county will then need to provide this account information to the Coach directly. Should any technical questions arise, please contact Joy Bauder (joy.bauder@colostate.edu), for any program or state shoot questions contact Sam Lowry (sam.lowry@colostate.edu)

Once logged in at the County level, to register a member you locate the family/member profile. Select their name from the drop down list under “Register a Member In an Event....” Section and select “2017 State Shooting Sports Contest” and click “Register” at the bottom of the screen.

Register A Member In An Event - Only Members with an 'Active' Enrollment Status May Register

Member:

Event:

Each Weekend is listed separately on the Registration, please read through the instructions before you begin. Under each class, the county will select the Date/Time for each competitor. Communication between coaches, county staff and 4-H members is a must to ensure each competitor is squadded accordingly, without time/equipment conflicts.

Once registration is complete for the competitor, click “Continue”. The county will see a similar screen (as shown below)

EventTitle

Cart 2017 State Shooting Sports Contest

You are not finished yet! You will need to confirm in the upcoming steps.

| REGISTRATION INFORMATION | | | |
|------------------------------------|-----------------|---|--------|
| Event | Registrant Type | Registration Fee | |
| 2017 State Shooting Sports Contest | Youth | \$20.00 | |
| ENTRIES | | | |
| Modify | Entry # | Item/Description | Amount |
| Edit | 65044 | Entry Fee | \$0.00 |
| (entry detail) | 65044 | Time Selections - SR - 109: Saturday 9/2/2017 - 9:00 AM | \$5.00 |

Once county is satisfied with selections, click "Continue" again. **NOTE: This is a great time to "PRINT" this information for each competitor. Simply right click on the screen and select "Print"**

Click "Check Out" to continue to the "Cart process" until "Order Confirmation" is complete. You will then have 1 additional opportunity to "Print Confirmation" for competitor selections.

Colorado 4-H Youth Development

 [Print Confirmation](#)

Order Confirmation

IMPORTANT: County Staff and/or Coaches please DO NOT confirm registrations and create Financial Transfers until ALL county staff, coaches and members have verified that the dates and times will work accordingly.

Registration for the upcoming Colorado State 4-H Shooting Sports Contest will close August 1st. Notice will be sent out to counties when registration is open. Registration edits can be made by the county prior to approving registrations in 4HOnline.

An excel spreadsheet of all registered competitors will be emailed to counties by August 3rd. Once registration is closed, FINAL edits or changes must be submitted to co4hshooting@gmail.com no later than 5:00 PM on August 7th. No changes will be accepted after 5:00 PM August 7th. This includes changes of competitors, relay times and class selections. Please make sure that each registration is reviewed by the competitor and/or coach to allow for ample travel time to and from venues and verify that the selected classes and relays do not have equipment use or time conflicts.