


Editing Shooting Sports Contest Entries that are in “Pending” Status County Level Account ONLY

- 1) Log into 4HOnline County account
- 2) From the dashboard, select the Event tab
- 3) Click on “Confirm Registrations”
- 4) Look for the State Shoot Contests and click ‘Edit’

2015-2016	Aug 20, 2016	2016 State Shooting Sports Contest	Active	14	Edit 
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
- 5) Under the list of ‘Registrants’ click the name of the member that needs ‘edited’, this will bring up the registration that was submitted. Scroll to the bottom of the registration and click “Send Back to Member”

CLICKING ON DELETE WILL PERMANENTLY DELETE THIS REGISTRATION

Accept Registration	Send Back to Member	Delete and Block Registration
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*NOTE: This holds ALL previous selected information, nothing is deleted.

- 6) Log back into the “Members” account and look for the “Must Resubmit” in RED and click “Edit”

	141061) 08/20/2016: 2016 State Shooting Sports Contest	Must Resubmit	Edit 
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- 7) Click “Edit” under Modify – this will bring up the registration as before – Make your changes and resubmit the registration.

2016 State Shooting Sports Contest	
Modify	Entry #
Edit 	60539 E