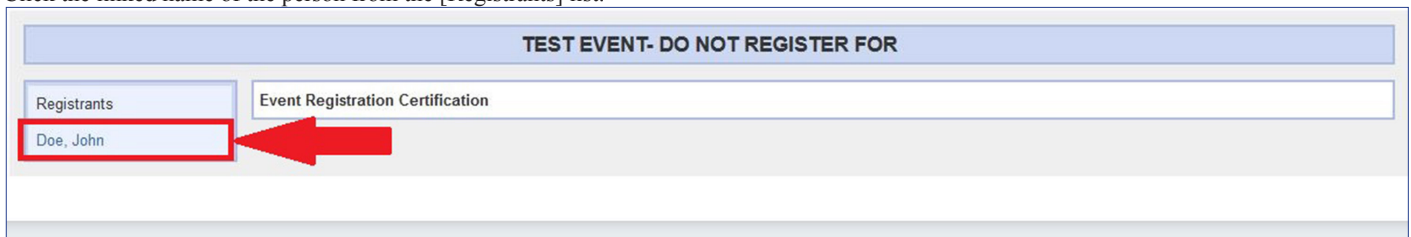




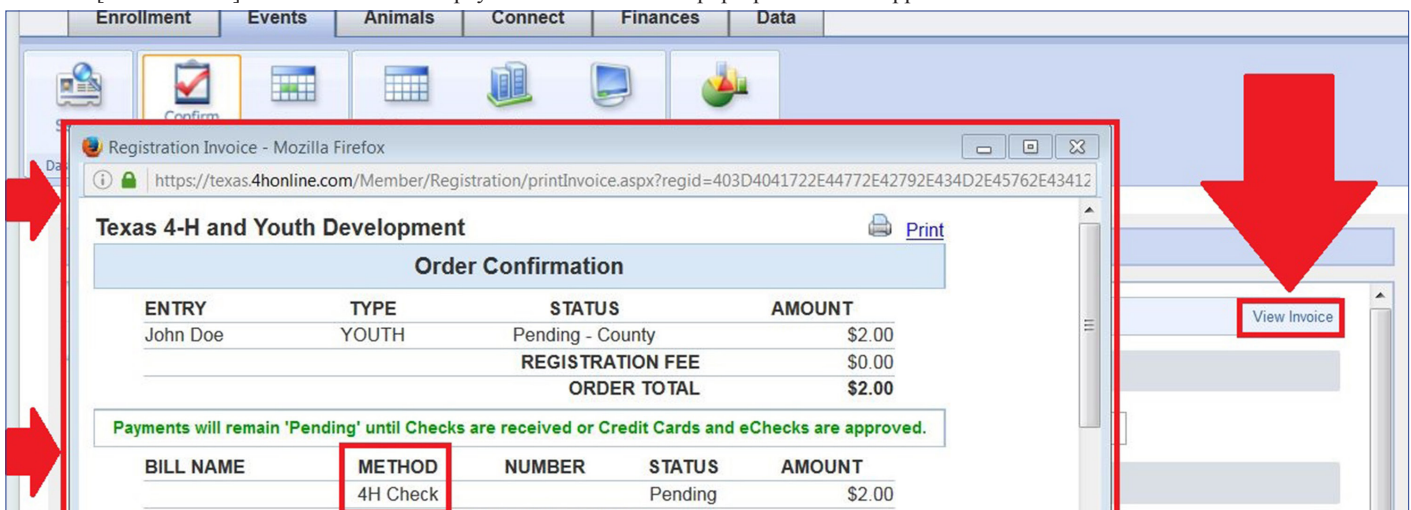
1. Log into 4-H CONNECT.
2. Click the [Events] tab.
3. Click the [Confirm Registrations] icon.
4. Click the [Edit] button beside the event to certify registrations.



5. Click the linked name of the person from the [Registrants] list.

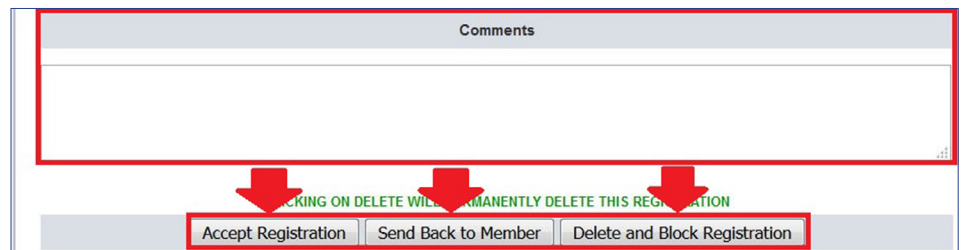


6. Click the [View Invoice] to check the fees and payment method used. A pop-up screen will appear with the information.



7. View the registration information and make a selection from the options below:

- Click the [Accept Registration] button if the registration has been reviewed and is ready for approval.
- Click the [Send Back To Member] button and enter a comment if further information is needed.
- Click the [Delete and Block Registration] button if this member does not plan to participate in this event.



**NOTE: If you would like to delete a participant completely from the event and reports you would need to [Send Back To Member] and have the member or a manager delete the event completely out of the profile. This can only happen if the registration has not been approved.**