



2020-21 4-H Club & Provincial Program Payments Information

4-H Alberta collects payments for clubs' and provincial programs' registrations. 4-H club and program payments are most easily accomplished via the online registration system where all 4-H registrations are completed as well. It is a secure and simple process and the quickest way to make payments and complete your online registrations. The online registration system will accept Visa and MasterCard credit cards. Alternately, clubs and program registrants may call and provide credit card numbers over the phone. After registering online, payments may also be made via cheques which must be issued to 4-H Alberta.

4-H CLUBS: To remain a club in good standing, your club must submit all required fees at district, regional and provincial levels. At the provincial level, 4-H Alberta collects club fees which are the membership fees. Districts and regions set and collect their own fees and these may vary. Clubs are responsible for collecting and submitting the membership fees from 4-H members (\$120) and cleaver kids (\$30). 4-H clubs must submit the fees before the club will receive supplies. Club's provincial membership fees payments, refunds and transfers are recorded as part of the club's profile in the online registration system. If you are the club's General Leader and/or Club Registrar, you can see the financial information by following these instructions.

1. Log in to <https://www.4habregistration.ca/~login.php> with your username and password.
2. Click on "**Club Admin**" then select your club's name.
3. Select "**Financials**".

There you can print a receipt and see the current status of your club's membership payments, refunds, transfers and credits. In most cases, notes have been inserted to provide details such as, "transfer of \$120 for one member also in another club where fee paid" or "refund issued for one member & fees paid to both clubs". If your club's "Account Balance" is \$0.00, then all is well and the members' list and membership fees have been reconciled. If the account balance shows an amount in red, then your club has fees outstanding and these must be submitted or your club data must be adjusted to reflect the actual membership details. Check it out and let's work together to ensure an accurate club profile.

4-H PROGRAMS: 4-H Alberta collects fees for provincial programs such as Club Week, Selections, Learning Days, camps and others. Program participants (members, leaders, volunteers) must complete applications through the online registration system prior to deadlines and payments must be received prior to acceptance of registrations. The record of a participant's program registration is recorded as part of their profile in the online registration system. Registrants can view program registrations by following these instructions.

1. Log in to <https://www.4habregistration.ca/~login.php> with your username and password.
2. Click on the tab labelled "**PROGRAM REGISTRATION**".
3. On the left sidebar, you can view all your program registrations.
4. All registrations (approved, declined, pending, in progress) will be noted and you can click on them to see details. "Pending" means that the registration has been completed and received by 4-H Alberta staff for review. "In progress" indicates a registration that has not been completed by the registrant and/or submitted for review.
5. Approved registrations are so noted and you can access receipts by clicking on the text that looks like: "**Receipt: 2Z0-0F0BC000**". Now you can view and print your program receipt.

Do you have questions or need more information? Help with your club and program payments is FREE and available to you by contacting your 4-H Registrar at 1-877-682-2244 or call direct at 780.898.3037 or email bernadette.sereda@4hab.com.