HOW TO REGISTER for the Oregon 4-H State Shooting Sports Mail-In Tournament

PARENTS SHOULD REGISTER THEIR YOUTH. You, the parent, create your own Log-In ID and then add your child(ren) as a child/dependent. Your email address is your log-in ID (and thus can only be used for one person). As a security measure the system requires you to provide a new password each year.

To register your youth, go to the OSU website:
https://apps.ideal-logic.com/osu4h

Log In (if you have already used this registration system) or create a new Log-In. Please be aware that your screen may look slightly different than the following screenshots due to my admin privileges in the system, however it should be close enough to demonstrate the necessary steps to register.

If you are new, you will be asked to provide contact information for yourself to create your profile. When you register a youth, you will be able to select the same contact information for them or add a personal email, etc. The information being requested is a reduced version of what you provide for a 4-H enrollment and is only accessible to authorized 4-H personnel. It will not be used for any other purposes than the Shooting Sports events.

Once you have created a profile, you can Start a New Registration for yourself or anyone who is listed as your dependent or by adding a new dependent.

PLEASE NOTE: If you are ADDING A DISCIPLINE to your registration, do NOT create a new registration. Please email Michele and tell her what to add – michele.osterhoudt@oregonstate.edu

You may select an existing child or add a New Dependent. To add a new dependent, enter his/her date of birth and first and last name.
You will then arrive at the “Welcome” page for a new registration, which should show the 4-H State Shooting Sports Mail-In Tournament. Click the “Next” button to continue.

The system will automatically select the appropriate age group based on the youth’s age (or leader for an adult 21 and over).

If you feel there is an error in the age group, please contact the registrar once the registration is complete and she can assist (michele.osterhoudt@oregonstate.edu). Click next to continue.

You will then complete the PARTICIPANT TAB, on which you provide (or edit): Name, Date of Birth, Email Address (add the youth’s email address if you would like them to receive Shooting Sports information directly – not required), Gender, Guardian, and Contact Information. You may select contact information from the drop downs (which will be your contact info) or add new information specific to the youth. Please be sure to scroll down the page to see all required fields.

The next tab – GUARDIAN 1 – will auto fill based on the information provided in your profile. You may add or edit contact information as needed.

Click NEXT to proceed once all information has been entered or updated. (Note, if a tab turns Pink it is because you have not yet completed all required information on that tab. You will be asked to do so at the review stage in order to finalize the registration.)
DISCIPLINES TAB: Here you will select all disciplines in which your youth is participating. Remember that the choice between Entry Level and National Championship tracks depends on equipment type, not experience level. Please consult with your leader if you are uncertain which track your youth belongs in. These are each required fields so indicate “No Entry Level Discipline” or “No National Level Discipline” if your youth is not participating in that track. Youth may participate in multiple disciplines for the same $10 fee.

CLICK “NEXT” TO PROCEED

CLUB TAB
Select the name of the club in which you are participating. Note, you will only see those clubs that are available in your county. Please ONLY enter the club name in the Other category if yours is new and not listed.

CLICK “NEXT” TO PROCEED

CONSENT TAB
Both youth and parent must agree to the three bulleted items on this page, which are designed to ensure safety and sportsmanship, that the youth are properly enrolled in 4-H, and that the parent agrees to his/her participation in the Tournament. Enter initials in the box provided.

CLICK “NEXT” TO PROCEED
REVIEW TAB
If you have not completed a field, this page will indicate what needs to be finished before you can proceed. Those tabs will be highlighted in pink.

Once all fields are complete, the REVIEW TAB will show you all of your youth’s data. Scroll down the page to verify that all data have been entered correctly. If you need to edit anything, go to the Tab on which that information is located and edit as needed.

CLICK “NEXT” TO PROCEED

PAYMENT TAB
You may pay by credit card, mail a check or indicate that your county or club will be paying for your registration. Once you have selected a payment option, you will be given further instructions.
By Credit Card – Click the Pay Now button to be taken to the payment site. This will submit your registration and then allow you to pay with your credit card through a separate site.

By Mail – Click the Submit Registration button and you will be given an invoice and instructions on where to send your check.

To be paid by county or club – if your club or county office has agreed to pay for your registration, select this option. Note that if the office or club chooses not to or is unable to pay, you will be responsible for payment in order for your youth’s scores to be included in the tournament. (Have no fear – we will be kind with timing and not remove a youth from the tournament until all efforts have been made to receive payment.)
Please note that if you do not hit “Submit Registration” (or opt to pay by credit card which submits the registration), your registration will not be complete or entered in the system. Be sure to complete all actions to receive your confirmation email for both the registration and payment.

If you need to add a discipline after completing a registration, please contact the Registrar who can easily add or correct any disciplines or other information. Contact information is below.

If you have any questions during the process or find you have made an error you do not know how to correct, please contact the Registrar.

Michele Osterhoudt  
State Shooting Sports Registrar  
1211 SE Bay Blvd  
Newport, OR 97365  
michele.osterhoudt@oregonstate.edu  
Direct Line: 541-648-6818