

2016 Summer Conference Chaperone Registration Instructions

1. Go to: <https://apps.ideal-logic.com/osu4h> You will see this screen. First time users will go to the right side under New Account and click on “Start Registration”. Record your login information for the future, because once you have an account, you can log in on the left side with your email address and password and much of the information you have to enter now will already be there. If you already have an account and can go to the left side and log in, you can skip to step six. **NOTE: The first thing after you log in you will be asked to provide a new password; this is done every year as a security measure.**

The screenshot shows a web interface with two main sections: "Log In" and "New Account".

- Log In:** Includes a heading "Log In to your existing account", an "Email Address" field with a "Remember" checkbox, a "Password" field with a "Forgot Your Password?" link, a checkbox for "Stay signed in on this computer for 30 days or until I sign out", and a "Log In >" button.
- New Account:** Includes a heading "New Account", a welcome message "Welcome to OSU 4-H/FCH! Please click to begin the registration process.", and a "Start Registration >" button.

At the bottom right is the OSU Oregon State University logo. At the bottom center, it says "This custom system built with pride in Oregon by Ideal-Logic, LLC".

2. This screen is where you set up your Ideal-Logic account login information. Fill in your first and last name and email address, click on “continue”.

The screenshot shows a web interface titled "About You".

- About You:** Includes a heading "About You", a sub-heading "Please complete the requested information and click Continue", and a link "Ideal-Logic Privacy Policy".
- Registration Fields:** Includes "First Name" and "Last Name" fields, an "Email Address" field, and an "Email Address (Again)" field. Below the second email field is the text "Your email address will be your login ID".
- Buttons:** Includes a "< Back" button and a "Continue >" button.

At the bottom center, it says "This custom system built with pride in Oregon by Ideal-Logic, LLC".

- You will now be on the password screen. This is NOT the password you get from your county. This is an account login password that you come up with. Type in the same password twice and click on Continue. (Don't forget to record the email and password that you use)

Select Password
Complete the form and click Continue

Please select a password for your account.
This password will protect your account.

Password

Password (Again)

< Back Continue >

Need Help?

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- This takes you to the Terms of Service page. After you have reviewed Ideal-Logic's Terms of Service, check the box next to "I agree..." then click continue.

Terms of Service
Please review the terms and conditions of Ideal-Logic's service

Test Hoffmann

Click here to review Ideal-Logic's Terms of Service.

I agree to Ideal-Logic's Terms of Service.

Cancel Continue >

Need Help?

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You will then be taken to the Security question page. Select (by clicking on the arrows for the drop box) and answer the two security questions, and click continue.

Security Questions
If you forget your password, you will be able to access your account by answering these questions.

Please select two security questions and provide the answer to each one. Capitalization does not matter.

Question 1:
Select a question...

Answer to Question 1:

Question 2:
Select a question...

Answer to Question 2:

Continue >

Need Help?

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You now have an account in the Ideal-Logic system and you will not have to endure all those screens next time you register for any events using this program (provided you use the same email address and password you just used to set this up).

As stated earlier, each year you are required to change your password for security reasons. If you already have an account and are logging in for the first time this year you may see a screen asking you to provide a new password.

It's now time to register for Summer Conference.

5. Click on "Start a new Registration"

OSU
Oregon State
UNIVERSITY

Home | Catalog | Calendar

Welcome to OSU 4-H/FCH!

Start a New Registration
Click to open a new registration form

Other Actions

- Edit Your Profile**
Update your contact information
- Your Recent Activity**
See what you've done lately on this system

Announcements
No unread announcements

Coming Events | Calendar

- Route 3 - Southern Oregon (Klamath Falls, Central Point, Grants Pass, Sutherlin, Springfield) 6/25
- Route 4 - Northwest Oregon (Astoria, Tillamook, Lincoln City, Newport) 6/25
- Route 5 - South Central (Lakeview, Paisley, Silver Lake, La Pine, Bend) 6/25
- Route 2 - Northeast Oregon (Island City, Hermiston, Arlington, The Dalles, Hood River) 6/25

[More...](#)

- Click "Add to Registration" in the Summer Conference – Chaperone Registration box.

New Registration

1. **Registration**
2. Participant
3. Review

Welcome!
This form will walk you through the OSU 4-H/FCH registration process. Use the *Next* and *Previous* buttons at the bottom of this window or the tabs on the left to navigate around the form.
Click the *Add to Registration* button with each item for which you would like to register.

Filter: [4-H Youth Development Programs \(2\)](#) [Conferences \(2\)](#)

Search...

Summer 2014 Conferences **+ Add to Registration**
Open Until 6/2
Password Required
Summer Conference - Youth Registration [Details...]
Daily Jun 25-28, 2014
Select this option to register for Summer conference, sign up for classes and select the bus route and stop you would like to take to campus.

Summer 2014 Conferences **+ Add to Registration**
Open Until 6/2
Password Required
Summer Conference - Chaperone Registration CHAPERONES ONLY [Details...]
Daily Jun 25-28, 2014
Chaperones register here, class registrations are not available here, but you will have the opportunity to include any preferences you have.
Price: \$125

- You will now see the screen change with your selection highlighted and more tabs appear on the left of the window. Click on the "Bus Routes" tab.

New Registration

1. **Registration**
2. **Bus Routes**
3. Password
4. Participant
5. Medical
6. Questions
7. Consent

Welcome!
This form will walk you through the Conferences registration process. Use the *Next* and *Previous* buttons at the bottom of this window or the tabs on the left to navigate around the form.
Click the *Add to Registration* button with each item for which you would like to register.

Summer 2014 Conferences **Added to Registration**
Open Until 6/2
Password Required
Summer Conference - Chaperone Registration CHAPERONES ONLY [Details...]
Daily Jun 25-28, 2014
Chaperones register here, class registrations are not available here, but you will have the opportunity to include any preferences you have.
Price: \$125
Remove

8. Here is where you sign up for the bus. This is optional, but if you plan to ride a bus to Summer Conference you MUST sign up here. If you are not taking a bus, just skip to the next tab. Otherwise select the route that you plan to take.

New Registration

- 1. Registration
- 2. Options
- 3. Thursday - Session A
- 4. Thursday - Session B
- 5. Thursday - Session C
- 6. Thursday - Session D
- 7. Friday - Session E
- 8. Friday - Session F
- 9. Friday - Session G
- 10. Friday - Session H
- 11. **Bus Routes**

Bus Routes

Below is a list of bus route pick-up locations. Four charter buses will provide transportation along specific routes to and from Summer Conference. The cost depends on where you board.

Filter: **Current** (5) **Upcoming** (5) **All** (5)

Search... Programs...
Filtered to 5 of 5 **Timing Current** x **Clear Filters**

Summer 2014 Open	Conferences Route 1 - Central Oregon Ontario, Burns, Bend [Details...] 6/25/2014 Boise-Winnemucca	+ Select
Summer 2014 Open 0/47	Conferences Route 2 - Northeast Oregon Island City, Hermiston, Arlington, The Dalles, Hood River [Details...] 6/25/2014 Moffit Bros.	+ Select
Summer 2014 Open	Conferences Route 3 - Southern Oregon Klamath Falls, Central Point, Grants Pass, Sutherlin, Springfield [Details...] 6/25/2014 Pelican	+ Select

9. When you select your route, the window will expand to show you all the stops the bus will make. Select the stop where you will get on the bus. Information on that bus will appear. Notice, in the column on the right that the total price will increase by the cost of the bus route/stop that you select.

New Registration

- 1. Registration
- 2. Options
- 3. Thursday - Session A
- 4. Thursday - Session B
- 5. Thursday - Session C
- 6. Thursday - Session D
- 7. Friday - Session E
- 8. Friday - Session F
- 9. Friday - Session G
- 10. Friday - Session H
- 11. **Bus Routes**
- 12. Password*
- 13. Participant
- 14. Medical
- 15. Questions
- 16. Consent
- 17. Demographics
- 18. Review

Bus Routes

Below is a list of bus route pick-up locations. Four charter buses will provide transportation along specific routes to and from Summer Conference. The cost depends on where you board.

Filter: **Current** (5) **Upcoming** (5) **All** (5)

Search... Programs... [v]

Filtered to 5 of 5 **Timing Current** X **Clear Filters**

Summer 2014 **Open** Conferences **Route 1 - Central Oregon** Ontario, Burns, Bend [Details...] 6/25/2014 Boise-Winnemucca **+ Select**

Summer 2014 **Open** 0/47 Conferences **Route 2 - Northeast Oregon** Island City, Hermiston, Arlington, The Dalles, Hood River [Details...] 6/25/2014 Moffit Bros. **Added to Registration** Remove

Please select the type of registration you would like to submit.

- Stop 1 - Island City** (\$50)
Bus Leaves By: 7:00 AM, PDT
Location: Wal-mart Supercenter, 11619 Island Ave.
Pick-up: Wednesday June 25, 2014
Arrives in Corvallis at 2:30pm
Times may change slightly
- Stop 2 - Hermiston** (\$40)
Bus Leaves By: 8:35 AM, PDT
Location: Space Age, Exit 182
Pick-up: Wednesday June 25, 2014
Arrives in Corvallis at 2:30pm
Times may change slightly
- Stop 3 - Arlington** (\$40)
Bus Leaves By: 9:40 AM, PDT
Location: Earl Snell Park, Exit 137
Pick-up: Wednesday June 25, 2014
Arrives in Corvallis at 2:30pm
Times may change slightly
- Stop 4 - More Below** [v] Scroll Down ↓

10. Now we move on to the place that you will use the Password you received from your county office. Enter the password and click “check password”. The password is case sensitive. If you don’t have the password word, you can click the “save for later” button at the bottom of the page. Next time you log on using the same email (username) and password, you will be able to pick up here where you left off. Otherwise go to the “Participant” tab.

The screenshot shows the 'New Registration' page with a green header. On the left is a vertical navigation menu with five items: 1. Registration, 2. Options, 3. Thursday - Session A, 4. Thursday - Session B, and 5. Thursday - Session C. The main content area is titled 'Password' and contains the following text: 'A password is required for registration.' Below this is a grey header for 'Summer Conference - Youth Registration' and a paragraph: 'In order to register for Summer Conference you must first please contact your county 4-H office for assistance.' This is followed by a red heading 'Registration Password*' and the instruction 'Enter your password exactly as your received it.' Below the instruction is an empty text input field.

11. Enter your tee-shirt size, sex and contact information. Be sure to fill in all the blanks and check boxes. Required fields are starred.

The screenshot shows the 'New Registration' page with a green header. On the left is a vertical navigation menu with ten items: 1. Registration, 2. Bus Routes, 3. Password, 4. Participant, 5. Medical, 6. Questions, 7. Consent, 8. Demographics, 9. Review, and 10. Payment. The main content area is titled 'Participant Information' and contains the following text: 'Please provide all requested information.' Below this is a grey header for 'Participant Details' and a dropdown menu. The 'Name' field contains 'Andy Hoffmann'. The 'Email Address' field contains 'andy.hoffmann@oregonstate.edu'. The 'Sex*' field has two radio buttons, 'M' and 'F'. The 'T-Shirt Size*' field is a dropdown menu. Below this is another grey header for 'Contact Information' and a dropdown menu.

12. The rest of the tabs are fairly self-explanatory. Be sure to fill in all the blanks and check boxes. NOTE: above and below the tabs are arrows that allow you to scroll up and down through the tabs.
- a. **Medical** – Moderately detailed medical info questions
 - b. **Questions** – Vegetarian, Special needs, Class Preference, and Activity Preference
 - c. **Consent** - Code of conduct and Media Release forms. Initialing in the box gives legal consent
 - d. **Demographics** – Optional race and ethnicity questions
 - e. **Review** – You get to look at everything you’ve selected to verify that you got it right. At this point, the program will let you know if you missed filling out any fields. You will not be able to submit your registration until all required fields are filled in.
 - f. **Payment** – This window will show you the total amount owed for Summer Conference. It includes the cost of the conference and the cost of the bus route you selected. It does not include any scholarships or other payments that may have been made at your county office. Here there is only one option to check. “Pay at your County office”. Because each county awards various scholarships and discounts differently, the county offices will be collecting the payments. Most counties pay for their chaperones!
13. You are not registered until you **click on the green “Submit Registration”** button at the bottom of the page. You will receive a confirmation via email.