

MONTANA 4-H AMBASSADOR

County Ambassador Registration (Roster)



It is important for counties to register their county Ambassadors on the official Ambassador Roster each year. This process has undergone many changes as we have explored new ways to improve efficiency and connection with Ambassadors and Key Leaders across the state.

County Ambassadors **MUST** be registered in order to be eligible for a number of district and state level opportunities. **Please register all County Ambassadors EVERY year they are an Ambassador.** Register your Ambassadors as soon as they have been selected at the county level.

TO REGISTER COUNTY AMBASSADORS PLEASE FOLLOW THESE STEPS:

The official Ambassador roster has been created as an "EVENT" within 4-H online. Each AMBASSADOR YEAR (July to July) a new event will be created. The event will open each year on May 1 and remain open for the year. **Ambassadors can be added at any point in the year.**

We recommend that during your enrollment process you also indicate that a member is a county ambassador by adding the ACTIVITY: STATE: Ambassador [year]. This will help you to track their involvement in the program over time.

1. Sign into 4honline
2. Search for the member record of the youth member you would like to register as an Ambassador.
3. Click "Login" and then "my member list"
4. Scroll to the bottom of the member list page to the box that says "Register A Member In An Event"
5. Select the member you would like to register as an Ambassador from the "member" drop down list.
6. Select County Ambassador [ambassador year] from the "event" drop down list.
7. Click "register" below the second orange bar.
8. Complete the short form and click continue.
9. Follow the prompts to complete the registration.
10. The \$11 Ambassador Dues is added for each member registered as an Ambassador.

Ambassador dues are collected to cover the cost of Ambassador name tags, recourses for County Ambassadors, training and other ambassador program needs.

Once you have completed the registration for all of your County Ambassadors an invoice can be printed. Follow these steps to print a combined invoice.

CREATING THE INVOICE

1. Click on the "Finances" tap.
2. Highlight the transfer in the menu bar
3. Click on "quick add" just below the menu bar at the top of the page
4. Select from the transfer list what payments you would like added to the transfer (invoice)
5. Click save
6. Once you have confirmed that everything you want is listed click "submit" Once a Transfer has been submitted, it cannot be deleted or changed.

7. Click "Print Transfer" in green and send with payment.

PRINTING THE INVOICE

- From the Quick Reports drop down menu, select County
- Event Check Payment Invoice. You will get a PDF you can save or print that lists all the registrations and their amounts.
- You can reprint an invoice by clicking on the County/Club Checks icon and then clicking the Edit button for the invoice. From there you can select from the Quick Reports drop down menu

Please send Ambassador Dues to:

Montana 4-H Center
ATTN Ambassador Program
210 Taylor Hall
Bozeman, MT 59717

Checks payable to: "Montana 4-H Foundation" Please write AMBASSADOR DUES in the memo line of the check. Please include 4honline invoice with payment.

AMBASSADOR / KEY LEADER NAMETAGS

Registered County Ambassadors will receive an Ambassador nametag the FIRST year they become an Ambassador. This is indicated in the Registration by clicking "NEW Nametag". The cost of this nametag is included in their first year Ambassador Dues.

If an Ambassador has received a nametag in a previous year and needs a replacement nametag this can be indicated in the registration by selecting "REPLACEMENT Nametag". However an additional \$8.00 will be added. **PLEASE CONFIRM THE SPELLING OF THE AMBASSADOR'S NAME WHEN REGSITERING.** The list will be sent directly from 4-H online the company that prints the nametags.

Nametag will be mailed directly to member once dues have been received.
The nametag ordering schedule will be:

Registered by June 15 – Receive nametag at Ambassador Meeting during Montana 4-H Congress. *Those not in attendance will be mailed directly to the member following the event.*

Registered by August 1 – Mailed directly to member and received by September 1

Registered by October 1 – Receive nametag at Ambassador Fall Training Event. *Those not in attendance will be mailed directly to the member following the event.*

Those Registered after October 1 will be ordered on a case by case basis.