OVERVIEW

The 2016 4-H Engineering Design Challenge: Rube Goldberg event is open to 4-H members who have completed third through eighth grades by the end of the 2015-2016 school year. 4-H youth who are older than eighth grade may not be team members, but they may work with teams as youth coaches. Every team must have two adult volunteer leaders who are screened Minnesota 4-H volunteers.

All leaders, youth team members and youth coaches must register for the challenge through their 4HOnline accounts.

Youth who are not yet 4-H members can find enrollment information at http://www.extension.umn.edu/youth/mn4-H/be-a-4-H-member/.

Adults who are not yet screened volunteers can find instructions for applying to become a Minnesota 4-H volunteer at http://www.extension.umn.edu/youth/mn4-h/volunteer/.

REGISTRATION ORDER

Team leaders must register before their team members can register. The information the leaders provide in their registration will be used to create the team identifier, which youth will need when they register.

Youth and leaders will not be able to change their registration in 4HOnline once it’s complete, but county staff or state staff may be able to help you accommodate changes. (For example, if a youth needs to transfer from one team to another, or an adult can no longer act as a leader, staff may be able to assist with changes.)

REGISTRATION DEADLINE

The deadline to register your team in 4HOnline is July 1 OR the deadline date for your county’s fair registration, whichever is earlier. 4-H staff in your county Extension office can tell you what the county fair registration deadline is in your county. Since adult volunteers must register several days before their youth team members can register, it’s important for adult volunteer leaders to complete their registration well in advance of the deadline.
REGISTRATION PROCESS FOR ADULT VOLUNTEER LEADERS

Note: if you are an adult who is leading two RG teams, you’ll need to enter information for both teams when you register—you won’t be able to enter information for one team and then later return to 4HOnline and enter the information for your second team. Look through the steps below and make sure you’re ready to enter information for both teams.

1. Log in to your 4HOnline profile: [https://mn.4honline.com](https://mn.4honline.com)

2. Click on the Continue to Family button.

3. Scroll down to the bottom of the page to the section titled Register a member in an event.

4. In the member field, select your name from the drop-down.

5. In the event field, select Engineering Design Rube Goldberg Challenge 2016 from the drop-down.

6. At the bottom of the page below the (orange) Registration Types heading click on the [Register] button.

This brings you to the registration data ENTRY page.

1. Team county: Enter the name of your team’s county. Team members may be from different counties, but the team must be affiliated with only one county. This is the county where your team will show its machine at the county fair. If your team qualifies for a state fair trip at the county fair and chooses to attend the state fair, the team will attend this county’s assigned encampment.

2. Team name: Some teams choose their club name for a team name, others make up a name related to the challenge or something that reflects engineering or science. If your Rube Goldberg team has not yet chosen a name, enter “Undecided” in this field. It can be updated later.

3. Other leader’s name: Enter the name of the other adult volunteer leading this team.
   a. Entering the other adult’s name here does not replace the need for the other adults to register for the Engineering Design Rube Goldberg challenge; it’s just information that will help the youth find their team when they register for the challenge.
   b. It is necessary that two adults register as team leaders. If those two wish to have different roles, where one is leading the work on the RG and the other is acting more as an assistant or problem solver, that’s fine.

4. If you are leading a second team, complete the information in the last three fields on this page.

5. Press the [Continue] button.

This brings you to the CART page.

- There is no registration fee for this event. Review the information on the page and click the [Check out] button.
This brings you to the PAYMENT page.
There is no registration fee, but 4HOnline needs this page to be completed.

- Please click the radio button labeled County/Club 4H Check, and click the [Select Payment Method] button.

This brings you to the CONFIRMATION page.
- On this page, you can print/save your entry to keep for your records. Make sure the order total shows $0.00 and click the [confirm order] button.

This brings you to the FINISH page.
Your registration is now complete. When both (or all) adult volunteers leading your team have registered, state 4-H staff will create a team identifier for your team and enter that into 4HOnline. (We will try to do this within 2 days of the completion of both (all) the team’s adult leaders’ registrations.) Leaders will then be notified that the team is listed in 4HOnline and open for youth team members and youth coaches to register.

TEAM IDENTIFIERS
The following section shows a few examples of how the team identifier in 4HOnline will appear, given different sets of data entered by adult volunteer Mary Smith.

Example team identifiers

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>TEAM NAME</th>
<th>OTHER TEAM LEADERS</th>
<th>IDENTIFIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wright</td>
<td>Clovers</td>
<td>Ed Brown</td>
<td>Wright-Mary Smith, Ed Brown-Clovers</td>
</tr>
<tr>
<td>Benton</td>
<td>Happy Engineers</td>
<td>Jim Green</td>
<td>Benton-Mary Smith, Jim Green-Happy Engineers</td>
</tr>
<tr>
<td>Roseau</td>
<td>Undecided</td>
<td>Ann White</td>
<td>Roseau-Mary Smith, Ann White-Undecided</td>
</tr>
<tr>
<td>Roseau</td>
<td>Undecided2</td>
<td>Ann White</td>
<td>Roseau-Mary Smith, Ann White-Undecided2</td>
</tr>
</tbody>
</table>

Notes
- Ed Brown, Jim Green and Ann White will also have to register as leader for their teams.
- Mary (and/or Ann) will need to tell the Roseau County youths which team they should sign up for. If the team later picks a name, the identifier can be updated with that.
- If youth try to register before their adult leader has registered, they won't find a team. They'll see a note in 4HOnline to contact their team leader.
REGISTRATION PROCESS FOR YOUTH TEAM MEMBERS AND YOUTH COACHES

The 4-H Engineering Design Challenge: Rube Goldberg is open to youth in grades 3-8 (or having completed one of those grades by the end of the 2015-2016 school year). 4-H members older than 8th grade cannot be team members, but they can mentor a team as a youth coach.

1. Log in to your 4HOnline profile: [https://mn.4honline.com](https://mn.4honline.com)
2. Click on the Continue to Family button.
3. Scroll down to the bottom of the page to the section titled Register a member in an event.
4. In the member field, select your name from the drop-down.
5. In the event field, select Engineering Design Rube Goldberg Challenge 2016 from the drop-down.
6. In the (orange) section headed Registration Types click on the [Register] button.

This brings you to the registration data ENTRY page.

Teams are identified by County<>Adult Leaders' Names<>Team Name. (Example: Wright<>Mark Brown, Jane White<>Can-do Recyclers) If you don’t see your team in the list, contact your adult team leader. Your team identifier must show up in the list before you can register.

1. Click the radio button next to your team name.
2. Click the radio button next to your team role.
3. Click [Continue].

This brings you to the registration CART page.

- There is no registration fee for this event. Review the information on the page and click the [Check out] button.

This brings you to the PAYMENT page.

There is no registration fee, but 4HOnline needs this page to be completed.

- Please click the radio button labeled County/Club 4H Check, and click the [Select Payment Method] button.

This brings you to the CONFIRMATION page.

- On this page, you can print/save your entry to keep for your records (you may also do that on the next page.) Make sure the order total shows $0.00 and click the [confirm order] button.

This brings you to the registration FINISH page.

Your registration is now complete. Print/save your confirmation for your records. You may now begin working with your team on your Rube Goldberg!