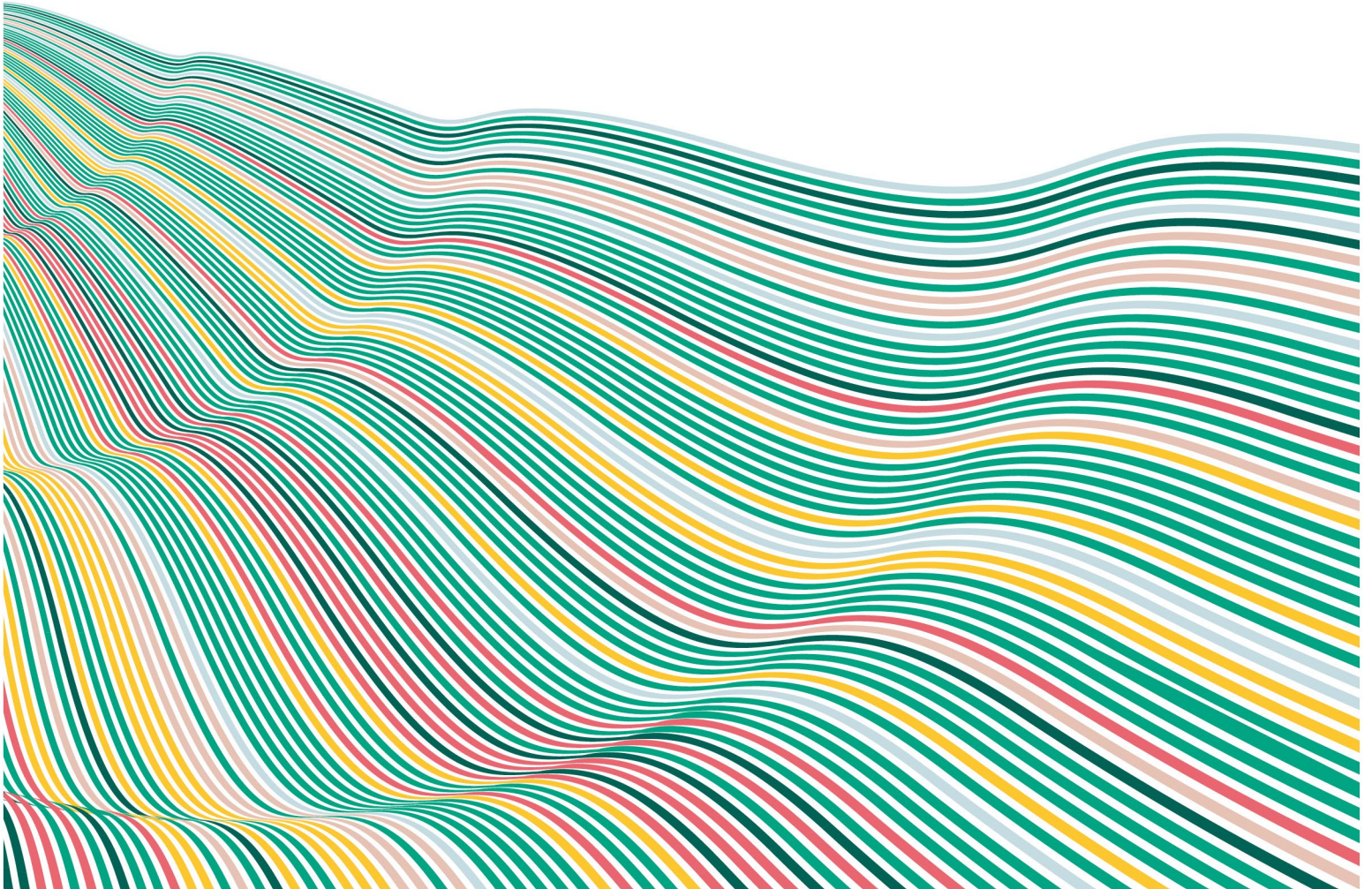




PORTAL GUIDE



Ignite Portal Purpose

The Ignite Portal was developed as a centralized system that allows Ignite Ticket Purchasers, Lead Chaperones, Registration Liaisons, adult and teen participants, parents, and National 4-H Council staff to view and update relevant event information, with access tailored through custom permission levels to ensure each user sees and edits only what they need.

We highly recommend all attendees, Lead Chaperones and a parent/guardian for each teen attendee utilize the Ignite portal to submit all registration information, complete the required forms and register for teen workshops.

Ignite Portal Access

An email address is NOT required for teens or parents/guardians, but we highly recommend including them to help ensure timely communication. We ask you to please ensure each contact has a unique email address. Do not use a parent's email for a teen or vice versa, each email can only be linked to one contact in the system. The system will not allow you to save a contact if the email address is already associated with another person.

- **In order to log in for the first time**, you will need your **invitation code** which will be emailed from DoNotReply@igniteevents.4-h.org and is unique to each individual contact. Your Invitation code will be approximately 100 characters long and consist of a combination of letters, numbers and dashes.
 1. Copy your invitation code.
 2. Click [Redeem invitation](#)
 3. Paste your invitation code. (DO NOT CHECK I have an existing account.)
 4. Click Register.
 5. Select a Username and Password.
 6. Click Register again.
 7. You're in! Document your username and password somewhere safe.
- **Have an existing account?** If you have attended an event hosted by National 4-H Council since June 2024, you will use your previous login information.
 1. [Click here to login](#)
 2. Enter your Username and Password

Ignite Portal Roles

National 4-H Council (Council) staff will facilitate Ignite by 4-H. Your Lead Chaperone is responsible for reserving your tickets and payments, planning all travel, assigning roommates and ensuring your group is completely registered for workshops and Offsite Educational Activities prior to traveling to Washington D.C.

During Ignite, groups will interact with numerous members of National 4-H Council staff. The Youth Experiences team coordinates and executes Ignite by 4-H in partnership with the Ignite Design Team to ensure that each attendee has the best experience possible.

What is the difference between a Ticket Purchaser, Lead Chaperone and Registration Liaison?

All roles listed below will have access to the Ignite Portal to add contacts, assign them to tickets, and view or export attendee information such as hotel rooming assignments, workshop selections and assignments, and more.

- **Ticket Purchaser (TP)**
 - The person who purchased the ticket(s) for Ignite
 - NOT required to have a ticket or attend Ignite
 - Must designate at least one Lead Chaperone for the tickets they purchase (and may optionally assign a Registration Liaison)
 - Can also serve as Lead Chaperone if they are attending
- **Lead Chaperone (LC)**
 - Must have an Adult Ticket for Ignite
 - Responsible for ensuring all required information is submitted for the tickets assigned to them
 - All attendees assigned to the same LC must travel and arrive onsite together
 - Will be copied on communications to assigned attendees
 - Acts as the main liaison between National 4-H Council and their assigned attendees onsite, including check-in and in the event of any issues involving attendees in their group.
- **Registration Liaison (RL)**
 - Optional administrative support role
 - NOT required to have a ticket to Ignite
 - Should only be added if someone other than the TP or LC needs access to manage or view information in the portal

All Users

Note: All instructions and links that follow are available to logged-in users only.

Throughout the Ignite registration process, some features and functionality will intentionally close to edits. These features are now indicated with red text and an asterisk. If you have questions about these specific features, reach out to events@4-h.org.

Update your Profile

1. Open Your Profile by:

- o [Click here](#) or you can click your name in the site header.

2. Update your information:

- o First Name
- o Last Name
- o First Name for Nametag (only if different than First Name)
- o Sex
- o Ethnicity
- o Date of Birth
- o City
- o ZIP/Postal Code
- o Mobile Phone
- o E-mail
- o What year did you become involved with 4-H?
- o Dietary Restrictions & Common Allergens
- o Other Food Allergies
- o Accommodation Request
- o Shirt Size

3. Save your changes

- o Click Update

Request a Roommate (Adult Ticket)*

As a reminder, **all adult chaperones will have single-occupancy rooms.**

1. Click My Ticket (Adult) in the site header.
2. Click Request Roommate.
3. Type in the full name of the person you would like to room with.

Adult attendees will not be assigned a roommate unless both individuals specifically request to room together. If both adults indicate a desire to share a room, they will be paired. No discount will be provided for sharing a room.

Request a Roommate (Teen Ticket)*

As a reminder, **all teen rooms are double-occupancy.** Youth delegates will have the opportunity to request a specific roommate by **Friday, October 31, 2025.**

1. Click **My Ticket (Youth)** in the site header.
2. Click **Request Roommate.**
3. Type in the full name of the person you would like to room with.

Rules and reminders:

- All teens will have 1 roommate. Unfortunately, we cannot accommodate requests for three teen attendees in one room or single rooms.
- Attendees under the age of 18 will not be paired with anyone age 18 or older by March 24, 2026.
- Due to different check-in dates, teens with CWF @ Ignite tickets cannot room with teens holding general Ignite tickets.
- **If no roommate preference is submitted or if your state has an odd number of delegates, we will coordinate with your Lead Chaperone to assign a suitable roommate from another delegation.**

Complete Your Code of Conduct Forms

1. In the site header, click My Ticket (Adult) OR My Ticket (Teen)
2. Click Code of Conduct.
3. Review the form, then check Agree to all fields.
4. Enter your full name in the Signature and the date.
5. Click Next
6. Review, enter your full name and the date.
7. Click Submit.

Teen Attendees

Notes: All instructions and links that follow are available to logged-in users only.

- Teens cannot add their parents to their ticket or share an email address. Each individual person should only have one contact in the Ignite portal.

All teens are required to complete the following steps in order to attend Ignite:

1. Update their profile including dietary restrictions (due 10/31/25)
2. Complete their Code of Conduct forms which must also be signed by their parent/guardian (due 12/5/25)
3. Register for workshops and choose their track (open from 1/16/26-1/30/26)

All teens have the option to:

4. Request a roommate

An email address is NOT required for teens, but we highly recommend including an email address to help ensure timely communication.

Choose Your Track*

1. Click **My Ticket (Youth)** in the site header.
2. Click **Choose Track**
3. Make a selection from the drop-down.
 - If you're unsure about your track, don't worry! You can change your mind, but this helps us estimate the number of seats needed for each track.

Register for Workshops

Teens will be ineligible to register for workshops until they and their parent/guardian have both completed the required forms.

1. You can review Ignite Workshop Guides in the Ignite App or by clicking [here](#).
2. [Click here to register](#).
3. Sign in to the portal using your username and password.
4. Scroll down and click the green **Step 1: Register Career Connections** button
5. Please indicate the industries and department/fields you are most interested in. Click Save then click Next.
6. Scroll down and choose one selection per session. Click the down arrow to the right of each workshop to register.
7. Click **Register**, then **Request Registration**. *This will submit your request and the system will confirm your seat.*
8. Repeat steps 6-7 for all Career Connections sessions. Once you have selected all 4 sessions, click green **Step 2: Register Track Workshops**.
 - **Change or Choose a Track:** If you would like to change your track or select a track for the first time, there is a white button that says **Change Track** in the top right. Click **Change Track** then scroll down and make a selection. Click **Save** then **Next**.
 - *If you have not chosen a track yet, no workshops will show up as available for Track Workshops.*
 - **IMPORTANT: If you already have a track selected and you choose a different track, it will kick you out of ALL currently selected Track Workshops. Your Career Connections and Explore Workshops will not be effected.**
9. Repeat steps 6-7 for all Track Workshops. Once you have selected all 4 sessions, click green **Step 3: Register Explore Workshops**.
10. Repeat steps 6-7 for all Explore Workshops.
11. You must select workshops for Career Connections, Track Workshops AND Explore Workshops to be fully registered for Ignite workshops.

Parent/Guardian of Teen Attendees

Notes: All instructions and links that follow are available to logged-in users only. If you as a Parent/Guardian are not attending Ignite, you must be added to your teen's account by the Ticket Purchaser, Lead Chaperone, Registration Liaison or by emailing events@4-h.org with your email, first name, last name and the name of your teen(s).

- Parents cannot add their teens as contacts and teens cannot add their parents (UNLESS the Parent/Guardian is also the Ticket Purchaser or Lead Chaperone). Each individual person should only have one contact in the Ignite portal.

All teens are required to complete the following steps in order to attend Ignite:

1. Update their profile including dietary restrictions (due 10/31/25)
2. Complete their Code of Conduct forms which must also be signed by their parent/guardian (due 12/5/25)
3. Register for workshops and choose their track (open from 1/16/26-1/30/26)

All teens have the option to:

4. Request a roommate

It is essential that parent/guardian contacts are set up using their own email address. If a parent's email is entered under a teen's contact, the system will recognize that email as belonging to the teen. As a result, the parent will be unable to sign the required forms. Parents/guardians must therefore log in separately with their own email address to complete the necessary forms. An email address is NOT required for teens, but we highly recommend including an email address to help ensure timely communication.

Parent/Guardian Complete Your Teen's Code of Conduct Forms

1. In the site header, click Parent Information
 - If you don't see Parent Information then you are not set up in our system as the Parent/Guardian of any teens.
2. Click the down arrow on the right next to your teen's ticket information
3. Next you can either click **Complete Code of Conduct Online** OR **Upload Code of Conduct File**
 - If you click **Complete Code of Conduct Online**, then you will proceed with following the prompts to sign the forms digitally. Here you will also have the option to sign for your teen and yourself.
 - If you click **Upload Code of Conduct File**, then a page will open to upload your form.
 - o Forms can be found here for download and signature:
 - **General Ignite Forms - Arriving 3/25/26**
[Youth Ignite Code of Conduct Form](#)
[Adult Ignite Code of Conduct Form](#)
 - **CWF @ Ignite and Soccer Forms - Arriving 3/24/26**
[Youth Ignite Code of Conduct Form - CWF](#)
[Adult Ignite Code of Conduct Form - CWF](#)
 - **National 4-H Soccer Forms - Arriving 3/24/26**
[Youth Ignite Code of Conduct Form - Soccer](#)
[Adult Ignite Code of Conduct Form - Soccer](#)
 - o Note: Forms must be manually reviewed and may take 3-5 business days from the time of upload until they are manually approved or declined. During this time your form status will still show as Form Pending.

Parent/Guardian Request a Roommate for Your Teen*

1. In the site header, click Parent Information
 - If you don't see Parent Information then you are not set up in our system as the Parent/Guardian of any teens.
2. Once your teen(s) ticket shows up under **Next Steps**, click the **down arrow** on the right next to your teen's ticket information and click **Choose Roommate Preference**
3. Enter in the full name of the teen your child wishes to room with.

Rules and reminders:

- All teens will have 1 roommate. Unfortunately, we cannot accommodate requests for three teen attendees in one room or single rooms.
- Attendees under the age of 18 will not be paired with anyone age 18 or older by March 24, 2026.
- Due to different check-in dates, teens with CWF @ Ignite tickets cannot room with teens holding general Ignite tickets.
- If no roommate preference is submitted or if your state has an odd number of delegates, we will coordinate with your Lead Chaperone to assign a suitable roommate from another delegation.

Parent/Guardian Update Your Teen's Profile

1. In the site header, click Parent Information
 - If you don't see Parent Information then you are not set up in our system as the Parent/Guardian of any teens.
2. Click the down arrow on the right next to your teen's ticket information and click Edit Profile

Parent/Guardian Choose Track for Your Teen*

3. In the site header, click Parent Information
 - If you don't see Parent Information then you are not set up in our system as the Parent/Guardian of any teens.
4. Once your teen(s) ticket shows up under Next Steps, click the down arrow on the right next to your teen's ticket information and click Choose Track
5. Make a selection from the drop-down.
 - If your teen is unsure about their track, don't worry! They can change their mind, but this helps us estimate the number of seats needed for each track.

Parent/Guardian Register Teens for Workshops

- Instructions will be added closer to when workshop registration opens. Teens will be ineligible to register for workshops until they have complete the required forms.

Ticket Purchasers, Lead Chaperones and Registration Liaisons

Note: All instructions and links that follow are available to logged-in users only. If you are not a Ticket Purchaser or assigned as a Lead Chaperone or Registration Liaison, you will not have access to any of the features below.

Create Contacts

Each individual person should only have one contact in the Ignite portal. It is essential that parent/guardian contacts are set up using their own email address. If a parent's email is entered under a teen's contact, the system will recognize that email as belonging to the teen. As a result, the parent will be unable to sign the required forms. Parents/guardians must therefore log in separately with their own email address to complete the necessary forms. An email address is NOT required for teens, but we highly recommend including an email address to help ensure timely communication. There are multiple ways to add new contacts, but here is a direct way to create a new contact

1. [Click here.](#)
2. Click Add New Contact
3. Enter all available information for the contact.
4. Click Submit
 - o If you see an error message, the contact likely already exists in the system.

Add Guests to Tickets

You can only add guests to tickets that already have a contact in our system. Guests cannot be added to multiple tickets.

1. In the site header, click Ticket Information or [click here](#)
2. Click Register Ignite Attendees
3. Click Add Attendees
4. Click the magnifying glass to the right of the Participant and search your contacts for the person you would like to add.
 - If the person's name does not appear, they are either already assigned to a ticket OR they do not yet have a contact set up in our system.
 - If you are adding a teen to a ticket, we highly recommend you add their Parent/Guardian as well so they receive all communication about their teen's participation at Ignite.
5. Click Submit

Add Parent/Guardian to Teen Ticket

You can only add a parent/guardian to a ticket that already has a contact in our system. Parent/guardians CAN be added to multiple tickets.

1. In the site header, click Ticket Information or [click here](#)
2. Click Register Ignite Attendees
3. Click Add Attendees
4. Click the magnifying glass to the right of the Parent/Guardian and the system will search your contacts for any adults affiliated with your Land Grant University.
 - If the person's name does not appear, they do not yet have a contact set up in our system. Follow the instructions above to add a contact and then add their name.
5. Click Submit

Add Lead Chaperone to Ticket

In order to add a Lead Chaperone to a ticket, the Lead Chaperone must already have their own Adult ticket. All participants, including the Lead Chaperone should have a Lead Chaperone. If YOU are the Lead Chaperone, you should assign yourself as your own Lead Chaperone. Lead Chaperones are used for placing hotel rooms near each other at the hotel. Refer to page 2 for additional information on the Lead Chaperone role.

1. In the site header, click Ticket Information or [click here](#)
2. Click Register Ignite Attendees
3. Click Add Attendees
4. Click the magnifying glass to the right of the Lead Chaperone and the system will search your contacts for any adults affiliated with your Land Grant University that have an Adult Ticket for the upcoming Ignite.
 - If the person's name does not appear, they most likely have not yet been assigned to an Adult Ticket.
5. Click Submit

Add Registration Liaison to Ticket

Registration Liaison's can be left blank, this is an optional administrative support role. Refer to page 2 for additional information on the Registration Liaison role.

1. In the site header, click Ticket Information or [click here](#)
2. Click Register Ignite Attendees
3. Click Add Attendees
4. Click the magnifying glass to the right of the Registration Liaison and the system will search your contacts for any adults affiliated with your Land Grant University.
 - If the person's name does not appear, they do not yet have a contact set up in our system.
5. Click Submit

View Form Status

1. In the site header, click Ticket Information then Attendees Code of Conducts
2. Here you can review the status of all tickets you are assigned as Ticket Purchaser, Lead Chaperone or Registration Liaison and the status of their forms.

Upload Code of Conduct Forms

1. In the site header, click **Ticket Information** then **Attendees Code of Conducts**
2. Click the **down arrow** on the right next to the ticket you wish to upload a form for then click **Upload Form**
3. ticket information
4. Click Add Files and a page will open to upload the forms for this ticket.
 - o Forms can be found here for download and signature:
 - **General Ignite Forms - Arriving 3/25/26**
[Youth Ignite Code of Conduct Form](#)
[Adult Ignite Code of Conduct Form](#)
 - **CWF @ Ignite and Soccer Forms - Arriving 3/24/26**
[Youth Ignite Code of Conduct Form - CWF](#)
[Adult Ignite Code of Conduct Form - CWF](#)
 - **National 4-H Soccer Forms - Arriving 3/24/26**
[Youth Ignite Code of Conduct Form - Soccer](#)
[Adult Ignite Code of Conduct Form - Soccer](#)
 - o Note: Forms must be manually reviewed and may take 3-5 business days from the time of upload until they are manually approved or declined. During this time the form status will still show as Form Pending.

COC Form Statuses

- **Form Pending:** Nobody has signed this form
- **Teen Signed:** Only the teen has signed. Their parent/guardian has not signed yet.
- **Form Completed:** No further action required.

Remove Guest from Ticket*

1. In the site header, click Ticket Information or [click here](#)
2. Click Register Ignite Attendees
3. Under Registered Tickets, locate the ticket that you would like to remove the guest from and click the down arrow and choose Modify Attendees.
4. Navigate to where it says the Participant's name and click the X to the right of their name. This will remove the participant from the ticket.
 - If you would like to replace someone, you can search for their name or follow the instructions above to add a contact and then add their name.
5. Click Submit.

Roommate Requests*

1. In the site header, click Ticket Information or [click here](#)
2. Click Teen Roommate and Track Selection
3. Click the down arrow on the right next to your teen's ticket information and click Choose Roommate Preference
4. Enter in the full name of the teen roommate.

Rules and reminders:

- All teens will have 1 roommate. Unfortunately, we cannot accommodate requests for three teen attendees in one room or single rooms.
- Attendees under the age of 18 will not be paired with anyone age 18 or older by March 24, 2026.

- Due to different check-in dates, teens with CWF @ Ignite tickets cannot room with teens holding general Ignite tickets.
- If no roommate preference is submitted or if your state has an odd number of delegates, we will coordinate with your Lead Chaperone to assign a suitable roommate from another delegation.

Choose Track for Your Teen*

Once your teen ticket(s) have been assigned to a Contact and have a Lead Chaperone, you will be able to choose a track for them. If your teens are participating in CWF @ Ignite or

1. In the site header, click Ticket Information or [click here](#)
2. Click Teen Roommate and Track Selection
3. Click the down arrow on the right next to your teen's ticket information and click Choose Track
4. Make a selection from the drop-down.
 - If your teen(s) are unsure about their track, don't worry! They can change their mind, but this helps us estimate the number of seats needed for each track.

Update Guest Information*

If you need to change the person assigned to a ticket, please refer to the instructions above to **Remove Guest from Ticket**. These instructions are to update the personal information for a Contact that has been added to a ticket such as shirt size, dietary restrictions, first name for nametag, etc.

1. In the site header, click Ticket Information or [click here](#)
2. Click Ticket Information
3. Click the down arrow on the right next to your teen's ticket information and click Modify Attendees
4. Click Edit Participant Contact (below Participant)
5. Click Submit when your changes have been complete.

Register Teens for Workshops

- Instructions will be added closer to when workshop registration opens. Teens will be ineligible to register for workshops until they have complete the required forms.

Lead Chaperone Form & Offsite Educational Experiences

- Instructions will be added closer to when the Lead Chaperone Form goes live. Lead Chaperones will be ineligible to register unless all tickets have submitted the required forms.

Export Teen Schedules

- Instructions will be added in February when this functionality becomes available.

Export Hotel Room Assignments

- Instructions will be added once hotel room assignments have been finalized in early 2026.