



4-H Online 2.0 Family Enrollment Guide

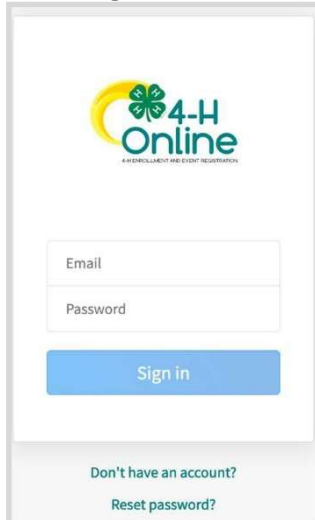
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Creating a New 4-H Online Account

1. Go to <http://training.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).



The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo with the tagline "A MEMBERSHIP AND EVENT REGISTRATION". Below the logo are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are two links: "Don't have an account?" and "Reset password?".

3. Select your state and county from the drop-down menus.



The screenshot shows the "Create Your Account" page. It features the 4-H Online logo and the heading "Create Your Account". Below the heading is a "Select Your State" label followed by a drop-down menu currently displaying "Select State".

4. Complete your family’s information.
5. Click the Create Account button.

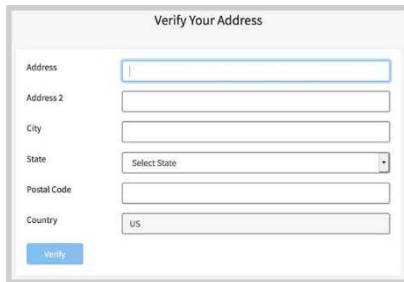


The screenshot shows the "Create Your Account" page for Texas A&M AgriLife Extension. The form fields are filled with the following information: County: Anderson; Email: clover@4honline.com; Confirm Email: clover@4honline.com; Family Name: Clover; Mobile Phone Number: 888-999-3344; Password: [masked]; Confirm Password: [masked]. At the bottom, there are "Back" and "Create Account" buttons.

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6. Enter your family’s address information.
7. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.



Verify Your Address

Address

Address 2

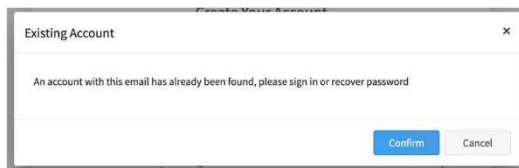
City

State

Postal Code

Country

8. If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account.



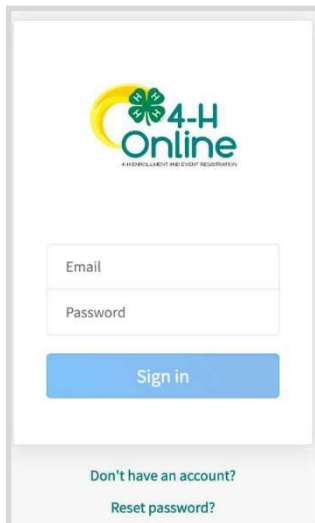
Existing Account


An account with this email has already been found, please sign in or recover password

Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>.
2. Enter your email address and password. Then, click Sign-In.
3. Continue to Youth and Clover Kid Member Enrollment to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to Adding New Members to add new Family Members.

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.





Email

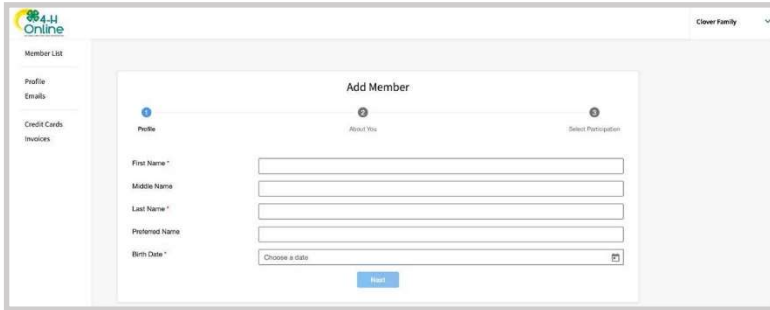
Password

[Don't have an account?](#)

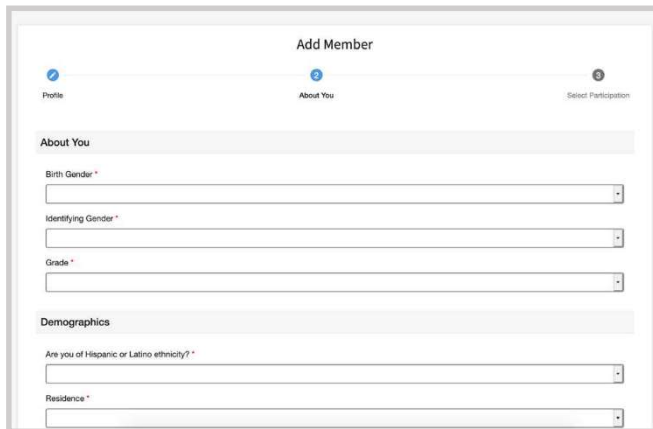
[Reset password?](#)

Adding a New Member to the Family

1. Enter the member’s information. Fields marked with a red asterisk are required.
2. Click the Next button.

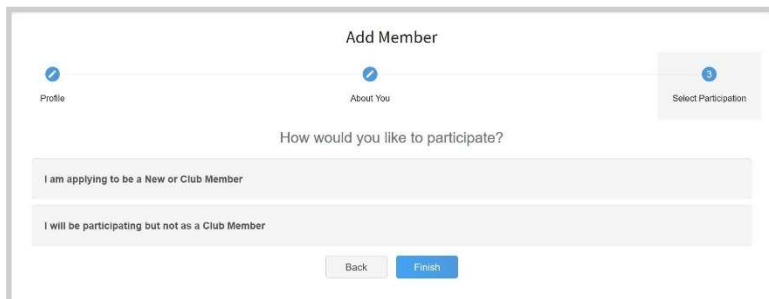


3. Complete the "About You" form with the requested information.
4. Click the Next button.



5. Select your method of participation.
6. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to Youth and Clover Kids Member Enrollment. If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.

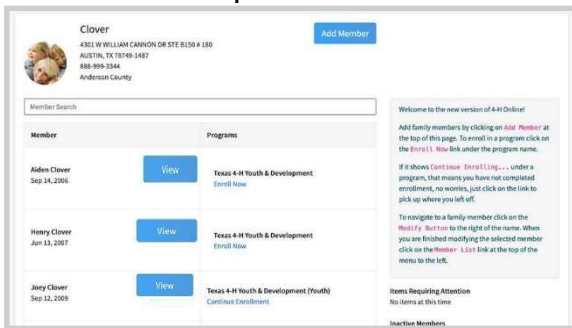


If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions. If you would like to enroll as a Club member or Volunteer at any time, click "Enroll Now" from the Member List and continue to Youth and Clover Kids Member Enrollment or Adult Volunteer Enrollment.



Youth and Clover Kid Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll. If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family”, then continue to Step 1 below.



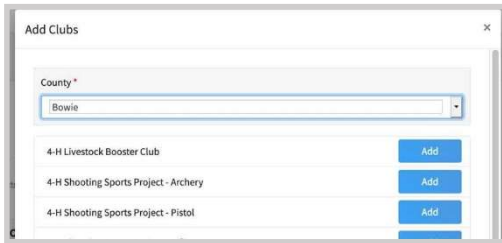
1. Select the member’s grade and click Next.

2. Select to Confirm that you would like to enroll as a Club Member.

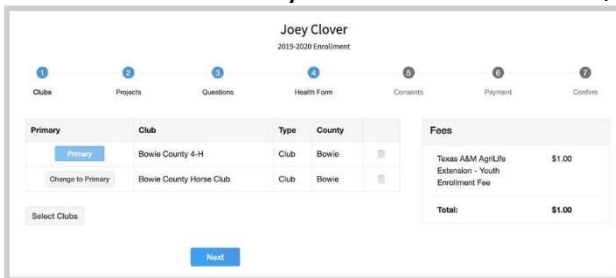
3. Click the Select Clubs button.

4. Select the County in which your club is located.

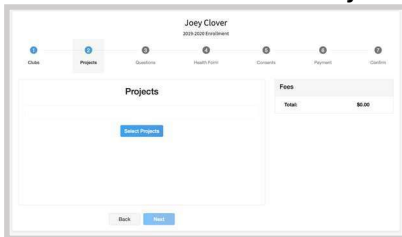
5. Click Add next to the club you would like to join. Repeat steps 1-3 to add all of the clubs in which you would like to participate.



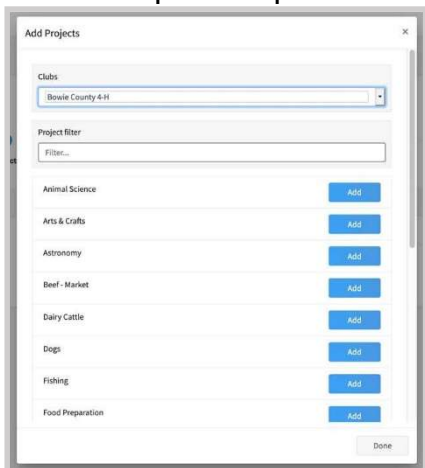
6. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different club as your Primary club.
7. Click the trash can icon to remove a club from the list.
8. Once all of your clubs are added, click Next at the bottom of the screen.



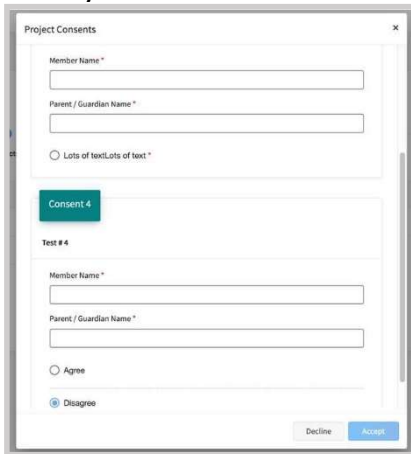
9. Click Select Projects



10. Select the club with which you want your project to be associated.
11. Click the Add button new to the project you want to add to the member's enrollment.
12. Repeat steps for each project in which you would like to participate.

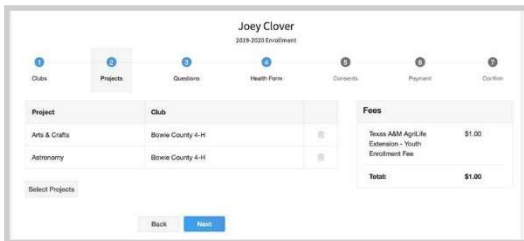


NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".



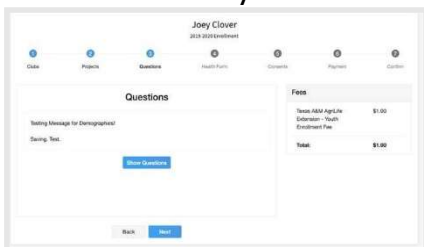
13. Click the trash can icon to remove any projects.

14. Click the Next button once all the member's projects have been added.



Project	Club	Fees
Arts & Crafts	Brewer County 4-H	Texas ADM AgriLife Extension - Youth Enrollment Fee \$1.00
Astronomy	Brewer County 4-H	
		Total \$1.00

15. Click "Show Questions". Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.



Project	Club	Fees
Arts & Crafts	Brewer County 4-H	Texas ADM AgriLife Extension - Youth Enrollment Fee \$1.00
Astronomy	Brewer County 4-H	
		Total \$1.00

NOTE: Any questions with a red asterisk are required. Also, you may be required to upload pictures or documents with your enrollment. To upload documents, click the Upload button to select a file to upload. Click the Next button at the bottom of the screen when you are finished.

16. You will be required to complete a Health Form and consents.

17. Click the Next button at the bottom of the screen when you are done.

18. Complete any Consents required.

19. Click the Next button at the bottom of the page when you are finished.

If no fees are due, click the Next button and skip to step 24.

20. If applicable, review the fees for the member.

21. If you wish to pay by credit card, enter your credit card information to pay any enrollment fees. Click Add Credit Card. This card will be available for you to select for additional members in your family.

22. Complete the Payment Terms.

23. Click the Next button.

24. Review the enrollment information.

25. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete! You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed in the family Member List. Click "Enroll Now" under the program in which you would like to enroll. If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family", then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

The screenshot shows the "2019-2020 Enrollment" form for "Anna Clover". The "Registration" step is highlighted in orange. A progress bar shows six steps: 1. Volunteer Type, 2. Questions, 3. Health Form, 4. Consents, 5. Payment, and 6. Confirm. Step 1 is currently active. Below the progress bar, there is a "Type" field with a drop-down menu, a "Title" field, and a "Fees" section showing a total of \$0.00. A "Select Volunteer Types" button is located below the "Type" field, and a "Next" button is at the bottom center.

2. Select a Volunteer Type from the drop-down menu.
3. Click Add next to your Volunteer Type Role.

The "Add Volunteer Type" dialog box shows a "Volunteer Type" drop-down menu with "Club Volunteer" selected. Below the menu, there are two rows: "Club Leader" with an "Add" button, and "Other Club Volunteer" with an "Add" button. A "Done" button is at the bottom right.

NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.

Some Volunteer Types require additional Consent forms. If additional forms are required, you will be prompted to sign the Consent before the Volunteer Type will be added to your record.

4. Repeat Steps 1-4 for each Volunteer Type that you choose to participate in.
5. Click the small trash can icon to remove any Volunteer Types.
6. Click Next.

The screenshot shows the "2019-2020 Enrollment" form for "Anna Clover". The "Registration" step is highlighted in orange. The progress bar now shows seven steps: 1. Volunteer Type, 2. Clubs, 3. Projects, 4. Questions, 5. Health Form, 6. Consents, 7. Payment, and 8. Confirm. Step 1 is currently active. Below the progress bar, there is a table with columns for "Type", "Title", and a trash can icon. The table contains three rows: "Club Volunteer" with "Club Leader", "Project Volunteer" with "Project Leader", and "Chaperone" with "Chaperone". A "Fees" section shows a total of \$0.00. A "Select Volunteer Types" button is located below the table, and a "Next" button is at the bottom center.

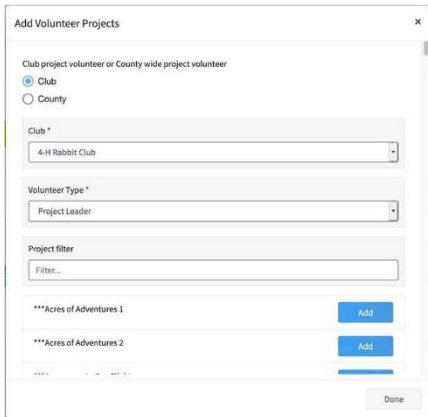
- If you have selected a Club Volunteer Type, click "Select Clubs" to choose the clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.

- Select the County, Club, and Volunteer Type that corresponds with the Club in which you would like to participate.
- Click Add next to the Club.
- Repeat Steps 8-10 for each Club in which you would like to participate.

- If you have selected to participate as a Project Leader, you will be prompted to select a Project. Click Select Projects. NOTE: If you did not select a Project Volunteer Type, you will not see this screen.

- Select Club if you are a Project Leader for a specific club, and select the club. Then select the Project Volunteer Type that best describes your involvement.
- If you are a Project Volunteer for the entire County associated with your Family Profile, select County.

14. Click Add next to the Project that you will be working with.



Some projects require additional Consents in order to participate. If an additional consent is needed, you will be prompted to enter your signature and acceptance before the project will be added to your record.



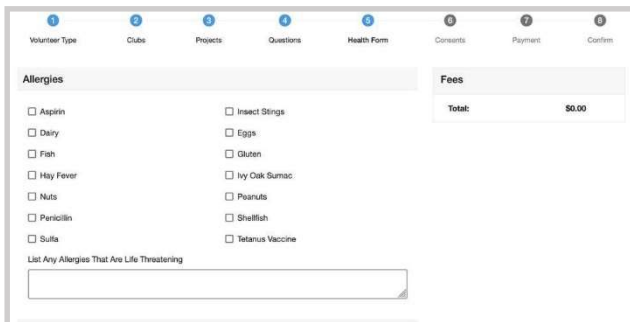
15. Click Show Questions and complete the Questions section.

16. When finished, click the Next button.

NOTE: Any questions with a red asterisk are required. If you are required to upload documents with your enrollment, click the Upload button to select a file to upload.

17. Complete the Health Form and Consent.

18. Click the Next button at the bottom of the page.

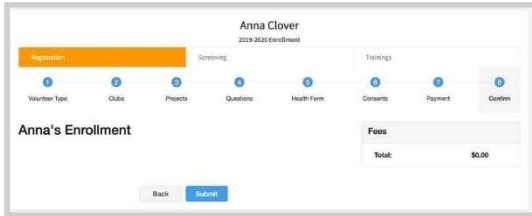


19. Complete the required Consents.

20. Click Next at the bottom of the page.

21. If payment is necessary, enter the payment method and move through the remaining steps in the payment process. If payment is not necessary, click the Next button.

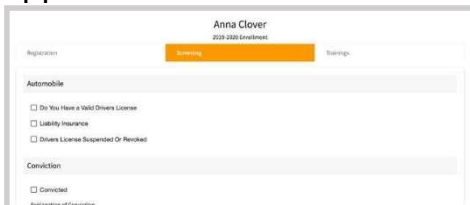
22. Click Submit.



NOTE: As an Adult Volunteer, you may be required to complete additional information for screenings and trainings. Click Confirm to continue any additional steps.

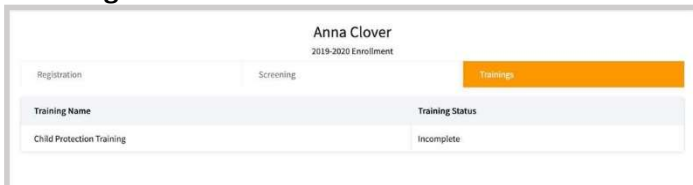
Volunteer Screening

If volunteer screening is conducted through 4-H Online, complete the screening form and associated Consent. Click Continue to Submit your screening form for approval.

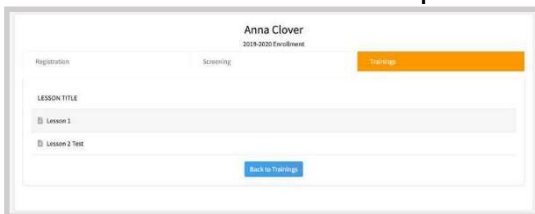


Volunteer Training

You may see a Training Tab if Volunteer training is required. Click the title of the training to select a lesson.



Click on the lesson title to open the lesson and begin the training.



Continuing an Enrollment

To continue an enrollment that has been started or to complete additional volunteer enrollment steps, click on the Member List. Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.