



4-H Online 2.0 Family Enrollment Guide

Creating a New 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#). If you've never had an account in 4-H Online, click "Don't have an account".

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

4. Complete your family's information, then click the Create Account button.
5. Enter your family's address information, then click the Verify button. *(NOTE: You may be required to select a specific USPS format.)*
6. If you create a new account and an existing account is found, click Confirm and continue to Logging in with an Existing 4-H Online Account.

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

Adding a New Member to the Family

1. Enter the member's information (items in red are required), then click Next.

The screenshot shows the 'Add Member' form in the 'Profile' step. It has a progress indicator with three steps: Profile (1), About You (2), and Select Participation (3). The 'Profile' section contains the following fields: First Name*, Middle Name, Last Name*, Preferred Name, and Birth Date* (with a 'Choose a state' dropdown). A blue 'Next' button is located at the bottom center.

2. Complete the "About You" form, then click Next.

The screenshot shows the 'Add Member' form in the 'About You' step. The 'About You' section includes: Birth Gender*, Identifying Gender*, Grade*, and Demographics (Are you of Hispanic or Latino ethnicity?*, Residence*). A 'Next' button is at the bottom right.

3. Select your method of participation, then click Finish.
4. If 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.

The screenshot shows the 'Add Member' form in the 'Select Participation' step. The question is 'How would you like to participate?'. There are two radio button options: 'I am applying to be a New or Club Member' and 'I will be participating but not as a Club Member'. 'Back' and 'Finish' buttons are at the bottom.

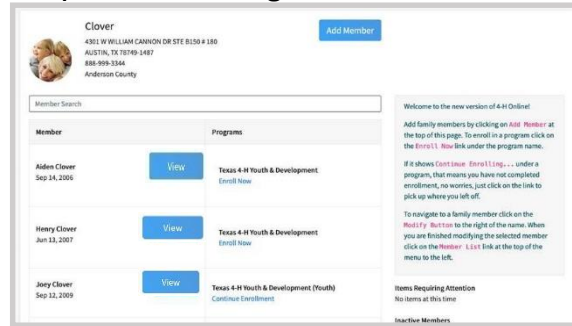
If you selected "participating but not as a Club Member", your record is complete, and you can register for events available to Participants (non-Members). If you wish to enroll as a Clover Kid, Club Member, or Volunteer, click "Enroll Now".

The screenshot shows the 'Clover' member profile page. It includes contact information: 4301 W WILLIAM CANNON DR STE B150 # 180, AUSTIN, TX 78749-3487, 888-999-3344, Anderson County. Below is a 'Member Search' box and a table with two columns: 'Member' and 'Programs'.

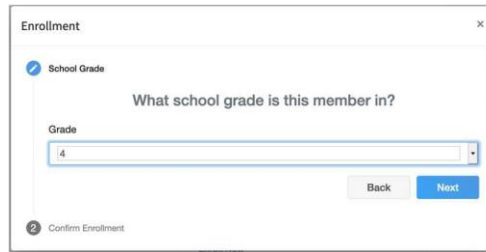
Member	Programs
Henry Clover Jun 13, 2007	Texas 4-H Youth & Development Enroll Now

Youth and Clover Kid Member Enrollment

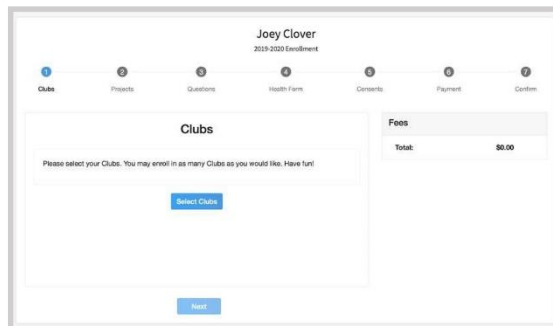
1. If you are returning to 4-H, your member record will be listed on the family Member List. Click "Enroll Now". If you are a new member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family".



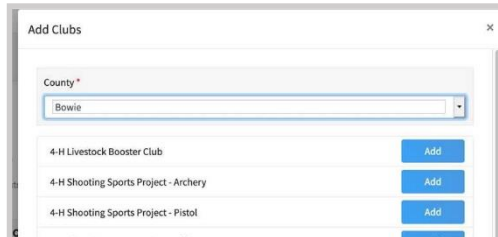
2. Select the member's grade and click Next.



3. Select to Confirm that you would like to enroll as a Club Member.
4. Click the Select Clubs button.

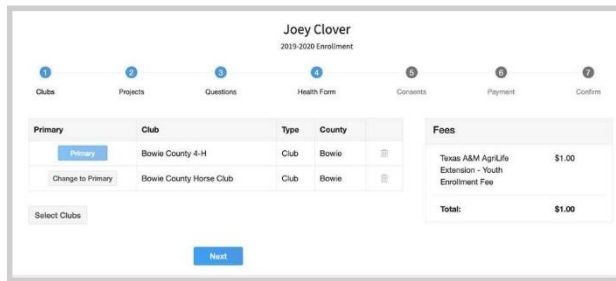


5. Select the County in which your club is located.
6. Click Add next to the club you would like to join. Repeat these steps to add all clubs in which you would like to participate.

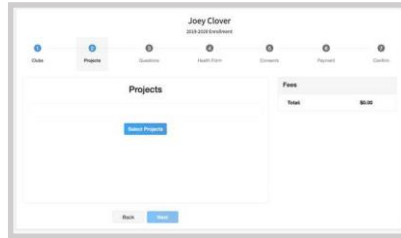


7. If you have enrolled in more than one club, be sure the Primary club is marked to indicate which club will serve as your Primary club.
8. Click the trash can icon to remove a club from the list.

9. Once all clubs are added, click Next at the bottom of the screen.



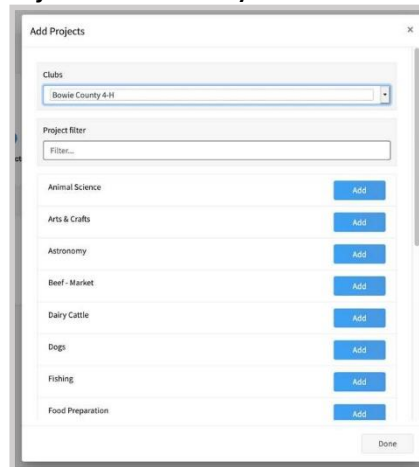
10. Click Select Projects



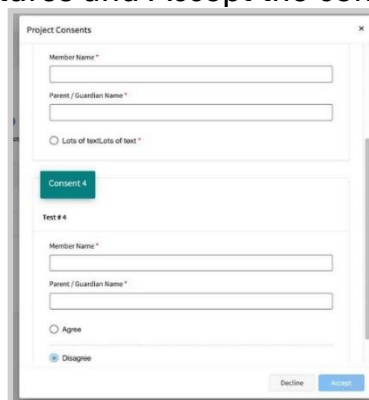
11. Select the club with which you want your project to be associated.

12. Click Add button next to the project you want to add to the member's enrollment.

13. Repeat these 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.



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

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

16. 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.

NOTE: You may be required to upload pictures or documents with your enrollment. To upload, click the Upload button to select a file to upload.

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

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

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

20. Complete any Consents required.

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

22. If no fees are due, click the Next button and skip the payment screens. If fees are due, follow the next steps.

23. If applicable, review the fees for the member. *NOTE: Your county may allow offline payment options such as check/cash submitted to the County Office, Coupon Code or Waiver Request as well as online payments. Proceed per the instructions of your County office.*

24. 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.

Select a payment method

Select a Card
Or

Add New Card

Cardholder Name

Card Number

Expiration Month: Year: Validation (CVV):

[Add Credit Card](#)

Fees	
University of Maryland - Youth Enrollment Fee	\$10.00
Total:	\$10.00

25. After completing the Payment Terms, click the Next button.

26. Review the enrollment information. 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. Any enrollments that have fees to be paid by credit card will process when the County Extension Office approves the enrollment. Should the transaction be declined, you will receive another email notification. It will include a link to login so that you may add another card or change your payment method, if allowed.

Continuing an Enrollment

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

Clover
4301 W WILLIAM CANNON DR STE B150 # 180
AUSTIN, TX 78748-1487
888-999-3344
Anderson County

[Add Member](#)

Member Search:

Member	Programs
Aiden Clover Sep 14, 2006	View Texas 4-H Youth & Development (Youth) Continue Enrollment
Anna Clover Aug 12, 1976	View Texas 4-H Youth & Development (Volunteer) Volunteer Application Submitted Screening Submitted Continue Trainings

Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll** link under the program name.
If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment; no worries, just click on the link to pick up where you left off.
To navigate to a family member click on the **Modify** button to the right of the name. When you are finished modifying the selected member click on the **Member List** link at the top of the menu to the left.