



## 4-H Online 2.0 Family Enrollment Guide

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### **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.

2. Complete the “About You” form, then click Next.

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

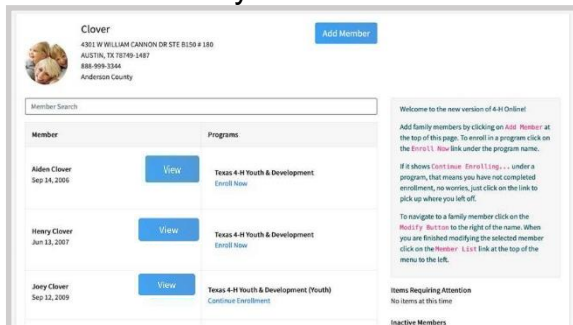
4. If you will be participating as New or Returning Club Member, continue to Youth and Clover Kids Member Enrollment. If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.

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”.

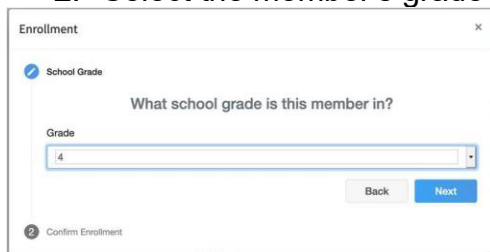
Member	Programs
Henry Clover Jun 13, 2007	Texas 4-H Youth & Development Enroll Now

## Youth and Clover Kid Member Enrollment

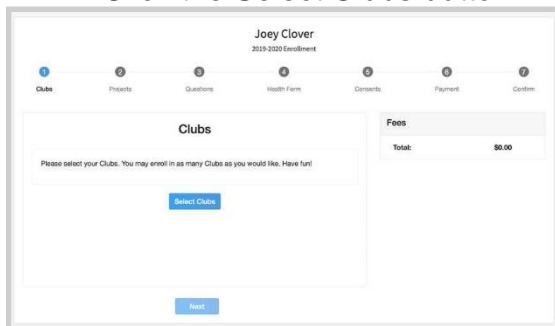
1. If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now”. If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family”.



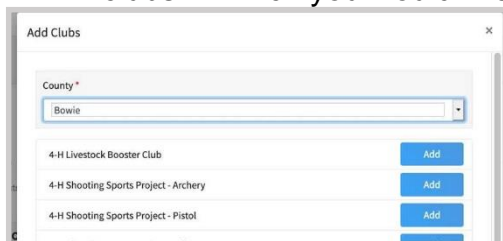
2. Select the member's grade and click Next.



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.

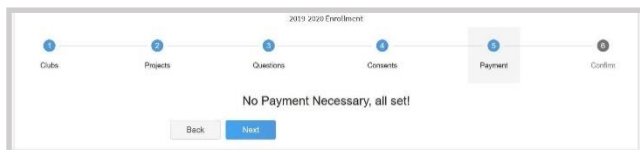
18. You will be required to complete a Health Form and consents.

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.

Fees	
University of Maryland - Youth Enrollment Fee	\$10.00
<b>Total:</b>	<b>\$10.00</b>

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.

Member	Programs
Aiden Clover Sep 14, 2006	<a href="#">View</a> Texas 4-H Youth & Development (Youth) <a href="#">Continue Enrollment</a>
Anna Clover Aug 12, 1976	<a href="#">View</a> Texas 4-H Youth & Development (Volunteer) <a href="#">View</a> Volunteer Application Submitted <a href="#">Screening Submitted</a> <a href="#">Continue Trainings</a>

## Adult Volunteer Enrollment

1. If you are returning to 4-H, your Volunteer record will be listed in the family Member List. Click "Enroll Now". 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”.

2. Click Select Volunteer Types to indicate your participation during the program year. At least one Volunteer Type is required during the enrollment process, and additional types can be added.

3. Select a Volunteer Type from the drop-down. Then, click Add next to your Volunteer Type Role.

*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.*

4. 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.
5. Repeat these steps for each Volunteer Type you choose to participate in.
6. Click the small trash can icon to remove any Volunteer Types.
7. Click Next.
8. If you selected a Club Volunteer Type, click “Select Clubs” to choose the clubs with which you would like to Volunteer. (If you didn’t select a Club Volunteer Type, you won’t see this screen.)

9. Select the County, Club, and Volunteer Type that corresponds with the desired Club. Click Add. Repeat these steps for each Club in which you would like to participate.



10. If you selected to participate as a Project Leader, you will be prompted to select a Project. Click Select Projects. (If you did not select a Project Volunteer Type, you will not see this screen.)

11. Select Club if you are a Project Leader for a specific club, then select the club. Select the Project Volunteer Type best describing your involvement.
12. If you are a Project Volunteer for the entire County, select County.
13. Click Add next to the Project that you will be working with.

14. Some projects require additional Consents in order to participate. If this is needed, you will be prompted to enter your signature and acceptance before it will be added to your record.

15. Click Show Questions and complete the Questions section. Red items are required. When finished, click the Next button.

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

16. Complete the Health Form and Consent, then click Next.

The screenshot shows a web form with a progress bar at the top containing steps: Volunteer Type, Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Health Form' step is currently active. The form is divided into two main sections: 'Allergies' and 'Fees'. The 'Allergies' section contains two columns of checkboxes for various allergens: Aspirin, Dairy, Fish, Hay Fever, Nuts, Penicillin, Sulfas, Insect Stings, Eggs, Gluten, Ivy Oak Sumac, Peanuts, Shellfish, and Tetanus Vaccine. Below these is a text input field labeled 'List Any Allergies That Are Life Threatening'. The 'Fees' section shows a 'Total:' amount of '\$0.00'.

17. Complete the required Consents, then click Next.

18. 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.

19. Click Submit.

The screenshot shows the final enrollment confirmation page for 'Anna Clover' for the '2019-2020 Enrollment'. The progress bar at the top is complete, with 'Confirm' highlighted in orange. Below the progress bar, the 'Consents' step is active. The page displays 'Anna's Enrollment' and a 'Fees' section showing a 'Total:' of '\$0.00'. At the bottom, there are 'Back' and 'Submit' buttons.

*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**

Counties conduct volunteer screening as a separate process. Please talk with your County Extension Staff to move forward with this process.

### **Volunteer Training**

Some volunteer training is available through 4-H Online. If so, you may see a Training Tab. To select a lesson, click the Title of the training. Then, click on the lesson title to open it and begin the training.