



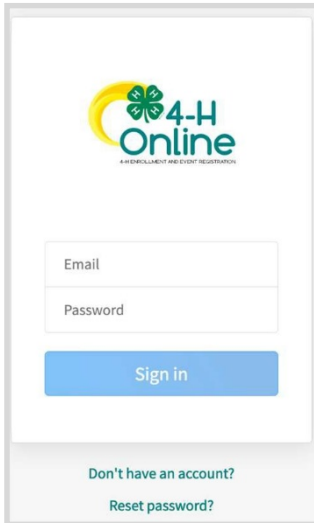
4-H Online 2.0 Family Enrollment Guide

Table of Contents


Creating a New 4-H Online Account	2
Logging in to an Existing 4-H Online Account	2
Adding a New Member to the Family	3
Youth and Clover Kid Member Enrollment	4
Continuing an Enrollment	7
Adult Volunteer Enrollment	8
Volunteer Screening	10
Volunteer Training	10

Creating a New 4-H Online Account

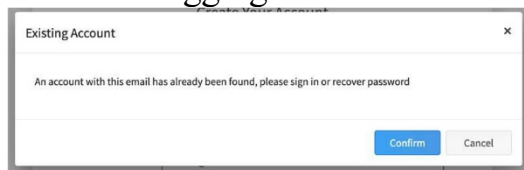
1. Go to <http://v2.4honline.com>.
2. If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#). If you've never had an account in 4-H Online, click "Don't have an account".



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-HOnline 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.

Member List
Profile
Emails
Credit Cards
Invoices

4-H Online

1 Profile 2 About You 3 Select Participation

First Name *

Middle Name

Last Name *

Preferred Name

Birth Date * Choose a date

Next

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

2 About You 3 Select Participation

About You

Birth Gender *

Identifying Gender *

Grade *

Demographics

Are you of Hispanic or Latino ethnicity? *

Residence *

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.

3 Select Participation

How would you like to participate?

I am applying to be a New or Club Member

I will be participating but not as a Club Member

Back Finish

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”.

Clover

4301 W WILLIAM CANNON DR STE B150 # 180
AUSTIN, TX 78749-1487
888-999-3344
Anderson County

Add Member

Member Search

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”.

The screenshot shows the 4-H Online Member List for a family named Clover. At the top, there is a header with the family name, address (4381 W WILLIAM CANYON DR STE B130 # 180, AUSTIN, TX 78749-1487), phone number (888-999-3344), and county (Anderson County). There is an "Add Member" button in the top right. Below the header is a "Member Search" bar. The main content area is divided into two columns: "Member" and "Programs". The "Member" column lists three members: Alden Clover (Sep 14, 2006), Henry Clover (Jun 13, 2007), and Joey Clover (Sep 12, 2009). Each member has a "View" button. The "Programs" column lists the programs each member is enrolled in: Texas 4-H Youth & Development (Enroll Now) for Alden and Henry, and Texas 4-H Youth & Development (Youth) (Continue Enrollment) for Joey. On the right side, there is a "Welcome to the new version of 4-H Online!" message with instructions on how to add family members, enroll in programs, and navigate to a family member's record. At the bottom right, there are sections for "Items Requiring Attention" (No items at this time) and "Inactive Members".

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

The screenshot shows the "Enrollment" form. It has a title bar with "Enrollment" and a close button. The form is divided into two steps: "1 School Grade" and "2 Confirm Enrollment". The "1 School Grade" step is active and asks "What school grade is this member in?". There is a "Grade" dropdown menu with "4" selected. Below the dropdown are "Back" and "Next" buttons. The "2 Confirm Enrollment" step is partially visible at the bottom.

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

The screenshot shows the "Club Selection" form for a member named Joey Clover. The form has a title bar with "Joey Clover" and "2019-2020 Enrollment". Below the title bar is a progress bar with seven steps: 1 Clubs, 2 Projects, 3 Questions, 4 Health Form, 5 Consents, 6 Payment, and 7 Confirm. The "1 Clubs" step is active. The main content area is divided into two columns: "Clubs" and "Fees". The "Clubs" column has a message "Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!" and a "Select Clubs" button. The "Fees" column has a "Total:" label and a value of "\$0.00". At the bottom of the form is a "Next" 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.

The screenshot shows the "Add Clubs" form. It has a title bar with "Add Clubs" and a close button. The form is divided into two sections: "County" and "Clubs". The "County" section has a dropdown menu with "Bowie" selected. The "Clubs" section has a list of clubs: "4-H Livestock Booster Club", "4-H Shooting Sports Project - Archery", and "4-H Shooting Sports Project - Pistol". Each club has an "Add" button next to it.

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.

Joey Clover
2019-2020 Enrollment

1 Clubs 2 **Projects** 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

Project	Club
Arts & Crafts	Bowie County 4-H
Astronomy	Bowie County 4-H

Select Projects

Back Next

Fees	
Texas ABM AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

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.

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 **Questions** 4 Health Form 5 Consents 6 Payment 7 Confirm

Showing Message for Demographic:
Starting Test

Show Questions

Back Next

Fees	
Texas ABM AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

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.

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 **Health Form** 5 Consents 6 Payment 7 Confirm

Allergies

☐ Aspirin ☐ Insect Stings
☐ Dairy ☐ Eggs
☐ Fish ☐ Gluten
☐ Hay Fever ☐ Ivy Oak Sumac
☐ Nuts ☐ Peanuts
☐ Penicillin ☐ Shellfish
☐ Ruffs ☐ Tetanus Vaccine

List Any Allergies That Are Life Threatening

Authorized Medications

☐ Acetaminophen ☐ Allergy Medication

Fees	
Texas ABM AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

Back Next

20. Complete any Consents required.

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

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 **Consents** 6 Payment 7 Confirm

Code of Conduct

I will follow the Rules at all times

Member Name *

Parent / Guardian Name *

☐ Yes - I will *

Fees	
Texas ABM AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

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

Joey Clover
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 **Payment** 7 Confirm

No Payment Necessary, all set!

Back Next

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 <input type="text"/> Card Number <input type="text"/> Expiration Month: 01 - January Year: 2020 Validation (CVV) <input type="text"/> 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	
401 W WILLIAM CANNON DR STE B150 # 180 AUSTIN, TX 78749-1487 888-999-2344 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!

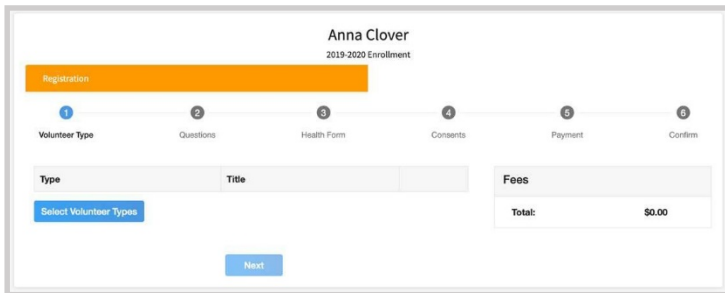
Add family members by clicking on [Add Member](#) at the top of this page. To enroll in a program click on the [Enroll](#) link under the program name.

If it shows [Continue Enrollment](#), under a program, that means you have not completed enrollment, so wait, just click on the link to pick up where you left off.

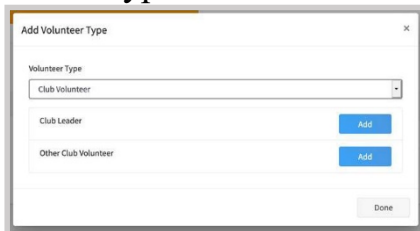
To navigate to a family member click on the [Modify](#) button to the right of the name. When you are finished modifying the selected member click on the [Member List](#) link at the top of the menu to the left.

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.

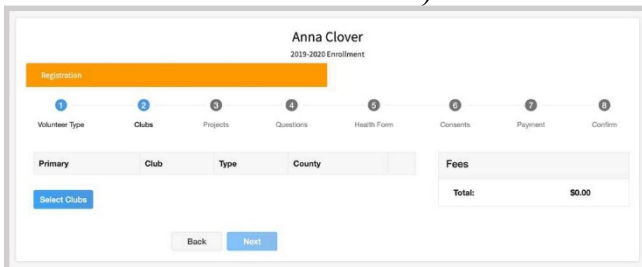


3. Select a Volunteer Type from the drop-down. Then, click Add next to your Volunteer Type Role.

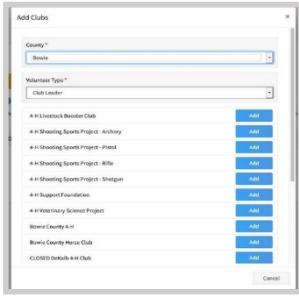


NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.

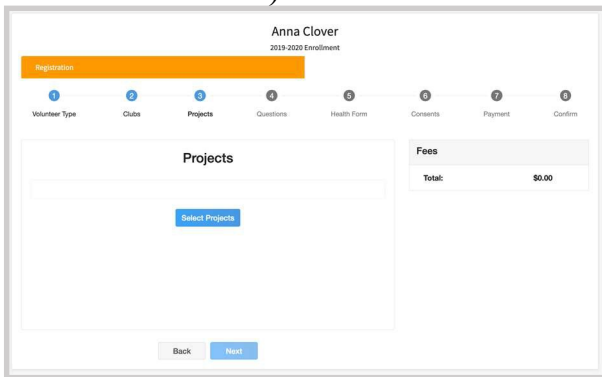
4. Some Volunteer Types require additional Consent forms. If additional forms are required, you will be prompted to sign the Consent before the Volunteer Type will be added to your record.
5. Repeat these steps for each Volunteer Type you choose to participate in.
6. Click the small trash can icon to 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.)



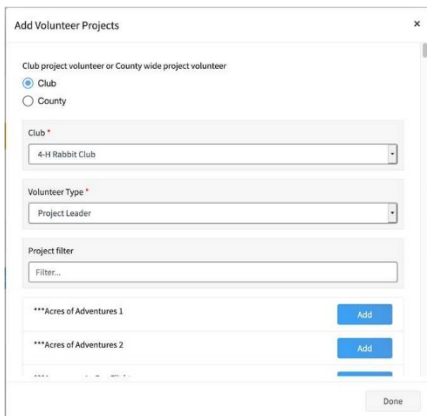
9. Select the County, Club, and Volunteer Type that corresponds with the desired Club. Click Add. Repeat these steps for each Club in which you would like to participate.



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 the 'Health Form' and 'Fees' section of the enrollment process. At the top, a progress bar indicates steps 1 through 8: Volunteer Type, Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Allergies' section contains two columns of checkboxes: Aspirin, Dairy, Fish, Hay Fever, Nuts, Penicillin, Sulfas, Insect Stings, Eggs, Gluten, Ivy Oak Sumac, Peanuts, Shellfish, and Tetanus Vaccine. Below this is a text box labeled 'List Any Allergies That Are Life Threatening'. The 'Fees' section shows a 'Total' 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 screen for 'Anna Clover' for the '2019-2020 Enrollment'. It features a progress bar with steps 1 through 8: Volunteer Type, Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Consents' step is highlighted. Below the progress bar, it says 'Anna's Enrollment'. At the bottom, there are 'Back' and 'Submit' buttons. The 'Fees' section shows a 'Total' of '\$0.00'.

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.