Enrolling in 4HOnline

Before You Start

Internet access is required for enrollment. A family record must be created before an individual (youth or adult) record can be entered. If a family is unable to enroll themselves for any reason, they should seek out assistance from the county extension office.

1. Enter http://iowa.4honline.com. Select “I need to set up a profile”. Enter the login information and click Create Login. If an error message is received, please contact the county office.

2. Enter family information, then click continue (this will also save information that has already been entered).
3. Now that the family record has been created, add additional family members who would like to enroll in 4-H. Only add adults who are interested in enrolling as volunteers. Select the desired Member Type (Adult or Youth) and click Add Member. Bold fields are required. When finished, click Continue.

- If the youth has a different email address than the family email address, enter it in the top box.
- If the youth has a different last name, enter it here.
- For first year participants, “Years in 4-H” should be entered as “1”.
- If there are parents/guardians who do not live in the same residents listed, enter their mailing information under Secondary Household.
- The listed Emergency Contact should be someone other than the youth’s parents/guardians or an adult’s partner.

4. The Additional Information section is where permissions are read and signed. Read this section carefully and ensure the appropriate boxes are checked. Once enrollment is submitted, this section becomes locked. When finished, click Continue.
5. The next section contains health related information. Complete and click continue.

6. The next section contains information regarding Clubs, Projects, and Groups.

7. In selecting a club, choose from the drop-down menu and click on it. Be sure to click “Add Club”. If joining more than one club, repeat these steps. Ensure “Primary Club” is the main club selected. Click Continue. Projects and Groups are added as desired in a similar fashion. Click Continue to move through these options.

8. If the state or county charges an enrollment fee, it will appear on the Invoice screen. Review the invoice and click Continue. If the county does not charge a fee, this screen will not appear.
9. If the county office accepts online payments (credit cards), the screen below will appear. By clicking the “Add New Credit Card” button the system reroutes users to Iowa State University’s secure Credit Card Processing Portal so that payment information can be entered. Upon completion of that process, the system reroutes back to 4HOnline. If the county does not accept online payments or if it is preferred to pay by another method, select the button marked “County Club 4-H Check”. When completed, click Continue.

10. The final screen in the enrollment process is Confirmation. County offices may include county specific payment instructions on this page. If electronic payment selection was made, review and check “Pay by computer Terms and Conditions”. The final step is to click the “Submit Enrollment” button.

**Additional Information:**
If there are more than one youth enrolling in 4-H, this process will need to be completed again. To expedite this process, select “Copy parent information from another youth record” from the drop-down menu.

Once the enrollment has been submitted, it is sent to the county extension office for approval. If there are portions of this process needing completion, an email will be sent indicating what needs to be finalized. If the submitted enrollment records are fully complete, an email will be sent stating the enrollment has been “Approved”. This allows for online access to enrollment information where additions and changes can be made throughout the program year. Keep login (family email address and password) handy to allow for easy access. For the next program year, simply “Reactivate” any members or adult volunteers.