



## 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.

Welcome to 4-H Online

Returning Families	New Families	Spanish Language
Do not use the "I need to set up a profile" link. Creating a new profile will cause a duplicate record and delay your Re-enrollment. If you can not remember your Family E-Mail contact your county Extension office for assistance.	After you've contacted your county Extension office to learn whether new families can set up their own accounts, select "I need to set up a profile".  Find more information about enrolling using 4hOnline.	Spanish language enrollment in Iowa 4-H Online is not yet available. Use the links below to download Spanish language enrollment documents.  Youth Enrollment Form Youth Health Form

I have a profile  
 I need to setup a profile  
 I forgot my password

Are you in a Military 4-H Club:

County:  [Show County Contact Info.](#)

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

2. Enter family information, then click continue (this will also save information that has already been entered).

Credit Cards   Email History   **Family**   Family Settings   Login History

### Family Information

**Profile Information** • Required Fields

• Email:  john@4honline.com  
 • Last Name:   
 • Mailing Address:   
 • City:   
 • State:   
 • Zip Code:  12345  
 • Primary Phone:  555-555-1234  
 • Correspondence Preference:   
 • 4-H County:  Please double-check your County selection

Update member records with the same address

### Password Management

Current Password:   
 New Password:   
 Confirm New Password:



- 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.

**Youth Personal Information**

Fields in **BOLD** are required. Please complete all other information that applies to you.

Profile Information		Required Fields
Email:	<input type="text" value="johnbcrist@nomail.com"/>	joe@4honline.com
<b>First Name:</b>	<input type="text"/>	
<b>Last Name:</b>	<input type="text" value="Crist"/>	
<b>Mailing Address:</b>	<input type="text" value="777 Pearly White Gates"/>	
<b>City:</b>	<input type="text" value="Ogden"/>	
<b>State:</b>	<input type="text" value="Iowa"/>	
<b>Zip Code:</b>	<input type="text" value="50212"/>	12345
<b>Birth Date:</b>	<input type="text"/>	mm/dd/yyyy
<b>Gender:</b>	<input type="text" value="Select gender ..."/>	
<b>Primary Phone:</b>	<input type="text" value="000-000-0001"/>	555-555-1234
Cell Phone:	<input type="text"/>	555-555-1234
You wish to receive notices via text message: <input type="checkbox"/> @ <input type="text" value="Select your provider ..."/>		
Years in 4-H:	<input type="text" value="1"/>	#
<b>Parent 1 First Name:</b>	<input type="text"/>	
<b>Parent 1 Last Name:</b>	<input type="text"/>	
Parent 1 Cell Phone:	<input type="text"/>	555-555-1234
Parent 2 First Name:	<input type="text"/>	
Parent 2 Last Name:	<input type="text"/>	
Parent 2 Cell Phone:	<input type="text"/>	555-555-1234
Second Household Send Correspondence: <input type="checkbox"/>		

- 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.
- 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.

**Additional Information**

Fields in **BOLD** are required. Please complete all other information that applies to you.

**1. Release of Liability and Behavior Expectations**

(Parent/Guardian)  
**4-H CLUB ASSUMPTION OF RISK AND RELEASE OF LIABILITY (Please read carefully)**  
 I give permission for my child to participate in the 4-H program. I understand that 4-H club project activities/events may involve certain risks of physical activity and possible injury and that Iowa State University and its 4-H program will provide each participant with reasonable care, but that ISU cannot guarantee that my child will remain free of injury. In addition, some 4-H projects including but not limited to: shooting sports, horse or livestock projects, water activities, and other sporting activities have a higher degree of risk. I nonetheless wish to have my child participate as an Iowa 4-H club member in the 4-H club program and ASSUME the RISK of participating. I agree to RELEASE from LIABILITY, INDEMNIFY and HOLD HARMLESS the State of Iowa, the Board of Regents of the State of Iowa, ISU and ISU Extension and Outreach, the County Agricultural Extension District, and their officers, employees and agents (hereinafter the RELEASEES) from any and all claim and/or cause of action arising out of and related to any injury, loss, penalties, damage, settlement, costs or other expenses or liabilities that occur as a result of my child's participation in the 4-H program. This release, however, is not intended to release the above-mentioned RELEASEES from liability arising out of their sole negligence.

We have read and agree to the terms.  **REQUIRED**

**2. Code of Conduct**

(Youth)  
**BEHAVIOR EXPECTATIONS OF THE PARTICIPANT**  
 It is important to follow the directions of the 4-H Club leader(s) at all times. I understand that as a participant I have the responsibility to help make the activity a safe experience for everyone through my behavior and conduct. I also understand the danger of not following rules and directions and agree to follow them. I agree to follow the Code of Conduct for Iowa 4-H Youth and Families.

(Parent/Guardian and Youth)  
**Iowa Exhibitor Code of Ethics**  
 Youth represent the entire program and their behavior reflects on their parents, leaders, club and the entire youth program. All adults involved with the youth program, leaders as well as parents are expected to set positive examples and serve as positive role models by what they say and do. Download/print and read the Iowa Exhibitor Code of Ethics.



5. The next section contains health related information. Complete and click continue.

**Health Form**

**Health Conditions**

Does your child (or do you, for adult volunteer records) have any medical conditions?

Yes   
No

If yes, please list all relevant health conditions:

Does your child (or do you, for adult volunteer records) have any allergies?

None   
Yes

If yes, please list:

Is your child (or are you, for adult volunteer records) currently on any prescribed or over-the-counter medication?

None   
Yes

If yes, please list the name of the medication, dosage, time(s) of day, prescribing physician:

(Required) Enter your (parent/adult) name below to indicate that all health condition information has been recorded above.

Parent/Adult name:

<< Previous    Continue >>

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

**Clubs    Projects    Groups**

**Youth** Select the appropriate club from the pull-down list, then click "Add Club".  
Indicate the primary club with the radio button.

**Club Leaders** Choose both the club and the volunteer type on this page.

Select a minimum of 1 club(s)

**Add a Club**

Select a Club:

**Club List** [New Look]

Primary	Club	Edit
<input type="radio"/>		<input type="button" value="Edit"/>

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- 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.
- 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.

**Scholarship Selection**

-  Enter Award Code

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**Invoice Information**

#	Name	Involvement	Description
185899	Johnty Crist	Youth	Enrollment: 2018-2019

**Invoice Items**

Item	Rate	Quantity	Amount
CLUB: WINGWALKERS: FEE: WingWalkers Fee	30.00	1	\$30.00
<b>Total:</b>			<b>\$30.00</b>
<b>Paid:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$30.00</b>



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.

**Payment**

**Add New Credit Card**  You will be redirected to TouchNet Payment Services, the payment gateway used by "Iowa 4-H Youth Development". You are only adding your card as a payment option, NO charges will be made at this point.

Pay with an existing card	Credit Card No.	Cardholder Name	Card Added
Pay using a non-electronic method			
<input checked="" type="radio"/>	County/Club 4-H Check		

[Change Billing Address](#)

[<< Previous](#)   [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.

**Confirm**

Your enrollment is not complete until you click 'Submit Enrollment'.

**Payment Instructions:**  
In Zdemo County all 4-H enrollment fees are graciously paid by MaxYield Coop. Once you Click Submit, your enrollment will be reviewed and accepted by ZDemo County 4-H Staff within the next few days.

[Submit Enrollment](#)

### *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.