

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 on page 3 of this guide](#).
3. If you've never had an account in 4-H Online, click "Don't have an account" and follow the steps below.
4. Select Iowa and Hamilton from the drop-down menus.

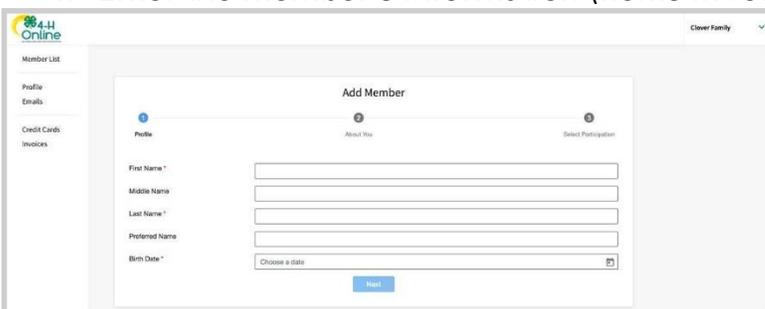


5. Complete your family's information, then click the Create Account button.
6. Enter your family's address information, then click the Verify button. *(NOTE: You may be required to select a specific USPS format.)*
7. If you create a new account and an existing account is found, click Confirm and follow the prompts to reset your password.



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.

The screenshot shows the 'Add Member' form at the 'About You' step. At the top, there are three progress indicators: 'Profile' (completed), 'About You' (current step), and 'Select Participation' (pending). The form contains several dropdown menus: 'Birth Gender *', 'Identifying Gender *', 'Grade *', 'Are you of Hispanic or Latino ethnicity? *', and 'Residence *'. Each dropdown menu has a downward arrow on the right side.

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

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

The screenshot shows the 'Add Member' form at the 'Select Participation' step. The progress indicators at the top show 'Profile' and 'About You' as completed, and 'Select Participation' as the current step. The main heading 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'. At the bottom, there are 'Back' and 'Finish' buttons.

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 'Clover' family Member List page. At the top left is the Clover logo and contact information: 4302 W WILLIAM CANYON DR STE B1204 138, AUSTIN, TX 78749-1487, 888-999-3344, Anderson County. There is an 'Add Member' button at the top right. Below the header is a 'Member Search' input field. The main content area is a table with columns for 'Member' and 'Programs'. It lists three members: Aiden Clover (Sep 14, 2006), Henry Clover (Jun 13, 2007), and Jerry Clover (Sep 12, 2008). Each member has a 'View' button and a 'Programs' column listing 'Texas 4-H Youth & Development' with an 'Enroll Now' link. To the right of the table is a 'Welcome to the new version of 4-H Online!' message with instructions on how to enroll and modify members. At the bottom, 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 a window titled "Enrollment" with a progress indicator for "School Grade". The main question is "What school grade is this member in?". Below this is a dropdown menu for "Grade" with "4" selected. At the bottom, there are "Back" and "Next" buttons. A second step indicator "2 Confirm Enrollment" is visible at the bottom left.

3. Select to Confirm that you would like to enroll as a Club Member.

4. Click the Select Clubs button.

The screenshot shows the "Clubs" selection screen for "Joey Clover 2019-2020 Enrollment". A progress bar at the top shows steps 1-7, with "Clubs" (step 2) highlighted. The main area says "Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!" and features a "Select Clubs" button. To the right, a "Fees" section shows a "Total" of "\$0.00". A "Next" button is at the bottom.

5. Select the County in which your club is located.

6. Click Add next to the club you would like to join.

The screenshot shows the "Add Clubs" form. A "County" dropdown menu is set to "Bowie". Below it is a list of clubs with "Add" buttons:

- 4-H Livestock Booster Club
- 4-H Shooting Sports Project - Archery
- 4-H Shooting Sports Project - Pistol

7. Click the trash can icon to remove a club from the list.

8. Once your club is added, click Next at the bottom of the screen.

The screenshot shows the "Clubs" selection screen after a club has been added. The progress bar shows "Clubs" (step 2) as the current step. A table lists the selected clubs:

Primary	Club	Type	County	
<input checked="" type="checkbox"/>	Bowie County 4-H	Club	Bowie	
<input type="checkbox"/>	Bowie County Horse Club	Club	Bowie	

Buttons for "Change to Primary" and "Select Clubs" are visible. The "Fees" section now shows a "Total" of "\$1.00". A "Next" button is at the bottom.

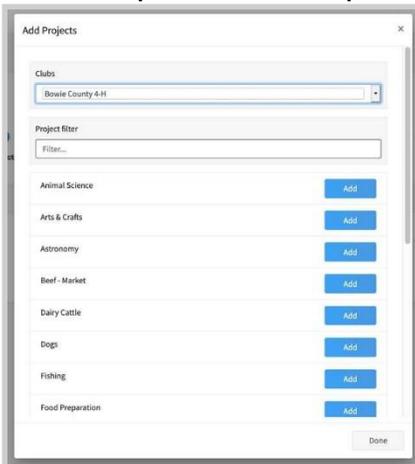
9. Click Select Projects

The screenshot shows the "Projects" selection screen. The progress bar at the top shows "Projects" (step 3) highlighted. The main area has a "Select Projects" button. The "Fees" section on the right shows a "Total" of "\$0.00". "Back" and "Next" buttons are at the bottom.

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

11. Click Add button next to the project you want to add.

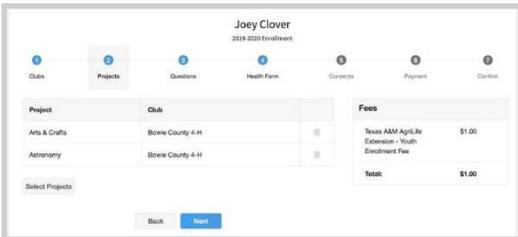
12. Repeat these steps for each project in which you would like to participate.



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.

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

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



15. 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.

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

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

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

19. Complete any Consents required.

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

21. Since no fees are due, click the Next button and skip the payment screens.

Select a payment method	
Select a Card	
Or	
Add New Card	
Cardholder Name	<input type="text"/>
Card Number	<input type="text"/>
Expiration Month	Year
01 - January	2020
Validation (CVV)	
<input type="text"/>	
Add Credit Card	

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

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 and another when it has been approved. Extension Office approves the enrollment.

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 [Add Member](#)

4301 W WILLIAM CANNON DR STE B120 # 180
AUGUSTA, TX 76819-1487
888-999-3344
Anderson County

Member Search

Member	Programs
Alden 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, 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.