



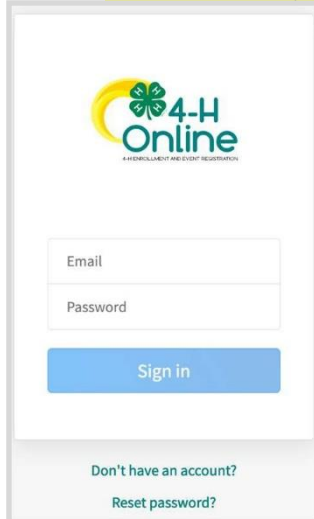
## 4-H Online 2.0 Family Enrollment Guide

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## **Creating a New 4-H Online Account**

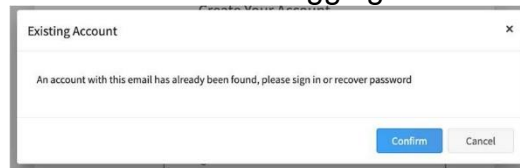
1. Go to <http://v2.4honline.com>.
2. If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#). If you've never had an account in 4-H Online, click "Don't have an account".



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. CHECK YOUR SPAM FOLDERS!
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.

The screenshot shows the 'Add Member' form in the 'Profile' step. The form has a progress indicator at the top with three steps: 1. Profile (active), 2. About You, and 3. Select Participation. The 'Profile' section contains the following fields: First Name \*, Middle Name, Last Name \*, Preferred Name, and Birth Date \*. The 'Birth Date' field has a 'Choose a date' dropdown and a calendar icon. A blue 'Next' button is located at the bottom center of the form.

2. Complete the "About You" form, then click Next.

The screenshot shows the 'Add Member' form in the 'About You' step. The progress indicator shows Step 1 (Profile) as completed and Step 2 (About You) as active. The 'About You' section includes: Birth Gender \*, Identifying Gender \*, Grade \*, and Demographics. The 'Demographics' section includes: Are you of Hispanic or Latino ethnicity? \* and Residence \*. All dropdown menus are currently empty.

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.

The screenshot shows the 'Add Member' form in the 'Select Participation' step. The progress indicator shows Step 1 (Profile) and Step 2 (About You) as completed, and Step 3 (Select Participation) as active. The question 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.

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".

The screenshot shows the Clover member profile page. At the top left is the Clover logo and contact information: 4301 W WILLIAM CANNON DR STE B150 #180, AUSTIN, TX 78749-1487, 888-999-2344, Anderson County. There is an 'Add Member' button. Below is a 'Member Search' input field. A table displays member and program information:

Member	Programs
Henry Clover Jun 13, 2007 <a href="#">View</a>	Texas 4-H Youth & Development <a href="#">Enroll Now</a>

## 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 "Clover", address "4311 W WILLIAM CANNON DR STE B120 # 130, AUSTIN, TX 78749 1487", phone "888-999-3344", and location "Anderson County". An "Add Member" button is visible in the top right. Below the header is a "Member Search" input field. The main content area is divided into two columns: "Member" and "Programs". The "Member" column lists three members: Aiden Clover (Sep 14, 2005), Henry Clover (Jun 13, 2007), and Joey Clover (Sep 12, 2009). Each member has a "View" button. The "Programs" column lists "Texas 4-H Youth & Development" for each member, with an "Enroll Now" button. To the right of the member list, there is a "Welcome to the new version of 4-H Online!" message and instructions on how to add family members and navigate between 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 the "Enrollment" form for a member. The form is titled "Enrollment" and has a close button in the top right. The first step is "School Grade", which is selected with a blue checkmark. The question is "What school grade is this member in?". Below the question is a dropdown menu for "Grade" with the value "4" selected. There are "Back" and "Next" buttons at the bottom. The second step, "Confirm Enrollment", 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 is titled "Joey Clover 2019-2020 Enrollment" and has a progress bar at the top with seven steps: Clubs, Parents, Questions, Health Form, Consents, Payment, and Confirm. The "Clubs" step is currently selected. 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 shows a "Total" of "\$0.00". There is a "Next" button 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. Repeat these steps to add all clubs in which you would like to participate.

The screenshot shows the "Add Clubs" form. The form is titled "Add Clubs" and has a close button in the top right. The first step is "County", which is a dropdown menu with "Bowie" selected. Below the dropdown is a list of clubs with "Add" buttons next to them: "4-H Livestock Booster Club", "4-H Shooting Sports Project - Archery", and "4-H Shooting Sports Project - Pistol".

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.

Joey Clover  
2019-2020 Enrollment

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

Primary	Club	Type	County	
Primary	Bowie County 4-H	Club	Bowie	
Change to Primary	Bowie County Horse Club	Club	Bowie	

Select Clubs

Next

Fees	
Texas A&M AgriLife Extension - Youth Enrollment Fee	\$1.00
<b>Total:</b>	<b>\$1.00</b>

## 10. Click Select Projects

Joey Clover  
2019-2020 Enrollment

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

Select Projects

Back Next

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.

Add Projects

Clubs  
Bowie County 4-H

Project filter  
Filter...

Animal Science Add

Arts & Crafts Add

Astronomy Add

Beef - Market Add

Dairy Cattle Add

Dogs Add

Fishing Add

Food Preparation Add

Done

**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.

Project Consents

Member Name \*

Parent / Guardian Name \*

Lots of text: Lots of text \*

Consent # 4

Text # 4

Member Name \*

Parent / Guardian Name \*

Agree

Disagree

Decline Accept

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. Review the fees for the member. **NOTE: \*New for 2020\* Credit Card Payments via 4Honline!\*\*** You can still pay via check or cash through our Extension office. Make checks payable to Jefferson Extension.
23. 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.

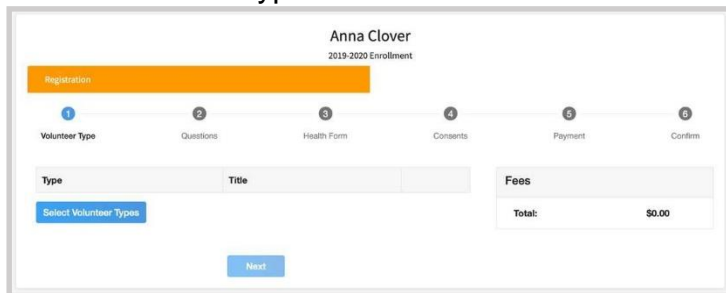
## Continuing an Enrollment

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, 2005	Texas 4-H Youth & Development (Youth) Continue Enrollment
Anna Clover Aug 12, 1976	Texas 4-H Youth & Development (Volunteer) Screening Submitted Continue Trainings

## **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.

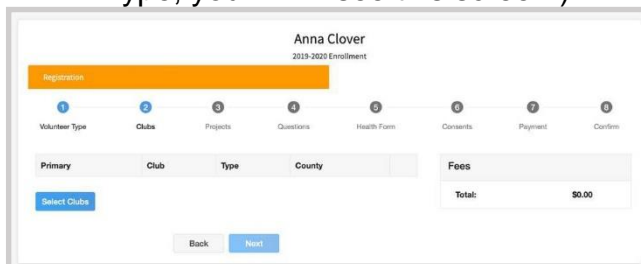


3. Select a Volunteer Type from the drop-down. Then, click Add next to your Volunteer Type Role.



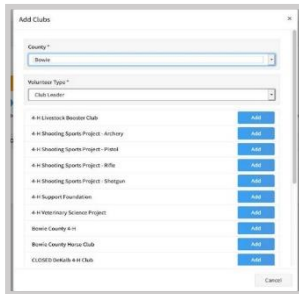
*NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.*

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.)

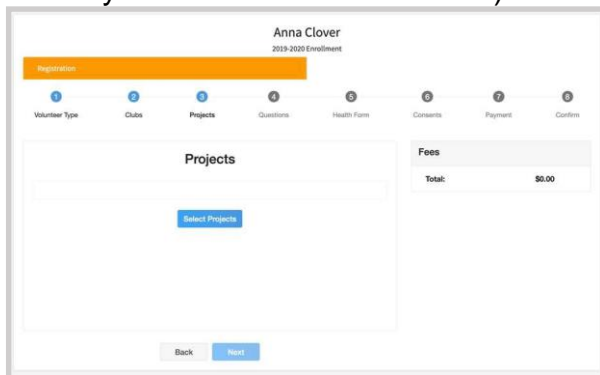


9. Select the County, Club, and Volunteer Type that corresponds with the desired Club. Click Add. Repeat these steps for each Club in which you would like to participate.





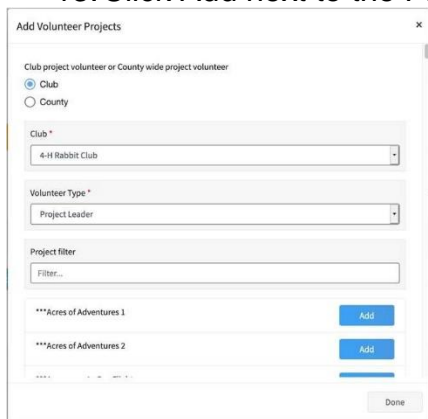
10. If you selected to participate as a Project Leader, you will be prompted to select a Project. Click Select Projects. (If you did not select a Project Volunteer Type, you will not see this screen.)



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 shows the 'Confirm' step as the final step. Below the progress bar, the 'Consents' step is highlighted. The page displays 'Anna's Enrollment' with a 'Fees' section showing a 'Total:' amount of '\$0.00'. At the bottom of the page, 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.