

## Creating a New 4-H Online Account

1. Go to <http://v2.4honline.com>
2. If your family has never created a 4-H Online account, click “Don’t have an account?”



The screenshot shows the 4-H Online login interface. At the top is the 4-H Online logo, which includes a green four-leaf clover with '4-H' on each leaf, a yellow sun-like arc, and the text '4-H Online' with '4-H ENROLLMENT AND EVENT REGISTRATION' below it. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below these fields. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'.

3. Select your state and county from the drop-down menu.



The screenshot shows the 4-H Online account creation page. At the top is the 4-H Online logo. Below the logo is the heading 'Create Your Account'. Underneath, there is a label 'Select Your State' followed by a drop-down menu. The drop-down menu currently displays 'Select State' and has a downward-pointing arrow on the right side.

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.)

## Adding a New Member to the Family

1. Select 4-H when asked *Which program would you like to join?*

Click the blue Next.

**Add Member**

1 2 3 4  
Join a Program Profile About You Participation

Which program would you like to join?

**4-H**

2. Complete the member's information (items in red are required), then click Next.

**Add Member**

1 2 3 4  
Join a Program Profile About You Select Participation

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required*

Email

Mobile Phone

Format ### ###-####

Number Of Previous Adult Years In Program

3. Complete the "About You" information, then click Next.

The screenshot shows the 'Add Member' form at the 'About You' step. A progress bar at the top indicates four steps: 'Join a Program', 'Profile', 'About You', and 'Select Participation'. The 'About You' section contains the following fields:

- Gender required**: A dropdown menu.
- Grade required**: A dropdown menu.
- Demographics** section:
  - Residence required**: A dropdown menu.
  - Are you of Hispanic or Latino ethnicity? required**: A dropdown menu.
  - Race required**: A list of checkboxes:
    - American Indian or Alaskan Native
    - Asian
    - Black or African American
    - Native Hawaiian or Pacific Islander
    - Other (race not listed)
    - White
    - Prefer Not To State

- Emergency Contact** section:
- Full Name required**: A text input field.
- Relationship to member required**: A text input field.
- Contact Phone required**: A text input field.
- Contact Email**: A text input field.

At the bottom, there are 'Back' and 'Next' buttons.

4. Select your method of participation by clicking **"I want to join 4-H as a New or Returning 4-H Club Member,"** then click Finish.

The screenshot shows the 'Add Member' form at the 'Select Participation' step. The progress bar at the top shows four steps: 'Join a Program', 'Profile', 'About You', and 'Select Participation'. The main heading is 'How would you like to participate?'. There are two options:

- I want to join 4-H as a New or Returning 4-H Club Member**: This option is highlighted with a blue arrow pointing to it from the left.
- I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.**

At the bottom, there are 'Back' and 'Finish' buttons.

- Click "Select Clubs," and choose the Clover Kids location where your child will participate in Clover Kids.

### Child's Name

2022-2023 Clover Kid Enrollment

1 Clubs2 Projects3 Questions4 Health Form5 Consents6 Confirm

### Clubs

**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 Clubs](#)

[Next](#)

#### Invoice

<b>Total:</b>	<b>\$0.00</b>
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#### Add Clubs ✕

County *required*

Lyon▼

CALL Lyon 4-H	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Clever Clovers	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Clover Kids - Central Lyon	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Clover Kids - George-Little Rock	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Clover Kids - West Lyon	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Country Kids	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Dead Center 4-H Archery Club	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Elgin Stars	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Hot Shots Air Rifle Club	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Independent Member	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Kanaranzi Clovers	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>
Lester Friendly 4-H'ers	<a href="#" style="background-color: #007bff; color: white; padding: 2px 10px; border-radius: 3px;">Add</a>

[Cancel](#)

6. Click Next, then you will see the "Select Projects" button.

Select at least one project that may interest your child – **Note:** This is NOT important for Clover Kids, but it's a required part of the 4-H Online registration process. Consider selecting projects that *may* interest your child if they join 4-H in the future (4-H is for 4<sup>th</sup>-12<sup>th</sup> grade youth).

Child's Name  
2022-2023 Clover Kid Enrollment

Clubs Projects Questions Health Form Consents Payment Confirm

### Projects

**Youth** Select a project from the pull-down list, then click "Add Project". Add additional projects the same way (no minimum/maximum).

**Project Leaders** Select both project(s) and the volunteer type on this page.

**Don't forget to go to the [Projects](#) page to find ways to learn about your project!**

Select Projects

Back Next

#### Invoice

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

Add Projects

Club  
Clover Kids - Central Lyon

Type to Search...

Aerospace	Select
Agronomy	Select
Beef	Select
Beef-Breeding	Select
Beef-Market	Select
Bottle/Bucket Lamb	Select
Bucket/Bottle Goat	Select
Child Development	Select
Civic Engagement	Select

Add Cancel

7. After selecting at least one project area, click Next.

**Child's Name**  
2022-2023 Clover Kid Enrollment

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

Project Alias	Years In Project	State Project	Club	Youth Volunteer Type	Remove
Aerospace	1		Clover Kids - Central Lyon		

Select Projects

Invoice	
Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

Back Next

8. Click "Show Questions." Complete answering the questions, then click Next.

**Child's Name**  
2022-2023 Clover Kid Enrollment

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

### Questions

Please complete all of the following information. Required fields are marked "Required" in red. In order to be able to move to the next screen, all required questions must be answered.

Show Questions

Invoice	
Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

Back Next

9. Click "Show Health Form," and complete questions. When finished, click Next.

**Child's Name**  
2022-2023 Clover Kid Enrollment

● Clubs — ● Projects — ● Questions — ● Health Form — 5 Consents — 6 Payment — 7 Confirm

### Health

Please answer all health questions. This allows Iowa 4-H Staff and Volunteers the ability to provide the fullest 4-H experiences to the 4-H Member, Volunteer, or Participant.

[Show Health Form](#)

#### Invoice 🛒

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

[Back](#) [Next](#)

10. Click "Show Consents," and complete questions. When finished, click Next.

**Child's Name**  
2022-2023 Clover Kid Enrollment

● Clubs — 2 Projects — ● Questions — ● Health Form — ● Consents — 6 Payment — 7 Confirm

### Consents

Please read and answer each question.

[Show Consents](#)

#### Invoice 🛒

<b>Total:</b>	<b>\$0.00</b>
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[Back](#) [Next](#)

11. Click "Show Payment Options."

### Child's Name

2022-2023 Clover Kid Enrollment

Clubs Projects Questions Health Form Consents Payment Confirm

## Payments

Participation Fees: All 4-H Enrollment fees paid are non-refundable once membership has been activated by 4-H Staff.

Show Payment Options

12. Enter credit card information.

### Child's Name

2022-2023 Clover Kid Enrollment

Clubs Projects Questions Health Form Consents Payment Confirm

#### Add New Card

Name On Card

Card number MM / YY CVC

Enter card information...

#### Invoice

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

Coupon



13. Agree to Terms of Payment.

### Child's Name

2022-2023 Clover Kid Enrollment

ClubsProjectsQuestionsHealth FormConsentsPayment7 Confirm

#### Selected Payment Method

Credit Card Holder's Name  
**VISA**  
4xxx-xxxx-xxxx-7561  
06/2027

#### Invoice

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	<b>\$30.00</b>

#### Terms of Payment

I understand that I may have membership fees associated with my/my child's enrollment. Once fees are paid, no refunds are given.

Agree


14. Confirm information, then click green Submit.

### Child's Name

2022-2023 Clover Kid Enrollment

Clubs   Projects   Questions   Health Form   Consents   Payment   **7** Confirm

#### Child's Enrollment



**Birth Date:** 10/1/2014, **Age:** 8, **Grade:** 2  
**Role:** Clover Bud, **Youth Division:** Clover Kids

**Selected Units**

Clover Kids - Central Lyon, Lyon - Primary

**Selected Projects**

Aerospace - Clover Kids - Central Lyon

#### Invoice

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
<b>Total:</b>	
<b>\$30.00</b>	
<b>Selected Payments:</b>	
VISA - Pending 4xxx-xxxx-xxxx-7561	\$30.00

15. Enrollment will show as "CloverBud – Awaiting Review." Once Lyon County staff approve the enrollment, the status will show as "CloverBud – Approved."

The screenshot displays the 4-H Online interface for a family. At the top, there is a family icon, the text "Family Name" and "Contact Info", and a blue "Add Member" button. Below this, it says "Lyon County". A table lists members and their program enrollments. A welcome message box on the right provides instructions on how to add members and view enrollment status. At the bottom right, there is a section for "Inactive Members".

Member	Programs
<b>Child's Name</b> Aug 19, 2013 <a href="#">View</a>	<b>4-H</b> <b>CloverBud - Awaiting Review</b> Enrollment Submitted
<b>Child's Name</b> Jul 11, 2011 <a href="#">View</a>	<b>4-H</b> <b>ClubMember - Approved</b> Enrolled for the 2022-2023 program year

Member and Program List

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 Now** link under the program name. If it shows **Continue Enrolling...** 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 **View Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Inactive Members:

Questions? Please contact Laura at [beyenhof@iastate.edu](mailto:beyenhof@iastate.edu) or 712-472-2576