

Adding a Member to Your Family's 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Log in to your family's 4-H Online account. Click "[Reset password?](#)" if you have forgotten your password.



4-H Online
MEMBERSHIP AND EVENT REGISTRATION

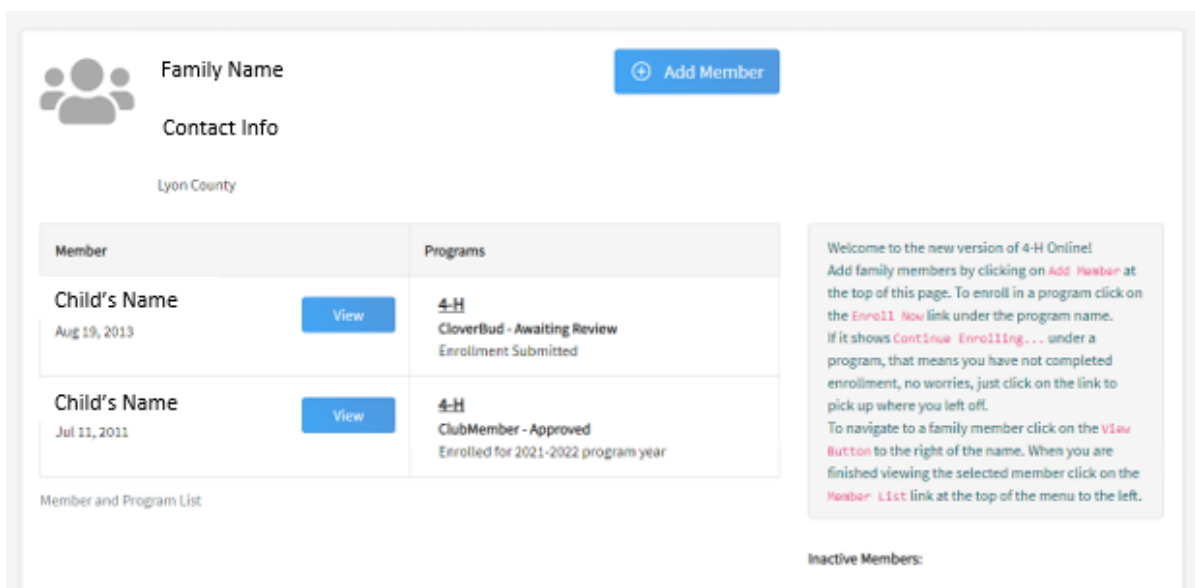
Email

Password

Sign in

Don't have an account?
Reset password?

3. Click on the blue "+ Add Member"



Family Name

Contact Info

Lyon County

+ Add Member

Member	Programs
Child's Name Aug 19, 2013	4-H CloverBud - Awaiting Review Enrollment Submitted
Child's Name Jul 11, 2011	4-H ClubMember - Approved Enrolled for 2021-2022 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:

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 Join a Program 2 Profile 3 About You 4 Participation

Which program would you like to join?

4-H

Cancel Next

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

Add Member

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

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required* Ex. 1/1/2001

Email

Mobile Phone

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

Number Of Previous Adult Years In Program

Next

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 'Select Participation' step is highlighted with a blue checkmark. The question 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](#)

Invoice

Total: **\$0.00**

[Next](#)

Add Clubs

County *required*

Lyon▼

CALL Lyon 4-H	Add
Clever Clovers	Add
Clover Kids - Central Lyon	Add
Clover Kids - George-Little Rock	Add
Clover Kids - West Lyon	Add
Country Kids	Add
Dead Center 4-H Archery Club	Add
Elgin Stars	Add
Hot Shots Air Rifle Club	Add
Independent Member	Add
Kanaranzi Clovers	Add
Lester Friendly 4-H'ers	Add

[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 4th-12th 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
Total:	\$30.00

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
Total:	\$30.00

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
Total:	\$30.00

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 Consents Payment 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

Back Next

Invoice	
Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
Total:	\$30.00

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

Child's Name

2022-2023 Clover Kid Enrollment

Clubs Projects Questions Health Form Consents Payment Confirm

Consents

Please read and answer each question.

Show Consents

Back Next

Invoice	
Total:	\$0.00

11. Click "Show Payment Options."

The screenshot shows a progress bar at the top with seven steps: Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Payment' step is currently active, indicated by a blue circle with a checkmark. Below the progress bar, the page title is 'Child's Name' with the subtitle '2022-2023 Clover Kid Enrollment'. The main content area is titled 'Payments' and contains a text box with the following text: 'Participation Fees: All 4-H Enrollment fees paid are non-refundable once membership has been activated by 4-H Staff.' Below this text box is a blue button labeled 'Show Payment Options'.

12. Enter credit card information.

The screenshot shows the same progress bar as above, but now the 'Payment' step is completed, indicated by a blue circle with a checkmark. The 'Add New Card' form is visible, with the following fields: 'Name On Card', 'Card number', and 'MM / YY CVC'. A blue button labeled 'Enter card information...' is located below the 'Card number' field. To the right of the card form is an 'Invoice' section with a shopping cart icon. The invoice table is as follows:

Invoice	
Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
Total:	\$30.00

Below the invoice is a 'Coupon' section with an input field and an 'Apply' button.

13. Agree to Terms of Payment.

Child's Name

2022-2023 Clover Kid Enrollment

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

Selected Payment Method

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

Invoice

Clover Kids - Central Lyon - Clover Kid Program Fee	\$30.00
Total:	\$30.00

Coupon

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
Total:	
\$30.00	
Selected Payments:	
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".

Member	Programs
Child's Name Aug 19, 2013 View	4-H CloverBud - Awaiting Review Enrollment Submitted
Child's Name Jul 11, 2011 View	4-H ClubMember - Approved Enrolled for the 2022-2023 program year

Member and Program List

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Questions? Please contact Laura at beyenhof@iastate.edu or 712-472-2576