



# 4-H Online 2.0 Family Re-Enrollment Guide

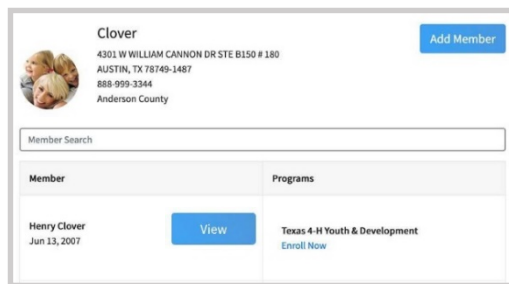
## **Logging in to an Existing 4-H Online Account**

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.
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.
2. Complete the “About You” form, then click Next.
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.

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”.

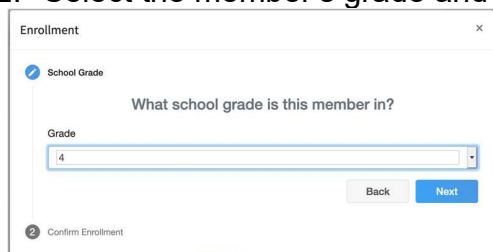
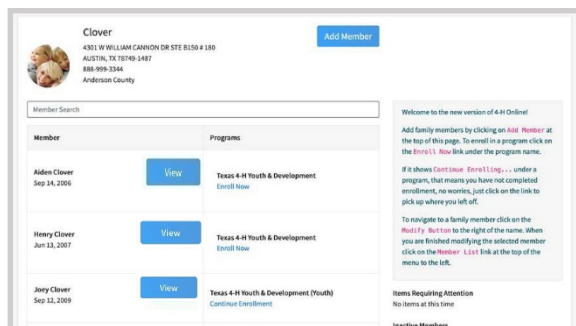


## Youth and Clover Kid Member Enrollment

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”.

2. Select the member’s grade and click Next.

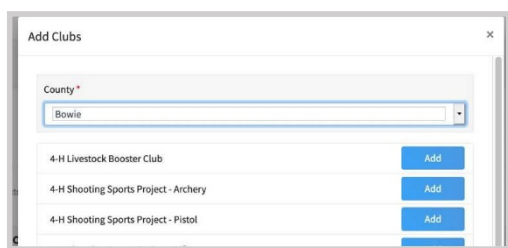
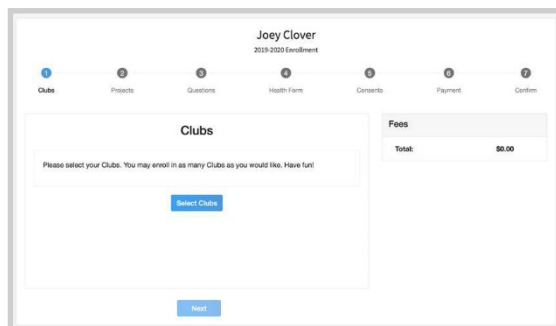


3. Select to Confirm that you would like to enroll as a Club Member.

4. Click the Select Clubs button.

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

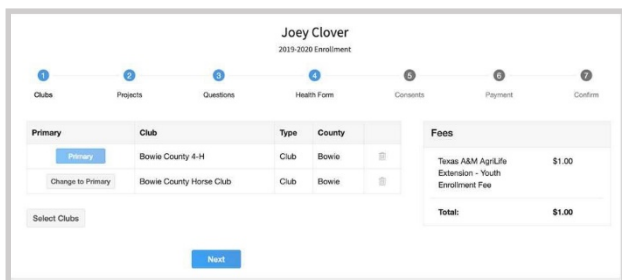
6. Click Add next to the club you would like to join. Repeat these steps to add all clubs in which you would like to participate.



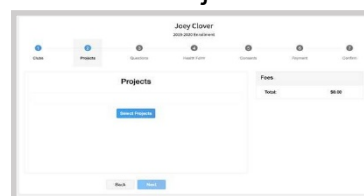
7. If you have enrolled in more than one club, be sure the Primary club is marked to indicate which club will serve as your Primary club.

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

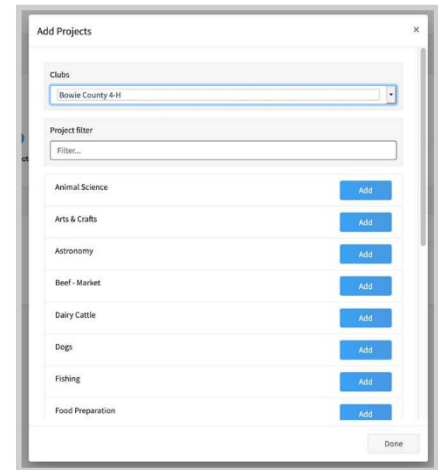
9. Once all clubs are added, click Next at the bottom of the screen.



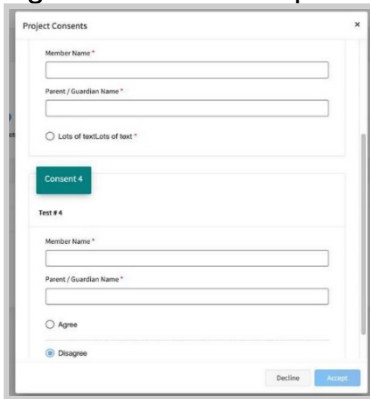
10. Click Select Projects



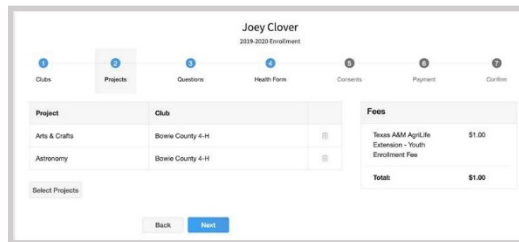
11. Select the club with which you want your project to be associated.
12. Click Add button next to the project you want to add to the member's enrollment.
13. Repeat these steps for each project in which you would like to participate.



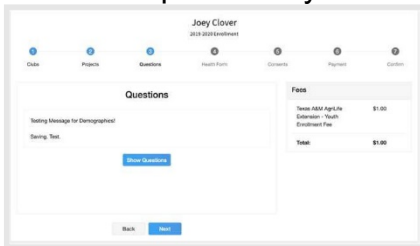
NOTE: Some projects may have consents that are required in order to participate. You will be prompted to enter the required signatures and Accept the consents.



14. Click the trash can icon to remove any projects.
15. Click the Next button once all the member's projects have been added.

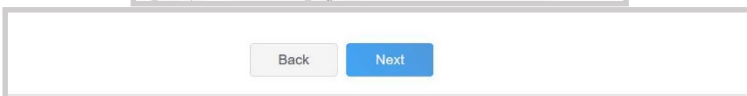
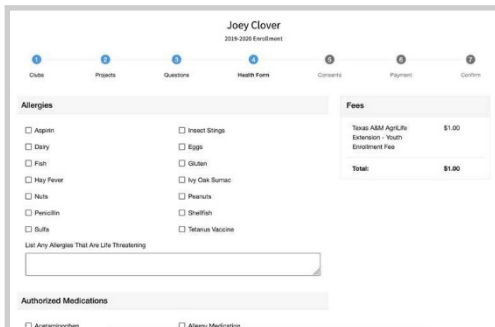


16. Click "Show Questions". Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.



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. If no fees are due, click the Next button and skip the payment screens. If fees are due, follow the next steps.

23. If applicable, review the fees for the member. *NOTE: Your county may allow offline payment options such as check/cash submitted to the County Office, Coupon Code or Waiver Request as well as online payments. Proceed per the instructions of your County office.*

24. 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.

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.