

### Enrolling in 4HOnline as a Youth Member: QUICK GUIDE

#### WHAT YOU'LL NEED

- An Internet-enabled computer or tablet (Please do not use a cell phone)
- A web browser (e.g., Google Chrome, Mozilla Firefox or Safari). Do not use Internet Explorer.
- The valid email address to associate with your family profile and a password that must be at least 8 characters, contain a capital letter, and at least 1 number.

**NOTE:** Move between boxes using your mouse or TAB key. **Using ENTER or a back button deletes information.**

#### LOGGING INTO YOUR FAMILY PROFILE

- Visit <https://in.4honline.com> and select "I need to setup a profile"
- Select the County and then enter the email address, family last name and password you want to use. You also have to select the "Role" as "Family" then click "Create Login"
- Contact your local Purdue Extension Office for assistance if you need assistance setting up your profile.

#### Setting Up the Family Information Page

- Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Do not check the "update member records" box at this time.
- You do not need to complete the Password Management section as this time. You have already created your 4HOnline password on the Login Page.
- Click on the "Continue" button at the bottom of the page.

#### ENROLL A YOUTH MEMBER

*You should now be at the "Member List" page*

- In the drop down box under "Add a New Family Member", select "Youth" and click on "Add Member"
- Fill out the Youth Information. **BOLD** fields denote required information.
  - If the member has a different e-mail address than the family one entered at login, enter it in the email box.
  - If the member doesn't have a middle name, type NONE
  - Enter the number of years the 4-H member has participated in 4-H. If 2018-19 is the first year the member is enrolling and participating in 4-H, the years in 4-H should be 1.
  - Youth Members with parents living in separate households should provide the name and address of the non-custodial parent in the Parent 2 fields. If mailings should be received at a second household, use the check box to indicate correspondence should be sent and whether it should be via email or US mail, and provide the second household's mailing address and email address.
  - An Emergency Contact Name and Contact Phone number must be provided. This should be someone that resides **outside** of the home.

- Second 4-H County should only be completed by 4-H members that participate in a second county due to:
  - Project/Subject matter is not offered in the member's primary 4-H county
  - Family circumstances that necessitate participation in two different counties
  - Members may only participate in a project/subject matter in ONE county.
- Are you a volunteer? Mark "yes" if the member is a Youth Volunteer with the 4-H Program.
- Ethnicity – if you consider the Member to be a part of the Hispanic culture, mark "yes".
- Race - You may choose as many of the options that apply or mark "prefer not to state". The choice is yours.
- Choose your residence.
- Complete the Military Service of Family field(s).
- School information – Please select the name of the county in which you attend school. Select the name of your school district. Select the name of your school.
  - If you do not find your school in the drop-down menu, click the option that you are not able to locate your school in the list above and type the name of your school. Indicate the type of school you attend.
- Select your grade in school (as of October 1, 2018) from the drop down menu.
- Click "Continue" to advance to the Additional Information Page

### **AUTHORIZATIONS AND RELEASES**

- **All sections are required and must be completed** before you can click the "Continue" button
- Type the member's legal name in the member signature box
- Then, type the parent/guardian's legal signature in the parent/guardian signature box and click "Continue"

### **CLUB PARTICIPATION**

***Each member must select at least one club from the drop-down list***

- To Add a Club, select the club name from the drop-down menu and click the "Add Club," button
- Once all clubs the member will participate in are listed, click the "Continue" button
  - **If you are unsure which club to select, please contact your local Purdue Extension office.**
  - **\*NOTE: If you are a youth member that participates in 4-H in two counties, you must select a club from each county.**

### **PROJECT PARTICIPATION**

***Members can choose projects/subjects from their clubs. Each member must have at least one project/subject.***

- Under "Add a Project," select the club associated with the member's project/subject
- Next to "Select a Project," click the drop-down menu and choose the member's first project/subject
- In "Years in Project," select the number of years the member has studied the subject through 4-H
- Click on "Add Project" and repeat these steps for each additional project.
- Once the projects the member wants to enroll in for year are listed on the screen, click "Continue"

### **Notes**

- **\*NOTE: If you are a 4-H Youth member that participates in 4-H in two counties, make sure you select the correct club from the drop-down menu before selecting the project name. Otherwise, you will not have enrolled in the project in the correct county.**
- **There is no limit on projects/subjects, and you may add or delete subjects/projects until May 15.**

## GROUPS PARTICIPATION

*This section is for members with leadership responsibilities on committees or as assigned by County Educators*

- Click the drop-down menu, select the appropriate Group name, and then click the “Add Group” button
- Repeat for each appropriate group. **If a member has no leadership responsibilities, click “Continue.”**

## INVOICE

- Click “Continue” to generate a separate invoice for each member, showing all fees due (if applicable)
- Households with four or more 4-H members may receive fee discounts; contact your local Purdue Extension office for assistance

## PAYMENTS

*Choose from online payment or submitting a cash or check payment to your local Purdue Extension office*

### Credit or Debit Card Payment

- Click the orange “Add New Credit Card” button, and enter all information **correctly and completely**
- Click the green “Continue” button
- Select “Pay with an existing card,” click the “Select Payment Method” button, and submit enrollment
  - Households with four or more members: Make credit card payments only for three members; the discount for capped program fees cannot be applied to online credit or debit card payments
  - For security reasons, 4HOnline will not store your entire credit card number

### Cash or Check Payment

- Select “County/Club 4H Check,” click “Select Payment Method,” **and pay at the office within 10 days**
- If a member utilizes capping of state and/or county program fees, **payment must be via cash or check so the discount can be applied.**

## SUBMITTING ENROLLMENT

- Regardless of your payment method, you must check the “Pay by Computer Terms and Conditions” box
- You will receive a confirmation email that enrollment has been received and is being reviewed
- You will then receive a second email either accepting enrollment or requesting necessary corrections
- Enrollment is not complete until payment has been processed

## GENERAL NOTES

- This quick guide should be followed for each member enrolling in Indiana 4-H
- Keep your login (family email address) and password handy to update records as needed
- Should you have any questions, please contact your local Purdue Extension office for assistance

*Thank you for using 4HOnline, and we look forward to offering your youth a positive experience!*