

## Re-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 associated with your family profile and your family password

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

### LOGGING INTO YOUR FAMILY PROFILE

**You must first login to your existing Family profile. All returning 4-H members already have a Family Profile.**

- Visit <https://in.4honline.com> and enter the family email address and password associated with your profile then click 'Login'
- After logging in, click the "Continue to Family" button
- Contact your local Purdue Extension Office for assistance if you have forgotten or need to update the email address to login to your family profile. **PLEASE DO NOT CREATE A NEW PROFILE.**
- Use the 'I forgot my password' option if you have forgotten your password. Enter your family email address and click 'Send My Password' to receive a temporary password in your email inbox.

### RE-ENROLL A YOUTH MEMBER

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

- Click 'Edit' next to the 4-H member's name in the Member list and then click the "Enroll for 2018 – 2019" button at the bottom of the page to begin re-enrollment.
- Review the Youth Information and update as needed. **BOLD** fields denote required information.
- Click "Continue" to advance to the Additional Information Page

#### **Notes**

- The Years in 4-H listed is automatically increased by 1 when you begin the re-enrollment of the member
- Text messaging is optional for last-minute meeting notices or priority information from county staff

### 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**

- Review your club(s) associated for the member and delete any club you are no longer participating in
- 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

### PROJECT PARTICIPATION

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

- Review projects the member enrolled in the previous year (the years in project have been updated).  
**Delete any project the member does not wish to enroll in for the year.**
- 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

- Members that have advanced past Mini 4-H should delete any Mini 4-H projects from their list of projects for the year.
- **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
- Delete any groups the member no longer has leadership responsibilities for the upcoming year
- 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 re-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!*