



Enrolling in 4-H Online as a NEW Youth Member

Creating a New 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.

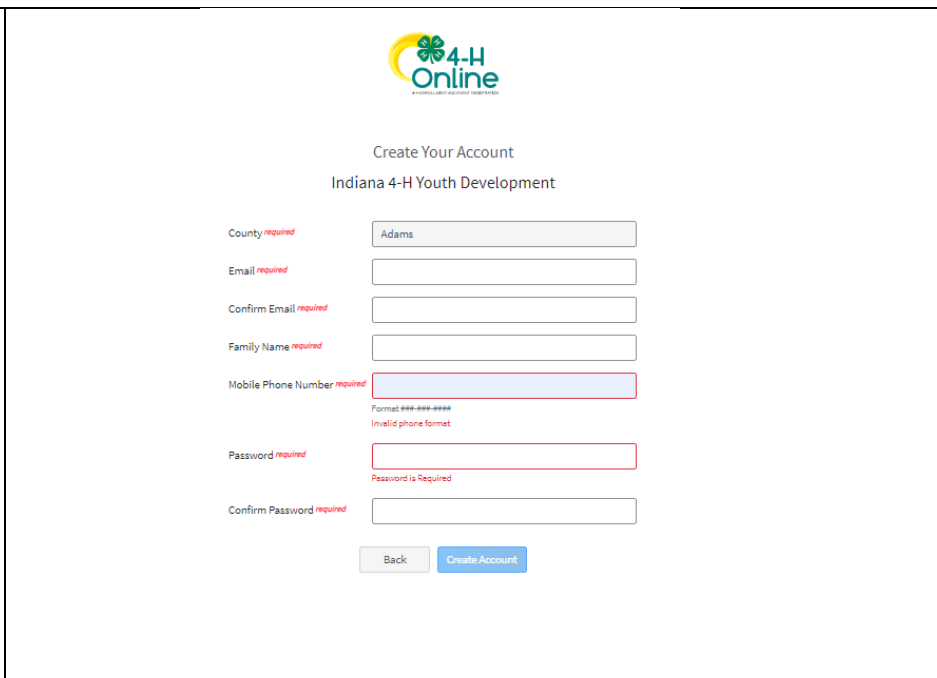
NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).

3. Select Indiana from the drop-down menu.

4. Choose your county from the drop-down menu.

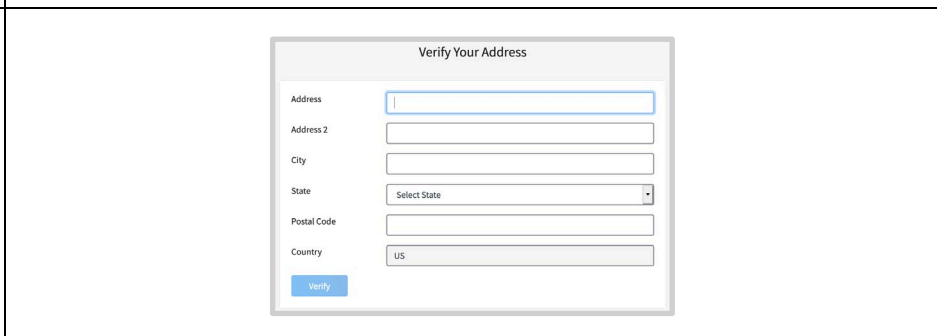
[Type here]

5. Complete your family's information.
6. Click the Create Account button.

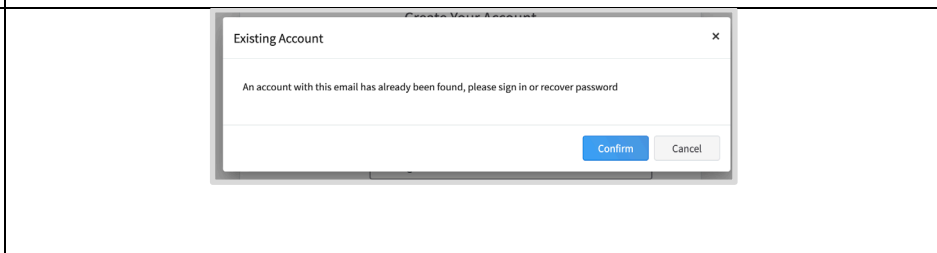


7. Enter your family's address information.
8. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.



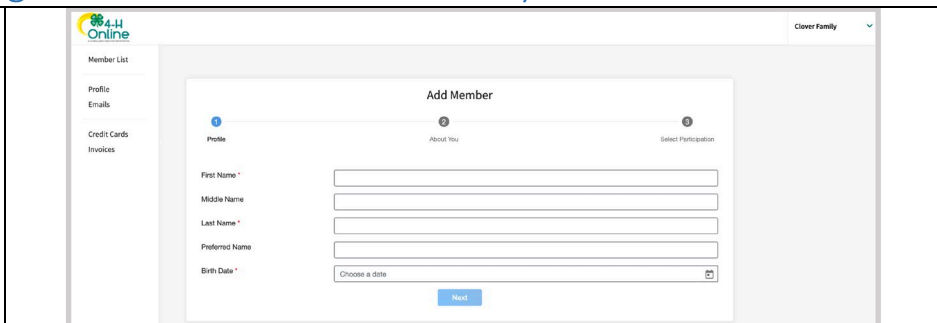
9. If you create a new account and an existing account is found, click the Confirm button and continue to [Logging in with an Existing 4-H Online Account](#).



Adding a New Member to the Family

1. Enter the member's information.
2. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.



3. Complete the "About You" form with the requested information.
4. Click the Next button.

The screenshot shows the 'Add Member' form at step 2, 'About You'. A progress bar at the top indicates three steps: 1. Profile, 2. About You (current), and 3. Select Participation. The form is divided into two sections: 'About You' and 'Demographics'. The 'About You' section includes dropdown menus for 'Birth Gender *', 'Identifying Gender *', and 'Grade *'. The 'Demographics' section includes a dropdown for 'Are you of Hispanic or Latino ethnicity? *' and a text input field for 'Residence *'. A 'Next' button is visible at the bottom right.

5. Select your method of participation.
6. Click the Finish button.

Continue to [Youth and Mini 4-H Member Enrollment](#).

The screenshot shows the 'Add Member' form at step 3, 'How would you like to participate?'. The progress bar now shows step 3 as the current step. The main content area asks 'How would you like to participate?' and has a dropdown menu with 'I am applying to be a New or Club Member' selected. At the bottom, there are 'Back' and 'Finish' buttons.

Youth and Mini Member Enrollment

1. Click the Select Clubs button.



- Member List
- Profile
- Events
- 4-H Enrollment**



The screenshot shows the enrollment page for 'Amelia Boilermaker' in 2020-2021. A progress bar at the top shows seven steps: 1. Clubs (current), 2. Projects, 3. Questions, 4. Health Form, 5. Consents, 6. Payment, and 7. Confirm. The main content area is titled 'Clubs' and contains instructions for 'NEW Youth Members', 'Adult 4-H Club Leaders', and 'Adult 4-H Project Leaders'. A 'Select Clubs' button is at the bottom. On the right, a 'Fees' table is displayed:

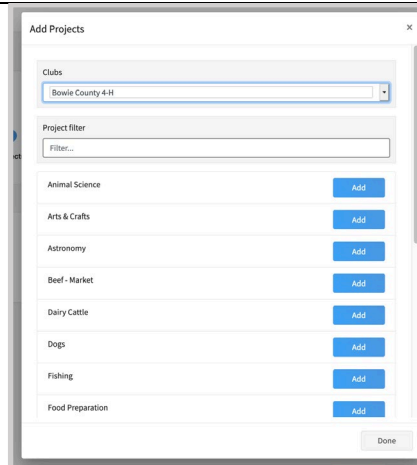
Fees	
Indiana 4-H Youth Development - Club Member Program Fee	\$15.00
Total:	\$15.00

2. Select the County in which your Club is located.
3. Click Add next to the Club you would like to join.
4. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.
 *Note if you do not know what club to elect at this time, choose **Contact Me to Learn About Clubs** and someone from your county will contact you to choose a club.**

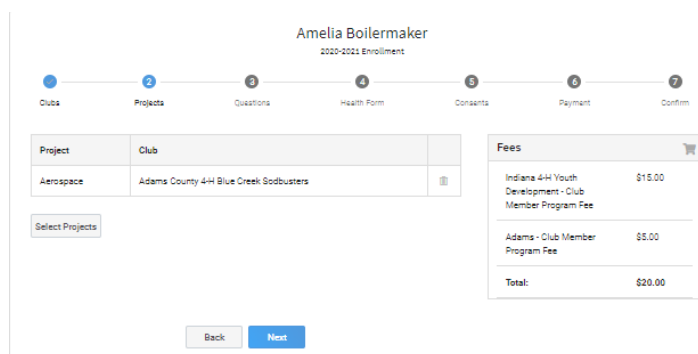
5. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
6. Click the trash can icon to remove a Club from the list.
7. Once all of your Clubs are added, click Next at the bottom of the screen.

7. Click Select Projects

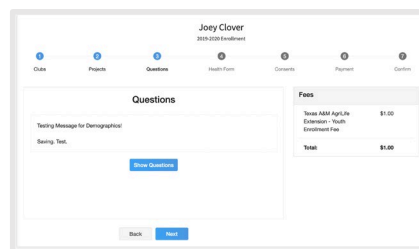
8. Select the Club with which you want your project to be associated.
9. Click the Add button next to the project you want to add to the member's enrollment.
10. Repeat steps 7-9 for each project in which you would like to participate.



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



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



NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution.

- 15. Complete the Health form fields and Consents.
- 16. Click the Next button at the bottom of the screen when you are done.

The screenshot shows the 'Health Form' step of the enrollment process for Amelia Boilermaker. At the top, a progress bar indicates steps 1 through 7: Clubs, Projects, Questions, Health Form (current), Consents, Payment, and Confirm. The form contains three sections: 'Allergies' with radio buttons for 'Other Allergies (i.e. dust, pollen, animals)', 'List any food allergies or dietary restrictions', and 'Authorized Medications' (Tylenol and Benadryl). A 'Fees' table on the right lists 'Indiana 4-H Youth Development - Club Member Program Fee' for \$15.00 and 'Adams - Club Member Program Fee' for \$5.00, with a total of \$20.00. At the bottom, there are 'Back' and 'Next' buttons.

- 17. Complete the Consents
- 18. Click the Next button at the bottom of the page when you are finished.

The screenshot shows the 'Consents' step of the enrollment process for Joey Clover. The progress bar highlights step 5, 'Consents'. The form includes a 'Code of Conduct' section with a checkbox 'I will follow the Rules at all times!'. Below this are input fields for 'Member Name*', 'Parent / Guardian Name*', and a checkbox 'Yes - I will!'. A 'Fees' table on the right shows 'Texas 4-H Youth Extension - Youth Enrollment Fee' for \$1.00 and a total of \$1.00. 'Back' and 'Next' buttons are at the bottom.

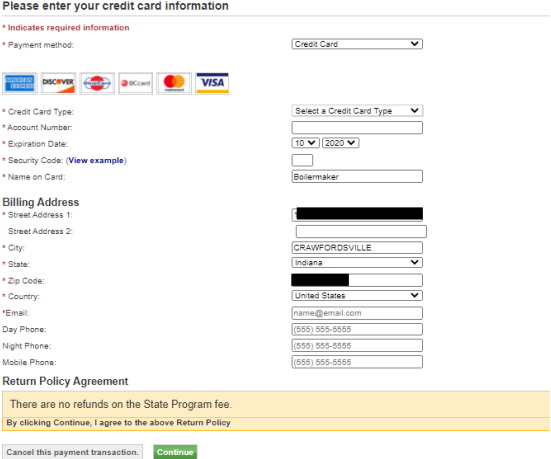
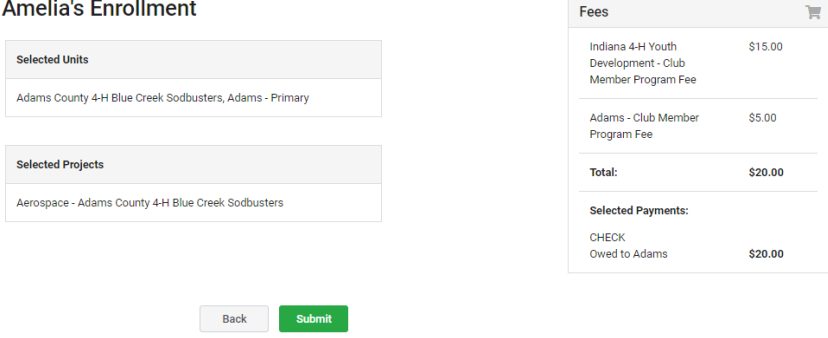
If no fees are due, click the Next button and skip to step 23.

The screenshot shows the 'Payment' step of the enrollment process. The progress bar highlights step 6, 'Payment'. The text 'No Payment Necessary, all set!' is displayed in the center. 'Back' and 'Next' buttons are at the bottom.

- 19. If applicable, review the fees for the member.
- 20. If you are choosing to pay with credit card, you will need to Add New Card. This will redirect you to a new site. This site is not mobile friendly so you will need to be on a computer for this step using either Mozilla Firefox, Google Chrome, or Safari web browsers (skip to step 22)

The screenshot shows the 'Payment' step of the enrollment process. The progress bar highlights step 6, 'Payment'. The form is titled 'Select a Card' and includes an 'Add New Card' button. Below this is a 'No Cards' message. An 'OR' separator is followed by the text 'Payment for this invoice will be collected by State Office CountyArea.' and an 'Apply' button. On the right, a 'Fees' table lists 'Indiana 4-H Youth Development - Club Member Program Fee' for \$15.00 and a total of \$15.00. At the bottom, there is a 'Coupon' input field and an 'Apply' button.

[Type here]

<p>21. If choosing to pay with check to your County Extension Office, select Payment for this invoice will be collected *YOUR COUNTY* County. (skip to step 23)</p>	
<p>22. If you selected to pay with credit card you will be redirected to enter that information. Fill out all the required fields noted with an * and then click Continue. Upon completion you will be returned to 4-H Online.</p>	 <p>The screenshot shows a credit card payment form titled "Please enter your credit card information". It includes fields for payment method (Credit Card), credit card type (Discover, American Express, MasterCard, Visa), account number, expiration date (10/2020), security code, and name on card (Bolemaker). Billing address fields include street address 1, street address 2 (CRAWFORDSVILLE), state (Indiana), zip code, and country (United States). Contact information includes email (name@email.com), day phone, night phone, and mobile phone. A return policy agreement section states: "There are no refunds on the State Program fee. By clicking Continue, I agree to the above Return Policy". Buttons for "Cancel this payment transaction" and "Continue" are at the bottom.</p>
<p>23. Review the enrollment information. 24. Once you have verified that the clubs and projects are listed correctly, click the Submit button. Congratulations, your enrollment is complete!</p>	 <p>The screenshot shows the "Amelia's Enrollment" confirmation page. It lists "Selected Units" as "Adams County 4-H Blue Creek Sodbusters, Adams - Primary" and "Selected Projects" as "Aerospace - Adams County 4-H Blue Creek Sodbusters". A "Fees" table shows: "Indiana 4-H Youth Development - Club Member Program Fee" for \$15.00 and "Adams - Club Member Program Fee" for \$5.00, with a "Total" of \$20.00. "Selected Payments" shows "CHECK Owed to Adams" for \$20.00. "Back" and "Submit" buttons are at the bottom.</p>
<p>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 an email notification. It will include a link to login so that you may add another card or change your payment method.</p>	