



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.

The Quick Reference Guide includes the following sections:

- ✓ New 4-H Families - Creating New 4-H Online Account
 - ✓ Adding New Family Member
- ✓ Returning 4-H Families
- ✓ Youth and Mini Enrollment
 - ✓ Club
 - ✓ Projects
 - ✓ Questions / Demographics
 - ✓ Health Form
 - ✓ Consents
 - ✓ Payment
- ✓ Adult Volunteer Enrollment – Returning Volunteers should follow the steps below. If you are a new volunteer and your name is not yet listed, the Extension Office prefers a hard copy of paperwork for your first year. Then, the Extension Office will enroll you.

Note: You will need to click the edit tab for each section so that you can see the required fields and edit those required fields.

New 4-H Families - 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
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.
5. Select your method of participation.
6. Click the Finish button.
7. Continue to [Youth and Mini 4-H Member Enrollment](#).

Returning 4-H Families - 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.
3. Click Sign-In
4. Continue to [Youth and Mini 4- H Member Enrollment](#) to re- enroll youth members or continue to [All Returning Volunteer Enrollments](#) on pages 4 – 5.

If you have ***forgotten your password***, click “Reset Password?” to receive an email with a link to set a new password.

Note: If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under 4-H.

Volunteers - If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, the Extension Office prefers a hard copy of paperwork for your first year.

All - Youth and Mini Member Enrollment

Note: Switch to Profile – Preferred Phone Number	<p>For each person, please switch to profile in the Left Bar.</p> <ol style="list-style-type: none"> 1. Click the Edit button to edit the profile. 2. Add the preferred phone number where it says mobile phone number. 3. Click Save. 4. Select Enrollment in the left bar and proceed to complete the remainder of the information.
Club	<ol style="list-style-type: none"> 1. 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. 7. 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.
Projects	<ol style="list-style-type: none"> 1. Select Projects. 2. Select the Club with which you want your project to be associated. 3. Click the Add button next to the project you want to add to the member’s enrollment. Repeat steps 1-3 for each project in which you would like to participate. 4. Click the trash can icon to remove any projects. 5. Click the Next button once all the member’s projects have been added
Questions (demographics)	<ol style="list-style-type: none"> 1. Click “Show Questions” 2. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. *** For residence, if you live in the country and not on a farm, select the “Town Under 10000 Rural Non-Farm” line. <p style="text-align: center;">NOTE: Any questions with a red asterisk (*) are required.</p>

Health Form	<ol style="list-style-type: none"> 1. Complete the Health form fields and Consents. 2. Click the Next button at the bottom of the screen when you are done
Consents	<ol style="list-style-type: none"> 1. Complete the Consents. 2. Click the Next button at the bottom of the screen when you are done
If no fees are due:	click the Next button and skip to Submit
Fee – Credit Card	<p>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.</p> <p>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>
Fee – Check	If choosing to pay with check to your County Extension Office, select Payment for this invoice will be collected *CARROLL* County. (skip to submit)
Review and Submit	<ol style="list-style-type: none"> 1. Review the enrollment information. 2. Once you have verified that the clubs and projects are listed correctly, click the Submit button. <p>Congratulations, your enrollment is complete!</p>

All RETURNING VOLUNTEERS Enrollment

Note: Switch to Profile – Preferred Phone Number	<p>For each person, please switch to profile in the Left Bar.</p> <ol style="list-style-type: none"> 1. Click the Edit button to edit the profile. 2. Add the preferred phone number where it says mobile phone number. 3. Click Save. 4. Select Enrollment in the left bar and proceed to complete the remainder of the information.
Volunteer	<ol style="list-style-type: none"> 1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. Note: At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed. 2. Select a Volunteer Type. Choices are: <ol style="list-style-type: none"> a. Club, b. Project (add the Club Leader and Project Leader. Note: under Clubs, you will select Carroll Co. 4-H Adult Project Leaders so that you can select our Carroll County Projects as a Club Leader); and c. Program – Office will add the boards and committees for you. 3. Add the volunteer type. Repeat steps above for all volunteer types. <p>Note:</p> <ul style="list-style-type: none"> • Project Leaders – must select Club Leader and Project Leader at this stage. • If you only selected Program – Other Volunteer, you may skip to the Questions section.
Club	<ol style="list-style-type: none"> 1. Click the Select Clubs button. 2. Click Add next to the Club you would like to join. Note: Project Leaders – <i>Must</i> add Carroll Co. 4-H Adult Project Leaders. 3. Repeat steps 1-2 to add all of the Clubs = Units in which you would like to participate. 4. Click the trash can icon to remove a Club from the list. 5. Once all of your Clubs are added, click Next at the bottom of the screen.

Projects	<ol style="list-style-type: none"> 1. Select Projects. 2. It should show that you are a “club volunteer”. If not, Select that you are a Club project volunteer so that you can see all of our county projects. 3. Click the Add button next to the project you want to add. Repeat steps 1-3 for each project in which you would like to add. 4. Click the trash can icon to remove any projects. 5. Click the Next button once all the projects have been added.
Questions (demographics)	<ol style="list-style-type: none"> 1. Click “Show Questions”. 2. Complete the required questions. Some of the questions will be completed for you based on what you entered when you created your original record. *** For residence, if you live in the country and not on a farm, select the “Town Under 10000 Rural Non-Farm” line.
Consents	<ol style="list-style-type: none"> 1. Complete the Consents. 2. Click the Next button at the bottom of the screen when you are done
Review and Submit	<ol style="list-style-type: none"> 1. Review the enrollment information. Note: Units = Club 2. Once you have verified that the clubs and projects are listed correctly, click the Submit button.
Training	<p>You will see a Training Required tab upon submitting enrollment. Click the training. Then, click “here” to launch the course. *Note if you do not have Flash on your computer it will prompt you to allow it. This will then take you back to the previous screen where you will need to launch the course again to take it.</p> <p>Note:</p> <ul style="list-style-type: none"> ✓ When it launches, you will need to click through each slide and then take the quiz at the end. Upon completion of the quiz, it will allow the Extension Office to approve your enrollment. ✓ If you prefer to take the training in-person, please contact Joanne to arrange a time.

NOTE:

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.

Members - 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.