4-H ENROLLMENT AND EVENT REGISTRATION

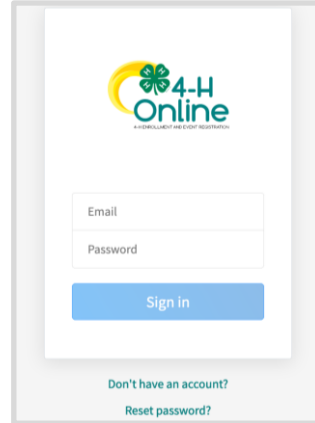# 4-H Online 2.0 Family Enrollment Guide

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Creating a New 4-H Online Account
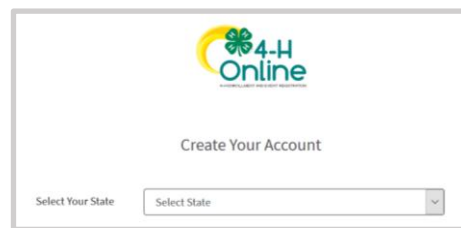
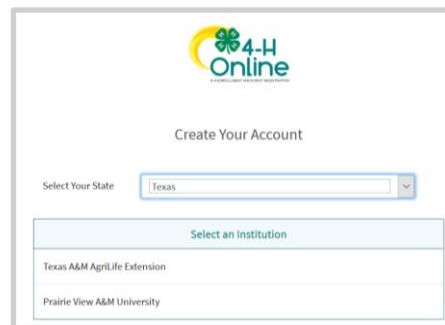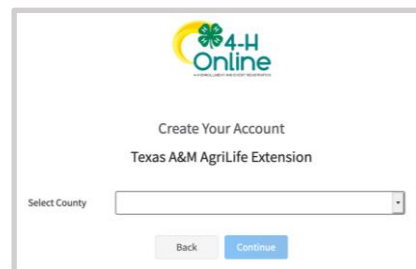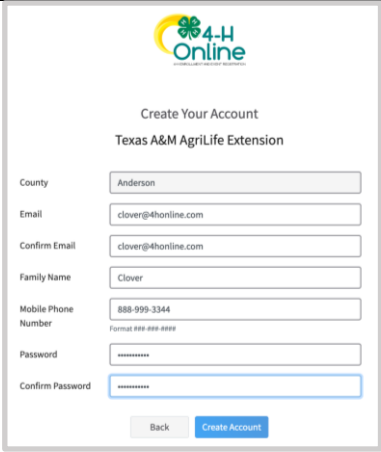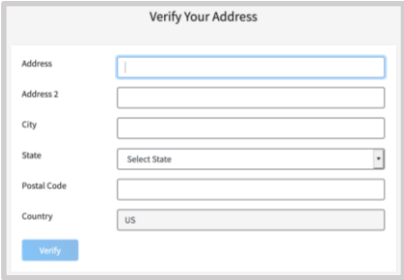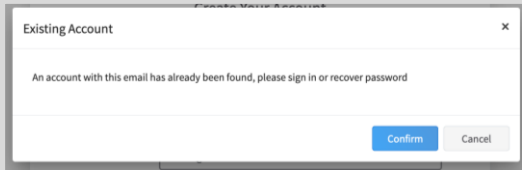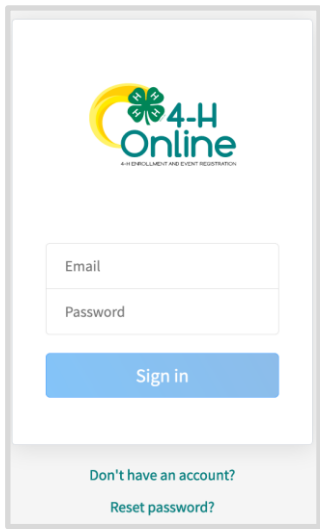|	
1. Go to http://v2.4honline.com. 2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to Member Enrollment or go to the bottom of page 3.	*NOTE: images may vary by Institution*
3. Select your state from the drop-down menu.	
4. If there is more than one Institution in your state, select your Institution.	
5. Choose your county from the drop-down menu.	

6. Complete your family's information. 7. Click the Create Account button.	
8. Enter your family's address information. 9. Click the Verify button. NOTE: The verification process may require you to select an appropriate USPS format.	
10. 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.	

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

Adding a New Member to the Family

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

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

Please know that the same process is used for adult volunteers; if you signed your children up but also need to add yourself as an adult volunteer, add member and your date of birth will trigger the adult volunteer sign up options.

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

NOTE: Questions listed on this page may vary by Institution.

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

If you have selected that you will be participating as New or Returning Club Member, continue to Youth and Cloverbud Member Enrollment.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions. If you would like to enroll as a Club Member or Volunteer at any time, click "Enroll Now" from the Member List and continue to Youth and Cloverbud Member Enrollment or Adult Volunteer Enrollment.	

Youth Member Enrollment

If you are returning to 4-H, your member 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 member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," then continue to Step 1 below.	
1. Select the member's Grade and click Next. 2. Select to Confirm that you would like to enroll as a Club Member.	
3. Click the Select Clubs button.	

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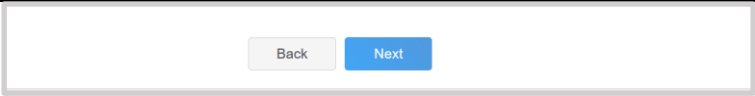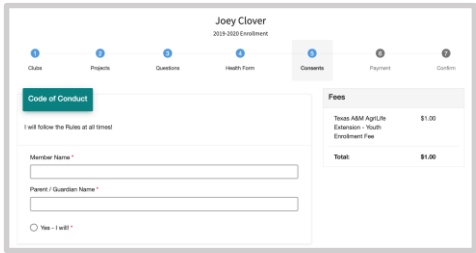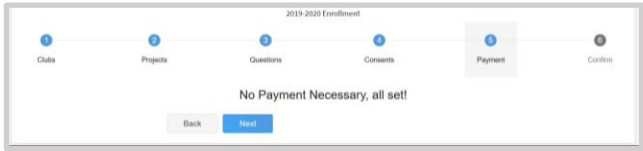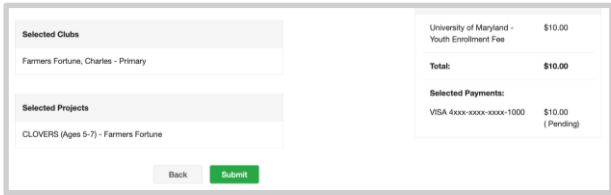|	
4. Select the County in which your Club is located. 5. Click Add next to the Club you would like to join. 6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate. Note – if you see the term "Unit", this refers to a club.	
7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club. 8. Click the trash can icon to remove a Club from the list. 9. 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.	

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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 after you click "Add".	
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. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents. 14. Click the Next button at the bottom of the screen when you are done.	

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	Back Next
15. Complete any Consents your Institution requires. 16. Click the Next button at the bottom of the page when you are finished.	
If no fees are due, click the Next button	
17. Review the enrollment information. 18. 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 an email notification. It will include a link to login so that you may add another card or change your payment method, if allowed.

Adult Volunteer Enrollment

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. Directions for Volunteer Enrollment are in the document specific to volunteers.

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