



4-H Online 2.0 Returning Member Enrollment Guide

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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.

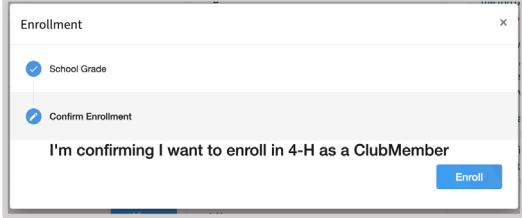
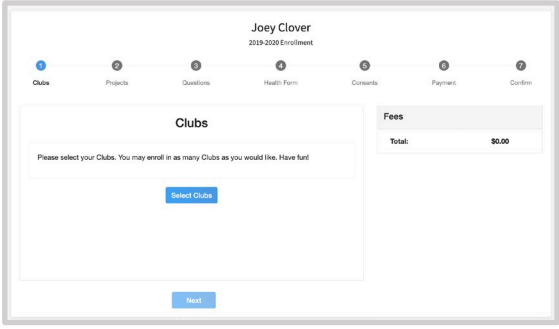
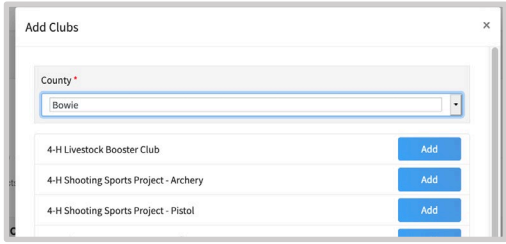
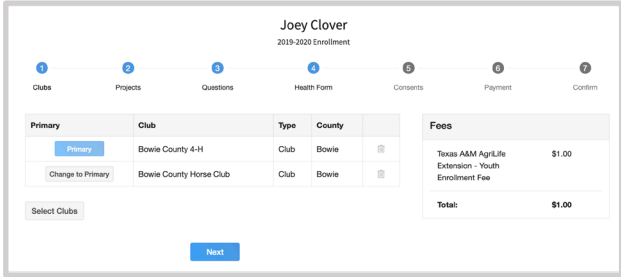
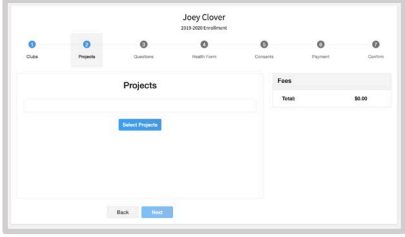
If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

Youth and Cloverbud 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.

<p>2. Select to Confirm that you would like to enroll as a Club Member.</p>	
<p>3. Click the Select Units button (<i>Units are Clubs</i>).</p>	
<p>4. Select the County in which your Club is located.</p> <p>5. Click Add next to the Club you would like to join.</p> <p>6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.</p>	
<p>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.</p> <p>8. Click the trash can icon to remove a Club from the list.</p> <p>9. Once all of your Clubs are added, click Next at the bottom of the screen.</p>	
<p>1. Click Select Projects</p>	

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.
4. Repeat steps 7-9 for each project in which you would like to participate.

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".

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

7. Click "Show Questions"
8. 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.

NOTE: Your Institution may also require you to upload pictures or documents with your enrollment.

Click the Upload button to select a file to upload.

Click the Next button at the bottom of the screen when you are finished.

In Mahoning County, you do not need to upload any documents or photos.

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

In Mahoning County, no health forms are needed.

11. Complete any Consents your Institution requires.
12. Click the Next button at the bottom of the page when you are finished.

If no fees are due, click the Next button and skip to step 25.

There are NO FEES due in Mahoning County 4-H so you can click the Next button to continue.

13. Review the enrollment information.
 14. 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.

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.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

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.

1. Select your method of participation.
2. 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.

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.

The screenshot shows the 'Clover' family profile page. At the top, there is a family photo and contact information: 4301 W WILLIAM CANNON DR STE B100 #180, AUSTIN, TX 78719-1467, 888-999-3344, Anderson County. An 'Add Member' button is in the top right. Below this is a 'Member Search' input field. The main content is divided into two columns: 'Member' and 'Programs'. The 'Member' column lists two members: Aiden Clover (Sep 14, 2006) and Anna Clover (Aug 12, 1976), each with a 'View' button. The 'Programs' column lists two programs: 'Texas 4-H Youth & Development (Youth)' and 'Texas 4-H Youth & Development (Volunteer)', each with a 'Continue Enrollment' or 'Continue Trainings' link. On the right side, there is a 'Welcome to the new version of 4-H Online!' message with instructions on how to add family members and navigate the site.

Member	Programs
Aiden Clover Sep 14, 2006 View	Texas 4-H Youth & Development (Youth) Continue Enrollment
Anna Clover Aug 12, 1976 View	Texas 4-H Youth & Development (Volunteer) Volunteer Application Submitted Screening Submitted Continue Trainings