



## Steps to complete online enrollment for Dawson County 4-H.

If you DO NOT already have a Family 4HOnline Account, please follow these instructions.

Access the enrollment form or to log on to 4honline visit [ne.4honline.com](http://ne.4honline.com).

\*Browsers that are compatible with 4HOnline are Google Chrome & Mozilla Firefox. 4HOnline may be unstable in Internet Explorer. Safari or most cell phones will not work.

Select [I need to set up a profile](#). Each 4-H household will have a profile.

Select [Dawson County](#).

The [email address](#) will be used as the user/access id. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.

[Last Name](#) - Please enter the household last name.

Select [Create Login](#)

I have a profile  
 I need to setup a profile  
 I forgot my password

Are you in a Military 4-H Club:

County:  Show County Contact Info.

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:



## Family Information (Profile Information)

Complete the required profile information.

Select whether you would prefer to receive the newsletter via email or mail.

\*You do not need to change your password\*

Select [Continue](#)

### Family Information

**Profile Information** \*Required Fields

\*Email:  joe@gmail.com

\*Last Name:

\*Mailing Address:

\*City:

\*State:

\*Zip Code:  12345

\*Primary Phone:  555-555-1234

\*Correspondence Preference:

\*4-H County:

Update member records with the same address

**Password Management**

Current Password:

New Password:

Confirm New Password:



## Adding adults to the Family/Profile

You may now add the adults in your household. Select **Adult** from the drop down option and select **Add Member**

### Member List

**Bettin Family** [Edit Family](#)

3180 W Us Highway 34  
Grand Island, NE 68801-7279  
308-385-5088  
[melinda.rathman@unl.edu](mailto:melinda.rathman@unl.edu)  
Unl Extension Hall County County [\[contact info\]](#)

Add A New Family Member

select a member type... ▼

[Add Member](#)

#### Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
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## Adult Personal Information

Now enter information for **one** specific adult in the household.  
The \*asterisk areas are required, all other fields are optional.

**\*Please enter the number of years you have been a 4-H volunteer! Base this on years listed on previous volunteer enrollment sheets. This information needs to be accurate so that years of service awards may be recognized. The Extension office may be able to help you if you can't remember\***



### Adult Personal Information

#### Profile Information

\*Required Fields

\*First Name:

\*Last Name:

\*Mailing Address:

\*City:

\*State:

\*Zip Code:  12345

\*Gender:

\*Primary Phone:  555-555-1234

\*4-H County:

#### Volunteer

Although not **\*asterisked**, the following fields are required: Race, Ethnicity, Residence and Military Service.

### Volunteer Code of Conduct and Photo Release

In the additional information screen you will read and sign the Volunteer Code of Conduct and Photo Release.

### Add a Club

Please select a club (if applicable) and a role within that club from the drop down menu.

Personal Information   Additional Information   **Participation**   Invoice   County Review

Clubs   **Projects**   Activities   Awards   Groups

**Add a Club**

Select a Club:

Select a Volunteer Type:



Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska—Lincoln cooperating with the Counties and the United States Department of Agriculture.

University of Nebraska—Lincoln Extension educational programs abide with the nondiscrimination policies of the University of Nebraska—Lincoln and the United States Department of Agriculture.

## **Add a Project**

The next step is to choose the projects you provide leadership for. Please select all 4-H projects that you help with making sure that you select at least one.

The enrollment is not final until you click on [Submit Enrollment](#).

## **Enrolling More Volunteers of Household**

You will then have the ability to enroll another volunteer for your same household/family following the same steps when you select [Add Adult](#).

The enrollment status will show pending until the information is confirmed by your local County Extension Staff.

**Reminder: There is no enrollment fee for volunteer adults.**



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