



4-H ONLINE ENROLLMENT

New 4-H Family or Volunteer Enrollment

1. Access ne.4honline.com.
2. Set up a profile for your 4-H household.
Individual youth will not have an individual profile/login.
3. Use your email address as the user/access id.
Enter an email address you use and a password you will remember. The Extension Office does not have access to your password.
 - Enter the household LAST NAME (i.e. Head of Household last name/4-H parent(s)).
 - Please consider choosing e-mail as your preferred method of correspondence to cut costs on monthly newsletter billings.
 - Select Create Login. Complete the following information.
**You do not need to change your password.
4. Add the youth in your household. Select Youth from the drop down option and select Add Member. On the left of the screen, review your profile information and edit as needed by selecting Edit Family.
5. Youth Personal Information - enter information for one specific youth in the household.
 - The * asterisk and bold areas are required; all other fields are optional.
 - If you accept text messages, enter your cell number and carrier. You can also select a second household to receive correspondence for this particular youth.
 - Complete required fields of race, ethnicity, residence, military service and school.
 - School information should be completed by adding what county the school you attend is in, which might not be the county of 4-H participation.
6. Code of Conduct is required. Read and electronically sign the waivers for youth and parent.
 - Enter the year of graduation **for the youth**.
7. The Health Form is optional, unless you are attending a statewide event, such as PASE or 4-H Camp or participating in shooting sports.
8. Select a club from the drop down menu. If you are in more than one club, add all. Mark which club is your primary club. You may only select **one** as primary club.
9. Because there is no drop / add date, add all projects you are considering for county fair. Continue through the remaining screens (Activities, Groups, Payment, etc.) Select Submit Enrollment at the bottom of the screen.
10. You may now enroll another youth for the same household/family by selecting Add Youth. Follow the same steps until all youth are registered.
11. The enrollment status will show pending until confirmed by the Extension Office. If information is incorrect, we will send your registration back to you to change. Please check your emails. You will receive an email when registration is approved.



FAQs



Enrollments must be complete April 3 at midnight.

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Cloverbuds sign up as youth in the county club, not the Cloverbud group.

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Write down your password. Because the office has no access to your password, you are responsible for remembering it.

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Clubs can still pay one fee to the Extension office; independent members will not be accepted into the Madison County 4-H program until payment is received.

- Please make checks payable to University of Nebraska-Lincoln.
- Dues for 4-H age and Cloverbuds are \$3.50 and \$4.50 for those who show horses.

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Volunteers and leaders enroll online. Leaders pay insurance only: \$1 or \$2 for horse.



4-H ONLINE ENROLLMENT

Returning 4-H Families or Volunteers

*Because all profiles from the previous year are archived as of October 1, you must re-enroll for the 2016-2017 4-H year to be an active member of 4-H.

1. Access ne.4honline.com.
2. Login by selecting "I have a profile" on the front screen. Use your email address and the password from last year. The Extension Office does not have access to your password.
 - Your login is your email address. If you have forgotten or do not know your password, please select "I forgot my password". A temporary password will be sent via email.
 - Your role is Family. Select Login.
3. Please consider choosing e-mail as your preferred method of correspondence to cut costs on monthly newsletter billings.
4. The Member List shows all in your family who were enrolled in the previous year. To update your family information, click "Edit" next to the Inactive member you would like to re-enroll.
5. Update personal information. Unless you are attending an overnight 4-H camp or participating in shooting sports, do not complete the health form.
6. Only projects in which the member will participate during the current year should be listed in the Projects tab. **Remove projects not to be taken to fair.** In addition, because there is no drop/add date, add all projects you are considering for county fair.
7. Continue through the remaining screens (Activities, Groups, Payment). Select Submit Enrollment at the bottom of the screen.
8. To add new youth in your household, select Youth from the drop down option and press Add Member. Follow previous instructions for New Enrollment (see Page One).
9. On the left of the Family screen, you may review your profile information and edit as needed by selecting Edit Family.
10. Re-enroll and/or enroll another youth for the same household/family. Follow these steps until all youth are registered.
11. The enrollment status will show Pending until confirmed by the Extension Office. If information is incorrect, we will send your registration back to you to change. Please check your e-mails. You will receive an email when registration is approved.



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