



Steps to complete online enrollment for Nebraska 4-H

Few notes before you get started: **Deadline is April 1st**

- Each 4-H household will have ONE profile. Individual youth will not have their own individual login.
- Please follow these step by step instructions on how to enroll.
- You will use your login information every year on this website, so please write down your email and password for this website for future reference.
- If you have any questions during your enrollment process you can contact Tessa: Office phone number 402-887-5414, Cell Phone: 402-380-8303 or by email tharms2@unl.edu

Access the enrollment form or to log on to 4honline visit ne.4honline.com.

Select [I need to set up a profile](#). Each 4-H household will have a profile, in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

Select the correct [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 (i.e. Head of household last name/4-H parent(s)).

Select [Create Login](#)



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 youth/members to the Family/Profile

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

On the left of the screen you may review your profile information and make any edits needed by selecting **Edit Family**.

The screenshot shows a web interface titled "Member List". On the left, there is a profile for "Hain Family" with an "Edit Family" button. The profile details include the address "L West 22 Ave, Neligh, NE 68756", a phone number "402-887-5414", and an email "tessa.hain@gmail.com" with a "send mail" link. Below this is "Unl Extension Antelope County County" with a "contact info" link. On the right, there are two sections: "Add A New Family Member" with a dropdown menu set to "select a member type..." and an "Add Member" button; and "ReActivate An Archived Family Member" with a dropdown menu set to "select a member..." and a "ReActivate Member" button. A red circle highlights the "Add A New Family Member" section. Below these sections is a table titled "Member/Volunteer List" with columns for Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit.

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit



Youth Personal Information

Now enter information for **one** specific youth in the household.

You may choose to change the email address to the youth's email if so preferred.

The *asterisk areas are required, all other fields are optional.

Please enter the number of years you have been a 4-H member! The Extension office has a list if you cannot remember

If you accept text message, please enter your cell number and cell phone carrier. We plan on using this feature!

Youth Personal Information

*Required Fields

Profile Information

Email: joe@gmail.com

*First Name:

Middle Name:

*Last Name:

Suffix:

Preferred Name:

*Mailing Address:

Mailing Address 2:

*City:

*State:

*Zip Code: 12345

*Birth Date: mm/dd/yyyy

*Gender:

*Primary Phone: 555-555-1234

*Correspondence Preference:

Cell Phone: 555-555-1234

You wish to receive notices via text message: @

Years in 4-H:

*Parent 1 First Name:

*Parent 1 Last Name:

Parent 1 Cell Phone: 555-555-1234

You may add youth's email here if you would like.

May add both parents first names on the same line here

**Make sure you add the Number of years you were enrolled in 4-H



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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.

Youth Personal Information (cont.)

This is also where you can select a second household to receive mail/communication for this particular youth.

- *This can include a grandparent/guardian that serves as the 4-H role or if have a summer house you can put can enter the information in this section

Second Household Send Correspondence:

Second Household Correspondence Preference:

Second Household Family Name:

Second Household Primary Phone:

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

Emergency Contact Name:

Emergency Contact Phone:

Emergency Contact Cell Phone:

Emergency Contact Email:

Emergency Contact Relationship:

*4-H County:



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

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

Ethnicity

Are you of Hispanic or Latino ethnicity?: No: Yes: [Need help?](#)

Race

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. [Need help?](#)

- White:
- Black or African American:
- American Indian or Alaskan Native:
- Native Hawaiian or Pacific Islander:
- Asian:
- Prefer Not to State:

Residence

- Farm:
- Town under 10,000 and rural non-farm:
- Town/City 10,000 - 50,000 and its suburbs:
- Suburb of city more than 50,000:
- Central city more than 50,000:

Military Service of Family

Family Member Military Service:

Branch of Service:

Branch Component:

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school



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School Information

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name:

School Type:

Select school grade

Grade:

If the youth are homeschooled, select this option. For the school name you can just type in Homeschool.

School information is not asterisked, but please fill out the following information from above.



Code of Conduct and Waivers

The following page consists of the waivers we ask you to be aware of. Youth are required to electronically sign for one, and a parent or guardian as well.

Please thoroughly read through the information!

It is also required that you enter the year of graduation for the youth.

Additional Information

4-H Youth/Parent/Guardian Code of Conduct

Yes

Member Signature **REQUIRED**

Parent/Guardian Signature **REQUIRED**

Yes

Parent/Guardian Signature **REQUIRED**

School Information

Year of High School Graduation:

Permission to Treat, Participate and Release of Claims

Photo Release

Survey Release

Youth Protection Policy





Health Form

The health information is optional. However, if the 4-H members goes to a 4-H camp or participates in state or national events, we highly recommend you fill it out.

Health Form

Health Form

Emergency Contact 1:

Emergency Contact 1 Address, including State and Zip:

Emergency Contact 1 Phone Number:

Emergency Contact 2:

Emergency Contact 2 Address Including State and Zip:

***I would highly recommend to fill out the section, “**Conditions, Restrictions or Allergies**” if the youth has a medical condition or has allergies

Conditions, Restrictions or Allergies (Please list all)

Medication Allergies :

Allergies (food, latex, etc.):

Conditions (diabetic, asthma, etc.):

Restrictions (ear plugs while swimming):

Activity Restrictions:



Add a Club

Please select a club from the drop down menu. If you are in more than one club, add them all. However, please mark which one is your primary club.

You must click [Add Club](#) to continue on. Once you added your club, [click continue](#).

Add a Project

The next step is to choose the projects you wish to enroll in. Projects are all listed in the drop-down box. Choose one, select [Add Project](#), then you may add more.

Add all the projects the 4-H member is considering for county fair. Once youth enrolled in all the projects they want, [click continue](#).

Remember, if you are not enrolled in the project, you may not receive notices about that project!



Under Group:

You do not have to fill out anything for group. [Click continue.](#)

Invoice:

You do not have to fill out anything for the invoice section. [Click Continue](#)

**4-H
Membership
for Antelope
County is FREE!**

Confirm:

Please, click the box that states “By checking this box, you signify you have reviewed, understand, meet, and agree to the Pay By Computer Terms and Conditions.” Since Antelope County doesn’t have any fees, this does not imply to us. But we still have to check this box.

You may now click [Submit Enrollment!](#)



Enrolling More Members of Household

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

You may copy the parent information from the first youth you registered. Follow the same steps as you did for the first youth until all youth in your household are enrolled.

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

You will receive a confirmation email when the registration has been approved.

Click here to add an additional youth

Member List

Hain Family [Edit Family](#)

605 N St
Neligh, NE 68756-1247
402-887-5414
Tessa@nomail.com
Nebraska Extension Antelope County County [\[contact info\]](#)

Add A New Family Member

select a member type...

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Tommy Hain	Youth		Pending		<input type="button" value="Edit"/>

Enrollment Status will show Pending until Tessa approves you in the office

Once complete with everyone’s registration, [log out](#) in the upper right corner of the screen.

Thank you for enrolling!

If you have any questions at all, please let Tessa know.

Tessa Hain
Office: 402-887-5414
Cell: 402-380-8303
tharm2@unl.edu

