

Cass County's 4H Online Enrollment Cheat Sheet

Nebraska 4-H Youth Development
Nebraska EXTENSION

Welcome to 4-H Online

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

Are you in a Military 4-H Club:

County: Select your county ...

Email:

Confirm Email:

Last Name:

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

Confirm Password:

Role: Family

Create Login

Welcome to 4-H Online

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

Are you in a Military 4-H Club:

County: Cass Show County Contact Info.

Email: cary.suther@uni.edu

Confirm Email: cary.suther@uni.edu

Last Name: Suther

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

Confirm Password:

Role: Family

Create Login

Step 1

- Visit ne.4honline.com
- Select “I need to setup a profile”
- Locate “Cass” in the county dropdown menu
- Enter one parent’s email address, family last name you would like to be identified under, create a password, and select “Family” in the role dropdown menu
- Click “Create Login”

Step 2

- Fill requested contact information, *for two household families there will be an option to include additional mailing address later on in the registration process*
- NOTE
 - Select how you wish to receive future information such as updates reminders and newsletters under “Correspondence Preference”
- Complete family profile information
- *You do not need to change your password*
- Click continue

Logged in as Suther Home | My Member List

Email History Family Family Settings Login History

Family Information

Profile Information Required Fields

Email: cary.suther@uni.edu joe@gmail.com

Last Name: Suther

Mailing Address:

City:

State: Nebraska

Zip Code: 12345

Primary Phone: 555-555-1234

Correspondence Preference: Email

4-H County: Cass

Update member records with the same address

Password Management

Current Password:

Step 3

- Your family is now created
- You may go back at any time to update family's contact information by clicking "Edit Family"
- It is now time to attach youth to your family profile, under "Add A New Family Member" select "Youth" and click "Add Member"

The screenshot shows a 'Member List' page for the 'Suther Family'. The family details include: 8400 144th St Ste 100, Weeping Water, NE 68463-1932, 402-267-2205, carly.suther@unl.edu, and Unl Extension Cass County County [contact info]. There is an 'Edit Family' button next to the family name. To the right, there is a section for 'Add A New Family Member' with a dropdown menu set to 'select a member type...' and an 'Add Member' button. Below this is a table titled 'Member/Volunteer List' with columns: Name, Role, Membership ID, Enrollment Status, Last Active Year, and Edit.

Step 4

- Please complete the Youth Profile Information page
- Bolded information is required
- NOTE
 - In order to continue to receive text message reminders, please enter the cell phone and provider information
 - If you would like newsletters sent to second parent's home, check the box "Second Household Send Correspondence" and complete the "Second Household" contact information
- Once you have entered all the required and voluntary information, click "Continue"

The screenshot shows the 'Youth Personal Information' page. The 'Profile Information' section includes: Email (carly.suther@unl.edu, joe@gmail.com), First Name (required), Middle Name, Last Name (Suther), Suffix, Preferred Name, Mailing Address (8400 144th St Ste 100, required), and Mailing Address 2. A 'Required Fields' indicator is present in the top right corner.

Step 5

- The next page has forms which will need to be digitally "signed"
- Parents and youth will need to read the statement, select YES/NO, and type in their name

Step 6

- The next pages will ask you to

The screenshot shows the 'Additional Information' page. It features a progress bar with four steps: Personal Information, Additional Information (current), Health Form, and Participation. The main content is the '4-H Youth/Parent/Guardian Code of Conduct', which states the primary goal of the 4-H Program and lists six core ethical values. Below the code of conduct is the 'Add a Club' section with a dropdown menu for 'Select a Club' and an 'Add Club' button. At the bottom, there is a 'Club List' table with columns: Primary, Club, and Edit. Navigation buttons include '<< Previous', 'Continue >>', and 'Submit Enrollment'.

identify a Club, if your youth belongs to multiple clubs you may add up to 8

- Click “Continue” to identify projects
- Select from the drop down menu which project you would like to add your child into

- NOTE
 - Refer to the 2015 Project Listing Sheet to help identify youth’s projects
 - **Projects may be edited until June 15, after that date youth not enrolled in a project may not be eligible for County or State Fair**
- Please click on “Submit Enrollment”

Congratulations you have successfully registered your 4-Her!

Additional family members may be added to the family profile

- Under “Add A New Family Member” select “Youth” and click “Add Member”
- Complete the registration process for all remaining children in your family
- To speed up the process, you may copy parent information for previous records

The screenshot shows a web form titled "Enrollment" with a progress bar indicating three steps: "Personal Information" (current), "Additional Information", and "Participation". The "Youth Personal Information" section includes a dropdown menu for "Copy parent information from another youth record" with "TEST Suther" selected. Below this is the "Profile Information" section, which has a "Required Fields" indicator. It contains two email input fields: "Email: carly.suther@unl.edu" and "joe@gmail.com".

We understand that the 4-H Online system can be overwhelming, please contact the office to schedule a time for help with registration.