Steps to complete online enrollment for Nebraska 4-H

Access the enrollment form or to log on to 4honline visit [ne.4honline.com](http://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**. This is the county you are enrolling in (Colfax County) not the county that you live in.

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
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**.
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 (cont.)

This is also where you can select a second household to receive correspondence for this particular youth.
Although not *asterisked*, the following fields are required: Race, Ethnicity, Residence, Military Service, 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: Select a military status ...

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.
School Information

*School information is required as it does help the Extension Office with statistics and data driven program evaluation.
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

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Member Signature</strong></td>
<td>John Farrell</td>
<td></td>
</tr>
<tr>
<td><strong>Parent/Guardian Signature</strong></td>
<td>John Farrell, Sr</td>
<td></td>
</tr>
</tbody>
</table>

**Parent/Guardian Signature**

#### School Information

**Year of High School Graduation:**

[Continue >>]
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.
Add a Club

Please select a club from the drop down menu, then click the Add Club button. If you are in more than one club, add them all. However, please mark which one is your primary club.
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, click the Add Project button, then you may add more. Add all the projects the 4-H member is considering for county fair exhibits.

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

Once all your projects are entered, select Submit Enrollment. “Groups” is an area you can click through/skip over.
After you pick your project areas, you will be directed to the screen below. The Scholarship Selection area is non-relevant. The Invoice will show Invoice Information and Invoice Items. It will show a $5.00 balance. Select Continue.
Payment

Individuals/Families have the option of paying the enrollment fee with a Credit Card/Debit Card, or with a 4-H Club Check.

To pay with Club 4-H Check, select the Pay using a non-electronic method, County/Club 4H Check.

To pay with Credit/Debit Card, select orange link, “Add New Credit Card”
Add New Credit Card (If using Credit Card to pay invoice)

Add information listed below and click on “Add Credit Card” link. This will return you to the Payment screen.
Payment

If paying with Credit Card, select the card to be used as shown below. If paying by 4-H Club Check, please select that option. Then click Select Payment Method link to continue.
Confirm

Your registration will not be complete until you check the box that you have reviewed, understand, meet and agree to the Pay By Computer Terms and Conditions. Once you have selected the box, click the Submit Enrollment link. Your enrollment will then be sent to the Extension office for approval.

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

You will receive a confirmation email when the registration has been approved.
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 your local County Extension Staff.

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

Once complete with everyone’s registration, log out in the upper right corner of the screen.

Thank you for enrolling!