



## 4honline 2.0 Steps to Reenroll Member

### Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to [Youth and Cloverbud Member Enrollment](#) to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to [Adding New Members](#) to add new Family Members.

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.

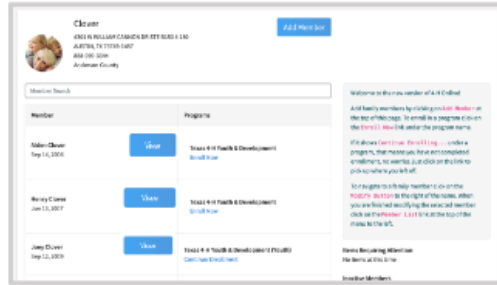
A screenshot of the 4-H Online login interface. At the top is the 4-H Online logo with the tagline 'A COMMITMENT TO THE BEST OF EDUCATION'. Below the logo are two input fields: 'Email' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the form, there are two links: 'Don't have an account?' and 'Reset password?'.



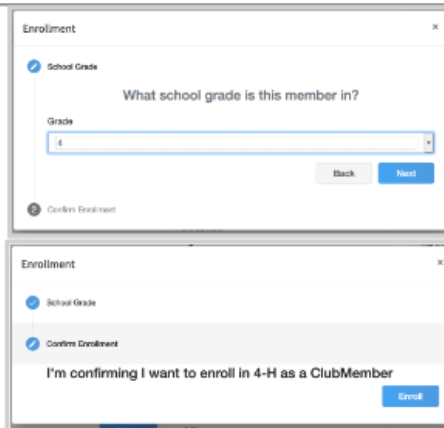
## Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

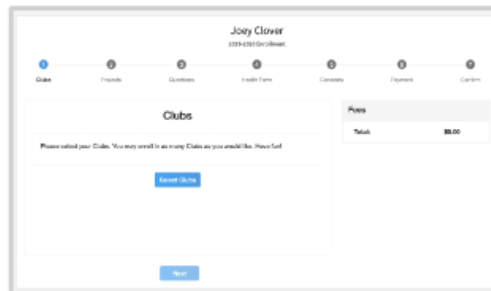
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family.”](#) then continue to Step 1 below.



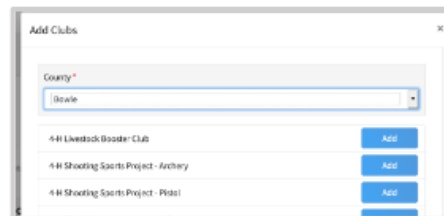
1. Select the member’s Grade and click Next.
2. Select to Confirm that you would like to enroll as a Club Member.



3. Click the Select Clubs button.



4. Select the County in which your Club is located.
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.





7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
8. Click the trash can icon to remove a Club from the list.
9. Once all of your Clubs are added, click Next at the bottom of the screen.

The screenshot shows the 'Joey Clover' enrollment interface. At the top, there are navigation tabs: Club, Projects, Questions, Health Forms, Consents, Payment, and Confirm. Below the tabs is a table with columns for 'Primary', 'Club', 'Type', and 'County'. Two clubs are listed: 'Bevle County 4-H' and 'Bevle County Horse Club'. The 'Bevle County 4-H' club has a 'Primary' button and a trash can icon. Below the table is a 'Select Clubs' button. To the right, there is a 'Fees' section with a table showing 'Bevle 4-H Ag/Ag's Extension - Youth Enrollment Fee' for \$1.00 and a 'Total' of \$1.00. A 'Next' button is located at the bottom center.

7. Click Select Projects

The screenshot shows the 'Joey Clover' enrollment interface with the 'Projects' tab selected. The 'Projects' section is currently empty, with a 'Select Projects' button. To the right, there is a 'Fees' section with a table showing 'Bevle 4-H Ag/Ag's Extension - Youth Enrollment Fee' for \$1.00 and a 'Total' of \$1.00. 'Back' and 'Next' buttons are at the bottom.

8. Select the Club with which you want your project to be associated.
9. Click the Add button next to the project you want to add to the member's enrollment.
10. Repeat steps 7-9 for each project in which you would like to participate.

The screenshot shows the 'Add Projects' dialog box. At the top, there is a 'Club' dropdown menu set to 'Bevle County 4-H' and a 'Project Filter' input field. Below this is a list of projects, each with an 'Add' button: Animal Science, Arts & Crafts, Agriculture, Beef - Market, Dairy Cattle, Dogs, Fishing, and Food Preparation. A 'Done' button is at the bottom right.

**NOTE:** Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".

The screenshot shows the 'Project Consents' dialog box. It contains two sections for signatures. The first section has fields for 'Member Name' and 'Parent / Guardian Name', a radio button for 'I am of legal age', a 'Consent' button, and a 'Text' area. The second section has fields for 'Member Name' and 'Parent / Guardian Name', a radio button for 'Agree', a checked radio button for 'Disagree', and 'Decline' and 'Accept' buttons at the bottom.



11. Click the trash can icon to remove any projects.
12. Click the Next button once all the member's projects have been added.

13. Click "Show Questions"
14. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red asterisk (\*) are required. Questions may vary by Institution.

NOTE: Your Institution may also require you to upload pictures or documents with your enrollment.

Click the Upload button to select a file to upload.

Click the Next button at the bottom of the screen when you are finished.

Back Next

15. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents.
16. Click the Next button at the bottom of the screen when you are done.

Back Next



<p>17. Complete any Consents your Institution requires.</p> <p>18. Click the Next button at the bottom of the page when you are finished.</p>	
<p>If no fees are due, click the Next button and skip to step 25.</p>	
<p>19. If applicable, review the fees for the member.</p> <p>20. Enter your credit card information to pay any enrollment fees.</p> <p>21. Click Add Credit Card.</p> <p>22. This card will be available for you to select for additional members in your family.</p>	
<p>NOTE: Your state may allow offline payment options such as check/cash submitted to the County Office, Coupon Code or Waiver Request. Proceed per the instructions of your County office.</p>	
<p>23. Complete the Payment Terms.</p> <p>24. Click the Next button.</p>	



25. Review the enrollment information.
  26. Once you have verified that the clubs and projects are listed correctly, click the Submit button.
- Congratulations, your enrollment is complete!

<b>Selected Clubs</b>	University of Nebraska - Youth Enrollment Fee	\$13.00
Farmers Parkers Choice - Priority	<b>Total</b>	<b>\$13.00</b>
<b>Selected Projects</b>	<b>Selected Payments</b>	
CLOWERS (Ages 9-12) - Farmers Parkers	VISA fees (max over 1000)	\$13.00 (Pending)
	<input type="button" value="Back"/>	<input type="button" value="Submit"/>

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List. Any enrollments that have fees to be paid by credit card will process when the County Extension Office approves the enrollment. Should the transaction be declined, you will receive an email notification. It will include a link to login so that you may add another card or change your payment method, if allowed.