



## Steps to complete online enrollment for Hall County 4-H.

(For NEW 4-H members only)

Access the enrollment form or to log on to 4honline visit [ne.4honline.com](http://ne.4honline.com).

\*Browsers that are compatible with 4HOnline are Google Chrome & Mozilla Firefox. 4HOnline will NOT work on Internet Explorer, Safari or most cell phones.

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 [Hall 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](#)

The screenshot shows the 'Nebraska 4-H Youth Development' online enrollment form. At the top left is the 'Nebraska University of Lincoln EXTENSION' logo. The page title is 'Nebraska 4-H Youth Development'. Below the title is a blue bar with the text 'Welcome to 4-H Online'. The main form area contains several sections: a radio button selection for 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'; a checkbox for 'Are you in a Military 4-H Club'; a dropdown menu for 'County' set to 'Hall' with a 'Show County Contact Info.' link; input fields for 'Email', 'Confirm Email', and 'Last Name'; password fields for 'Password' and 'Confirm Password' with a note 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'; and a dropdown menu for 'Role' set to 'Family'. At the bottom of the form is a 'Create Login' button.

Nebraska Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

Nebraska Extension educational programs abide with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.

## 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:

\*Last Name:

\*Mailing Address:

\*City:

\*State:

\*Zip Code:

\*Primary Phone:

\*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](#).

### Member List

**Bettin Family**

3180 W Us Highway 34  
Grand Island, NE 68801-7279  
308-385-5088  
[melinda.rathman@unl.edu](mailto:melinda.rathman@unl.edu)  
Unl Extension Hall County County [\[contact info\]](#)

**Add A New Family Member**

#### 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.

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

### Youth Personal Information

Profile Information		*Required Fields
Email:	<input type="text" value="melinda.rathman@unl.edu"/>	joe@gmail.com
*First Name:	<input type="text" value="Eric"/>	
Middle Name:	<input type="text"/>	
*Last Name:	<input type="text" value="Bettin"/>	
Suffix:	<input type="text"/>	
Preferred Name:	<input type="text"/>	
*Mailing Address:	<input type="text" value="3180 W Us Highway 34"/>	
Mailing Address 2:	<input type="text"/>	
*City:	<input type="text" value="Grand Island"/>	
*State:	<input type="text" value="Nebraska"/>	
*Zip Code:	<input type="text" value="68801-7279"/>	12345
*Birth Date:	<input type="text" value="10/02/2003"/>	mm/dd/yyyy
*Gender:	<input type="text" value="Male"/>	
*Primary Phone:	<input type="text" value="308-385-5088"/>	555-555-1234
*Correspondence Preference:	<input type="text" value="Mail"/>	
Cell Phone:	<input type="text"/>	555-555-1234
You wish to receive notices via text message:	<input type="checkbox"/> @ <input type="text" value="Select your provider ..."/>	
Years in 4-H:	<input type="text" value="1"/>	#
*Parent 1 First Name:	<input type="text"/>	
*Parent 1 Last Name:	<input type="text"/>	
Parent 1 Cell Phone:	<input type="text"/>	555-555-1234

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

Second Household Send Correspondence:	<input type="checkbox"/>	
Second Household Correspondence Preference:	<input type="text" value="Mail"/>	
Second Household Family Name:	<input type="text"/>	
Second Household Primary Phone:	<input type="text"/>	555-555-1234
Second Household Address:	<input type="text"/>	

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:

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

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:

[Continue >>](#)

School information is not required however 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

Yes

Member Signature  **REQUIRED**

Parent/Guardian Signature  **REQUIRED**

### School Information

Year of High School Graduation:

[<< Previous](#)

[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.

### 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:

## 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.



Personal Information    Additional Information    **Participation**

Clubs Projects Groups

**Select a minimum of 1 club(s) and a maximum of 8 club(s)**

**Add a Club**

Select a Club:

**Club List**

Primary	Club	Edit

## 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.

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](#).

Select a minimum of 1 project(s) and a maximum of 50 project(s)

**Add a Project**

Select a Club:

Select a Project:

Years in Project:

Project List			
Club	Project	Years in Project	Edit
Classy Clover Kids	Woodworking Wonders 1	1	<input type="button" value="Edit"/>

## Invoice

After you pick your project areas, you will be directed to the invoice and payment page. Hall County 4-H Dues are \$10 for all 4-H members (4-H age 5-18).

**Scholarship Selection**

-  [Enter Award Code](#)

**Invoice Information**

#	Name	Involvement	Description
21716	Grady Knuth	Youth	Enrollment: 2015-2016

**Invoice Items**

Item	Rate	Quantity	Amount
COUNTY: HALL: FEE: Enrollment Fee	10.00	1	\$10.00
<b>Total:</b>			<b>\$10.00</b>
<b>Paid:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$10.00</b>

## Invoice (cont.)

We are now accepting online payments. Select “Add New Credit Card,” then enter your credit card information.

Click “Select Payment Method” and click next to the card that you’d like to use.

**NOTE:** You will need to select your card with each child that you enroll. Though the system will save your credit card information, it will not allow you to pay for all members at once.

(If you do not have a credit card, you may pay by cash or check. Please bring your payment to the Extension office or mail to: 3180 W Highway 34, Grand Island, NE 68801.)

Personal Information   Additional Information   Health Form   Participation   Invoice   **Payment**   Confirm

### Payment

**Add New Credit Card**

Pay with an existing card	Credit Card No.	Cardholder Name
<input checked="" type="radio"/> VISA	4xxx-xxxx-xxxx-2152	Knuth

Knuth  
3640 W Wildwood Dr  
Grand Island, NE 68803-9602

[Change Billing Address](#)  
[Delete Payment Method](#)

**Pay using a non-electronic method**

<input type="radio"/>	County/Club 4H Check
-----------------------	----------------------

[Change Billing Address](#)

<< Previous   **Select Payment Method >>**

## Confirm enrollment

The final step for this youth is to check the box and click “Submit Enrollment”.

By checking this box, you signify you have reviewed, understand, meet and agree to the [Pay By Computer Terms and Conditions](#).

[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](#).

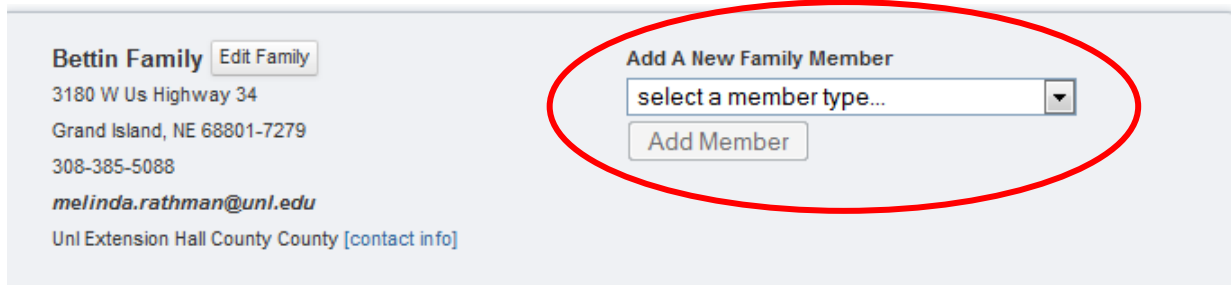
You may copy the parent information from the first youth you registered.

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 Hall 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.



**Bettin Family** [Edit Family](#)

3180 W Us Highway 34  
Grand Island, NE 68801-7279  
308-385-5088  
[melinda.rathman@unl.edu](mailto:melinda.rathman@unl.edu)  
Unl Extension Hall County County [\[contact info\]](#)

**Add A New Family Member**

select a member type...

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Eric Bettin	Youth	851714	Active	2014-2015	<a href="#">Edit</a> 

### Youth Personal Information

Copy parent information from another youth record

#### TIPS:

- After your initial login, you will see the Families Home Page when you first log in.
- To access your member list, click "Continue to Family."
- If you would like to change your password at any time after your initial login, click "Change Password."
- If you forget your password, please select "I forgot my password" from the login page. County and State offices do not have access to Family passwords.
- If, at any point, you would like to return to your start page, click on "Home."
- To return to your member list from any page, click on "My Member List."
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

**If you have any questions, please call the Extension office at (308) 385-5088.**