



# Enroll as a new 4-H Member

Visit 4hOnline at [ne.4honline.com](http://ne.4honline.com). Please use Google Chrome or Mozilla Firefox for best results.  
**If you DO NOT already have a Family 4hOnline account please follow these instructions.**

Welcome to 4-H Online

Welcome to the Nebraska Extension 4-H Youth Development Online Enrollment and Event Registration System  
Please use Google Chrome as your browser-click for a free download

New 4-H Member/Volunteer	Returning 4-H Member/Volunteer
<p>If you are new to 4-H and have never logged on to 4hOnline before, you will need to build your family profile.</p> <p>Each family should have one profile that lists all family members involved in 4-H. Please use the following steps to setup your profile:</p> <p>Click on the "I need to setup a profile" option below. Fill in the information asked. Remember that the email address that you entered is the email that you will login with. You may change/update your profile info at any time after the initial enrollment.</p>	<p>Each member or volunteer must enroll in 4-H each year.</p> <p><b>DO NOT set up a profile. You already have an account.</b> Your login is your email address. If you have forgotten or do not know your password, please select "I forgot my password". A temporary password will be sent via email.</p> <p>You are required to re-enroll for the 2017-18 4-H year. Profile information may have changed so it is important that everyone (youth and volunteers) update their profile before submitting. Please be sure to double check your address, phone number, and email address and update if needed.</p> <p>Remember that there should only be one 4hOnline profile per family. If you are having problems logging on please contact your local county office.</p>

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

Email:

Password:

Role:

- Select "I need to set up a profile." Each 4-H household will have a profile
- Select the "County" you will be participating in. If you are enrolled in more than one county, select your primary County here.
- The "Email Address" will be used as the user/access id. Enter an email address that you use and a password you will remember. You will use this throughout the year.
- "Last Name" Please enter the household last name.
- Select "Create Login"

## 1. Family Information (Profile Information)

Complete the required profile information. Select "email" as the means of receiving your newsletter, unless other arrangements have been made with the Extension Office. You do not need to change your password. Click "Continue".

## 2. Adding Youth/Members to the Family Profile

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

You may now add the youth in your household. Click "Youth" from the drop down

option and click "Add Member". If you have an adult volunteer in your household who is not listed in "our family" already, you may add them as well.

## 3. 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 preferred. The **\*asterisk** areas are required, all other fields are optional. [Here is where you can check the box to receive text message alerts and state your cell phone provider.](#) Please enter the number of years you have been a 4-H member. (This is where you may select a 2<sup>nd</sup> household to receive correspondence if desired.) Although not **\*asterisked**, the following fields are required: Race, Ethnicity, Residence, and Military Service.

## 4. School Information

School information is not required, however it does help the Extension Office with statistics and data driven program evaluation. Then select "Continue".

## 5. Code of Conduct and Waivers

The following page consists of the waivers to sign. Youth and a parent or guardian are required to electronically sign. Please thoroughly read through the information! A shooting sports waiver must be signed for members enrolled in that project. It is also required that you enter the year of graduation for the youth, then click "Continue".

## 6. Health Form

The health information is optional. However, if the 4-H member goes to PACE, Life Challenge or NE National Shooting Sports Competition we highly recommend you fill it out.

## 7. Add a Club

Please select a club from the drop down menu and click "Add Club". If you are in more than one club, add them all. Once you've added all of your clubs select the bubble by your primary club, this will be your stall assignment club at the county fair. Then select "Continue".

## 8. 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, make sure you select the club in which you are participating with that project, then click "Add Project." Please note with the new enrollment program some of the items have new names like "Cake Decorating" will be found under "Other Foods & Nutrition Project 1". Once all your projects are entered, select "Continue".

## 9. Add Group/Invoice

On these screens just select "Continue", the next screen is where you will pay.

## 10. Enrollment Fee

Lincoln, Logan & McPherson County 4-H enrollment fees are \$5.00 each member per county. There are 3 ways you can pay: online, cash, or by check (**make payable to the 4-H Council**). The enrollment status will show pending until the information/enrollment fee is confirmed by the Nebraska Extension Office. Once you select your form of payment click "Submit Enrollment," and you are done.

## 11. Enrolling More Volunteers 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 until all youth in your household are enrolled.