



Steps to complete online enrollment for Pawnee County 4-H

Access the enrollment form or to log on to 4honline visit ne.4honline.com. (Please use Mozilla Firefox or Google Chrome. 4-H Online does not work with Internet Explorer.)

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](#).

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 'Welcome to 4-H Online' enrollment page. At the top, it says 'Nebraska 4-H Youth Development' and 'UNIVERSITY OF Nebraska Lincoln EXTENSION'. Below this, there are three radio button options: 'I have a profile', 'I need to setup a profile' (which is selected), and 'I forgot my password'. There is a checkbox for 'Are you in a Military 4-H Club:'. Below that is a 'County:' dropdown menu with 'Nemaha' selected; a red arrow points to this dropdown, and the word 'Nemaha' is circled in red. To the right of the dropdown is a link 'Show County Contact Info.'. Below the county field are fields for 'Email:', 'Confirm Email:', 'Last Name:', 'Password:', and 'Confirm Password:'. The password field has a note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'. Below the password fields is a 'Role:' dropdown menu with 'Family' selected. At the bottom of the form is a 'Create Login' button.



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:	<input type="text" value="bev.beasterfield@unl.edu"/>	<input type="text" value="joe@gmail.com"/>
*Last Name:	<input type="text" value="Beasterfield"/>	
*Mailing Address:	<input type="text" value="1824 N St Ste 102"/>	
*City:	<input type="text" value="Auburn"/>	
*State:	<input type="text" value="Nebraska"/>	
*Zip Code:	<input type="text" value="68305-2341"/>	<input type="text" value="12345"/>
*Primary Phone:	<input type="text"/>	<input type="text" value="555-555-1234"/>
*Correspondence Preference:	<input type="text" value="Mail"/>	
*4-H County:	<input type="text" value="Nemaha"/>	

Update member records with the same address

Password Management

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>



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

Beasterfield Family [Edit Family](#)

1824 N St Ste 102
Auburn, NE 68305-2341
402-274-4755
bbeasterfield2@unl.edu
Nebraska Extension County [\[contact info\]](#)

Add A New Family Member

[Add Member](#)

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

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.

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.

Youth Personal Information

Profile Information		*Required Fields
Email:	<input type="text" value="bev.beasterfield@unl.edu"/>	joe@4honline.com
*First Name:	<input type="text" value="Rob"/>	
Middle Name:	<input type="text"/>	
*Last Name:	<input type="text" value="Beasterfield"/>	
Suffix:	<input type="text"/>	
Preferred Name:	<input type="text"/>	
*Mailing Address:	<input type="text" value="1824 N St Ste 102"/>	
Mailing Address 2:	<input type="text"/>	
*City:	<input type="text" value="Auburn"/>	
*State:	<input type="text" value="Nebraska"/>	
*Zip Code:	<input type="text" value="68305"/>	12345
*Birth Date:	<input type="text"/>	mm/dd/yyyy
*Gender:	<input type="text" value="Male"/>	
*Primary Phone:	<input type="text"/>	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"/>	



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.

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



Youth Personal Information (cont.)

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

Second Household Send Correspondence:

Second Household Correspondence Preference: Mail

Second Household Family Name:

Second Household Primary Phone: 555-555-1234

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State: Nebraska

Second Household Zip Code: 12345

Second Household Email: joe@4honline.com

*Emergency Contact Name:

*Emergency Contact Phone: 555-555-1234

*Emergency Contact Cell Phone: 555-555-1234

Emergency Contact Email: joe@4honline.com

*Emergency Contact Relationship:

*4-H County: Nemaha



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



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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:

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 <input checked="" type="radio"/>		
No <input type="radio"/>		
Member Signature	<input type="text" value="Rob Beasterfield"/>	REQUIRED
Parent/Guardian Signature	<input type="text" value="Bev Beasterfield"/>	REQUIRED

Yes <input checked="" type="radio"/>		
No <input type="radio"/>		
Parent/Guardian Signature	<input type="text"/>	REQUIRED

School Information

Youth's Year of High School Graduation:



Health Form

The health information is optional. However, if the 4-H member 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. Refer to the Nemaha County Project List to help you identify projects and navigate through the drop down list. 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 and you may not be eligible to receive premiums for exhibits you bring to the fair! 😊

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
Johnsonites	AS: Veterinary Science (A) - The Normal Animal	1	<input type="button" value="Edit"/>



Invoice

After you pick your project areas, you will be directed to the screen below. It shows a \$0 balance. There are no fees to participate in 4-H in Nemaha County. Select continue.

Enrollment Member Settings

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

Scholarship Selection

- Enter Award Code

Apply To Invoice

Invoice Information

#	Name	Involvement	Description
7791	Rob Beasterfield	Youth	Enrollment: 2014-2015

Invoice Items

Item	Rate	Quantity	Amount
Total:			\$0.00
Paid:			\$0.00
Balance:			\$0.00

<< Previous Continue >>



Confirm enrollment

The final step for this youth is this page. Even though you are not making a payment online, you will need to check the box and click "Submit Enrollment"

Nebraska 4-H Youth Development [Logout](#)

UNIVERSITY OF
Nebraska
Lincoln | **EXTENSION**

Logged in as [Beasterfield: Rob](#) [Home](#) | [My Member List](#)

Enrollment | Member Settings

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

Confirm

Your enrollment is not complete until you 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](#)

[Contact Us](#) | [Privacy Policy](#) | [Refund Policy](#)

4Honline | Registration powered by 4HOnline



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.

Beasterfield Family [Edit Family](#)

1824 N St Ste 102
Auburn, NE 68305-2341
402-274-4755
bbeasterfield2@unl.edu
Nebraska Extension 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)	Rob Beasterfield	Youth		Pending		Edit

Youth Personal Information

Copy parent information from another youth record

Congratulations! You have successfully enrolled in Nemaha County 4-H!

All enrollments will be reviewed by the office. If changes need to be made, you will be contacted by email or phone.

We understand that the 4-H Online system may be overwhelming. If you have questions, concerns or problems, please contact the Nemaha County Extension Office at 402-274-4755. We will be happy to help you.