



## Pierce County 4-H Re-enrollment Instructions

Please follow these instructions if you are a returning 4-H member.

Enrollments due April 15th

1. **Log on to 4honline:** [ne.4honline.com](http://ne.4honline.com) **Note:** Google Chrome is the preferred browser. A free download is available on the website. 4Honline will not work in the Explorer or Safari browsers.

- Since you are a returning member, you will select [I have a profile](#) on the menu on the bottom of the main screen. You will need to use the same email login and password as before. If you have forgot your password, select I forgot my password and a new one will be emailed to you.
- Select [Login](#) once you have entered your information.

Contact the Extension Office if your email/password is not working. DO NOT create a new profile.

2. Once you have logged in, click on [Continue to Family](#) to go to your family page.

**Note:** Clubs and projects will need to be added back into profiles as they were cleared at the state level. If you would like to review past enrollments, while on the family page go to:

- Member Reports (Third Box Down)
- [Select](#) - Member: Select Member (family member)
- [Select](#) - Report: Member – Enrollment History
- The system will download a pdf report (give it some time) that you will need to open. It will include all of the past history of your family member. The history (if applicable) will include history since 2014-2015 which was the year that this online system was implemented state wide.

3. All members, both adult volunteers and youth, (in the Member/Volunteer List) will be listed as inactive since we are in a new program year. To re-enroll, you will need to click on the [Edit](#) button next to each member. You will be taken to a screen that displays your information. You cannot click on anything on this screen. Scroll to the bottom of the page and select [Enroll for 2020-2021](#).

4. The next screen will have the same information, but you will be able to edit it. Information such as phone number, address, school, etc. is very important and should be kept up to date. **Please put an emergency contact other than a parent.** We would like someone to contact if a parent cannot be reached. After updating, select [Continue](#).

5. This will bring you to the **Additional Information** page where you will complete the Nebraska 4-H Code of Conduct and other signature required forms. The Horse Project Release must be completed by those participating in the Horse Project and the Shooting Sports Participation Code of Conduct must be completed by those participating in shooting sports. The Youth Protection Policy information is only there for your information, but you must sign off that you have read it and are aware of it. When completed, move on to the Health Form by selecting [Continue](#).

**\*New volunteers will need to complete the screening process.**

6. 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**. Examples include Ponca Day Camp, PASE, State 4-H Camp, etc. You can always log in to your account and complete at a later date. Select [Continue](#).

**7. Updating club enrollment.** Clubs will need to be added back into profiles as they were cleared at the state level. Select your club from the dropdown menu and select [add club](#), (you must click [add club](#) for every club you add). Select [continue](#) to go to the projects tab.

**8. Updating project enrollment.** Projects will need to be added back into profiles as they were cleared at the state level.

- To add a project, select it from the drop down menu and select [ADD PROJECT](#). THE PROJECT WILL NOT BE ADDED IF YOU FAIL TO CLICK THE [ADD PROJECT](#) BUTTON. IT MUST BE CLICKED AFTER **EACH** PRODUCT ADDITION. Projects are listed in curriculum area order. Make sure to add all the projects you are considering for county fair.
- Clover Buds choose the projects that start with “Clover Kids”.
- **Note:** To participate in Shooting Sports, youth must be enrolled in the Pierce County Shootings Sports 4-H Club **or** the club must have a certified leader in the discipline the 4-Her wants to participate in.
- You can log back into your account and add projects until June 15, 2021. Once your project list is complete, select [Continue](#).
- Do not choose a group, select [Continue](#).

**9. Invoice.** This screen will show a balance due of \$5.00 (youth) and \$0.00 (volunteers). The 4-H Council voted to have 4-Hers and Clover Buds pay an online enrollment fee of \$5.00 per 4-Her/Clove Bud. Select [Continue](#).

**10. Payment.** Select [Add New Credit Card](#). Enter your information, select [Save Credit Card Information](#). **Double check to make sure your information is current.** Select [Continue](#).

**Note:** For those that do not have a credit card, you may pay at the office. Either log out of 4HOnline at this point or if you have other members to enroll, click on [My Member List](#) (located at the top of the page) and continue until all members are enrolled. Enrollment status will change from Inactive to Incomplete. Once payment is received at the office, the enrollment will be accepted and the status will change to Active.

**10. Confirm** by checking the box that you have reviewed, understand, meet and agree to the Pay by Computer Terms and Conditions. Select [Submit Enrollment](#). The enrollment status will change from inactive to pending until the information is confirmed by the Extension Staff. You will receive a confirmation email. Your account will be charged when the registration has been approved.

- You may re-enroll another family member by choosing the edit button beside the member’s name in the Member/Volunteer List.
- You may also enroll a **new** member or volunteer from the Member List screen by selecting the member type from the dropdown menu under [Add a New Family Member](#).

- Once everyone's registration is complete, [log out](#) in the upper right corner of the screen.

Thank you for enrolling!

**\*Volunteers:**

Nebraska Extension asks all volunteers to be screened through the Department of Health and Human Services for child abuse and neglect. Volunteers are screened in order to ensure a safe, positive, and nurturing environment for all youth involved with Nebraska 4-H programs and provide protection for the child, volunteer, educator, 4-H Council, Extension Board, and Nebraska Extension. The database is updated every five years. New volunteers will need to complete the following screening at the time of enrollment.

All Pierce County volunteers are screened every five years. The next county-wide screening will take place in 2024-2025 4-H year. Volunteers will also be responsible for covering the screening fees at the time the screening is submitted. Currently, the cost of the screening is \$5.00.

In order to complete the volunteer screening, please click or copy and paste the following link and follow all instructions: <https://ecmp.nebraska.gov/DHHS-CR/CheckRequest/BeginOrgCheck/81102416>. Please note that only applications started through this link will be verified as part of Nebraska 4-H. You may also click the link within 4HOnline on the Additional Information screen. It will take you to the DHHS website. Once you have completed the screening, you may use the back button on your browser to return to 4-HOnline so you can complete your enrollment.

You will be asked to create a PIN number before beginning the application. This PIN is used to access the application if you need to re-enter the site at any point during the application process. All minors (under the age of 19 in Nebraska) will need to have a notarized ID form that will need to be submitted.

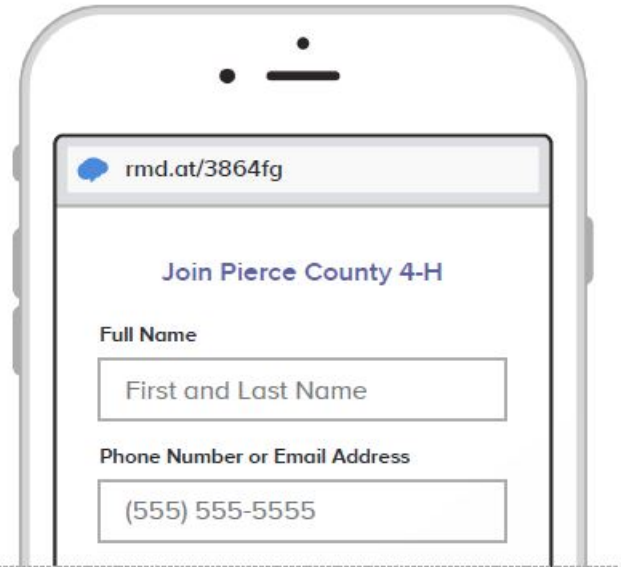
After the screening is complete, you will receive an email from the Nebraska Department of Health and Human Services (DHHS) with the results of your screening. Please turn a copy of this in to the Extension Office and keep this file for your records. (You do NOT need to send this document to Nebraska 4-H.)  
Select Continue

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/3864fg](http://rmd.at/3864fg)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @3864fg to the number 81010.

If you're having trouble with 81010, try texting @3864fg to (848) 207-2895.

*\* Standard text message rates apply.*



**2021 Pierce County 4-H Clubs**

For more information about joining a 4-H club, contact the Nebraska Extension in Pierce County at 402-329-4821

Club Name	Leader	Area	Projects	Meeting Information	Leader Contact Information	Community Service	Member Age Range	Email
Allen Easterns	Katie Meyer	Randolph	Livestock, Foods, Sewing, Home Environment	Will meet at least six times a year. Schedule determined at the organizational meeting.				<a href="mailto:rowdycowgirl85@gmail.com">rowdycowgirl85@gmail.com</a>
B's & G's	Mikkal Herian & Lydee Krueger	Pierce	Livestock and Foods primarily, with other various projects	At least 6 meetings will be held between January and September.		Yes	12 and under with many Clover Buds	<a href="mailto:mikkalueding@gmail.com">mikkalueding@gmail.com</a> <a href="mailto:lydeejio@us92.com">lydeejio@us92.com</a>
Clover Kids*	Darius McWilliams	Pierce	Horticulture, Sewing, Foods	Will meet at least six times a year.				<a href="mailto:darmmccwilliams@gmail.com">darmmccwilliams@gmail.com</a>
Hadar Handy Helpers	Terri Sudbeck	Hadar	Home Environment, Photography, Clothing	Will meet at least six times a year.				<a href="mailto:tsudbeck@yahoo.com">tsudbeck@yahoo.com</a>
Kids Tracks	Sarah Endorf	Pierce	Livestock, Foods, Sewing, Home Environment, other various projects	Meet one Sunday per month from January-fair @ Zion Pierce Gym	(402) 277-0654	Yes	Oldest members are 8th graders, but are looking to add to their group	<a href="mailto:joelsarah@yahoo.com">joelsarah@yahoo.com</a>
Northwesterners	Kristine Wacker	Plainview	Livestock, Foods, Horticulture	Meet six times a year in the afternoon.				<a href="mailto:kristinewacker@hotmail.com">kristinewacker@hotmail.com</a>
Pierce County Shooting Sports	Linda Latimer, Dave & Jennifer Thomsen, Gene & Velma Thomsen	Pierce County	Archery, 88 Gun, Air Rifle, Pistol	Will meet at least six times a year.			Clover Buds may join this club, but are not able to shoot until they are a 4-H'ers.	<a href="mailto:bulletshows@hotmail.com">bulletshows@hotmail.com</a> <a href="mailto:djgunsnroses@hotmail.com">djgunsnroses@hotmail.com</a> <a href="mailto:gvakdkt@plwvtelco.net">gvakdkt@plwvtelco.net</a>
Pierce Rough Riders (Horse Club)	Traci Collison	Pierce County	Horse	1st Monday of the month at 7pm. Location Varies. Practice every monday evening at the fairgrounds	(402) 860-1324		Clover Buds may join this club, but are not able to ride until they are a 4-H'ers.	<a href="mailto:traci_june@yahoo.com">traci_june@yahoo.com</a>

\*The Clover Kids club is not specific to Clover Buds. Any one may join the Clover Kids club.

Clover Buds may join any club.