Platte County 4-H Online
New Family and Member Enrollment Instructions

On-line registration is now open for 4-H'ers to sign up for 2018! All 4-H'ers (9 -19 age) and Clover Kids (5-8 age) will pay a $3.00 enrollment fee per child with a debit or credit card. Enrollment deadline is April 2, 2018.

For more detailed enrollment instructions, please go to http://platte.unl.edu website, click on Platte County 4-H tab, click on "4-H Online Enrollment" and print the instructions that suites you.

Tip 1: If the family or individual does not have an email address, please enter lastname@noemail.com (i.e. smith@noemail.com).
Tip 2: If you want to set up multi-users with one email address utilize the plus sign between your original email address and first name of individual before the @. (i.e. smith+joe@yahoo.com)
Tip 3: Keep user/access id information to log back in for additions, corrections or future enrollments.

Steps to complete online enrollment:
1. Please complete the enrollment process on a computer or Ipad. On-line enrollment does not work on cell phones. Also please use Google Chrome or Mozilla Firefox web browsers to enroll on-line. Access enrollment website at http://ne.4honline.com.
2. Select "I need to set up a profile". Each 4-H household/family 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.
3. Use your email address as the user/access id.
    Enter a valid email address you use and a password you will remember.
    - Select the correct county.
    - Enter the household/family LAST NAME. (i.e. 4-H parents last name)
    - Create a password.
    - Select "Family" as the role.
    - Click on "Create Login".
4. Complete the required "Family Information" page. Fill in all your personal family information correctly and completely.
    - Do not check the "update member records" box at this time.
    - Do not need to change your password.
    - Click "Continue" button on bottom of page.
5. Add the youth/members in your household.
    - You are now at the "Member List" page.
    - In the drop down box under "Add a New Family Member", select "Youth" and click on "Add Member".
    - On the left hand side of the screen you may review your family profile information and edit as needed by selecting "Edit Family".
6. Complete "Youth Personal Information" – enter information for **one** specific youth in the household.
    - The * asterisk fields are required, all other fields are optional.
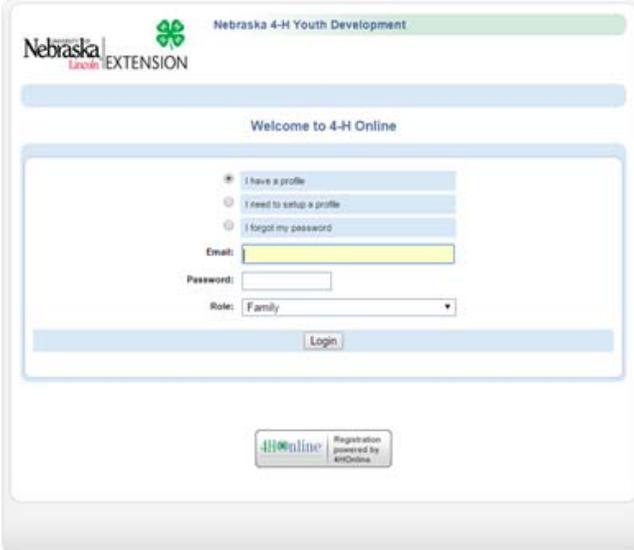
- If the 4-H'er has a different email address than the family one entered at login, enter it in the top box.
- Please enter the number of years you have been a 4-H member.
- If you accept text messages, enter your cell number and cell phone carrier.
- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under "Secondary Household" to receive correspondence for this particular youth.
- Select **Platte** as the "4-H County". If you show in an additional county, select that county in "Second 4-H County" field.
- Although not "asterisked, complete required fields of race, ethnicity, residence, military service and school information.
- Code of Conduct and Waivers are required. Please read thoroughly. You are required to electronically sign and a parent or guardian as well.
- Also required to enter the year of high school graduation for the youth. Click "Continue".
- Health Form is optional. However, if the 4-H member participates in a statewide event like PASE or 4-H Camp, we highly recommend you fill it out. If not, scroll to bottom of screen and click "Continue".
- Select a club from the drop down menu. Click on "Add Club" If you are in more than one club, add them all. Please mark one as your primary club. Click "Continue". (If you currently do not belong to a club, please select "Platte County Independent Member" club. This information can always be updated later once you become a specific club member.)
- The next step is to choose the projects you wish to enroll in. Select club and a project to correspond with that club. Click "Add Project". Continue to add all projects you are considering for county fair. *NOTE: At this time you are enrolling in projects for 2018, not county fair exhibits!* Once all your projects are entered click "Continue".
- Next screen will be to enter "Group". No Groups are to be entered at this time. Click "Continue".
- Invoice screen appears. Skip Scholarship Selection. Verify Invoice Information. You will be charged $3.00 per youth enrolled.   Click "Continue" and add/enter credit card information. Once again verify "Payment" information and click on "Select Payment Method". *(Platte County only accepts payment by credit/debit card. Do not utilize the "Pay using a non-electronic method".)*
- Confirmation screen appears. Check box stating you reviewed, understand, meet and agree to "Pay By Computer Terms and Conditions". Click on "Submit Enrollment".

7. You may now enroll another youth for the same household/family and follow the same steps after you select Youth under "Select a Member Type" and click on "Add Member". Follow the same steps until all youth are registered. (If needed, go back to step 6.)

8. Verify all youth are enrolled in 4-H Online by checking the Member List. Enrollment status should state "Pending". Once your enrollment has been submitted, it is sent to the Platte County Extension 4-H Staff to be approved. If there are any problems with your enrollment – incorrect or missing information – you will get an email with instructions to log back in and correct those issues. If there are no problems, you will receive a confirmation email when the registration has been accepted.

9. Log out in the upper right corner of the screen.

Thank You for enrolling in the Platte County 4-H program!