



## 4HOnline Steps to Enroll a NEW member in Nebraska 4-H.

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

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](#)

Nebraska 4-H Youth Development

UNIVERSITY OF  
**Nebraska**  
Lincoln  
**EXTENSION**

Welcome to 4-H Online

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

Are you in a Military 4-H Club:

County: **Hall** Show County Contact Info.

Email:

Confirm Email:

Last Name:

Password:  Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role: Family

Create Login



## 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** [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**

[Add Member](#)

### Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
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## 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.

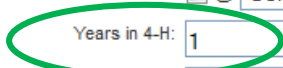
The \*asterisk areas are required, all other fields are optional.

**\*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. 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





### 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:

Second Household Family Name:

Second Household Primary Phone:  555-555-1234

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State:

Second Household Zip Code:  12345

Second Household Email:  joe@gmail.com

Emergency Contact Name:

Emergency Contact Phone:  555-555-1234

Emergency Contact Cell Phone:  555-555-1234

Emergency Contact Email:  joe@gmail.com

Emergency Contact Relationship:

\*4-H County:



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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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.



## 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"/>	
	<input type="radio"/>	
Member Signature	<input type="text" value="Eric Bettin"/>	REQUIRED
Parent/Guardian Signature	<input type="text" value="Errica Bettin"/>	REQUIRED
	Yes <input checked="" type="radio"/>	
	<input type="radio"/>	
Parent/Guardian Signature	<input type="text"/>	REQUIRED
School Information		
Year of High School Graduation:	<input type="text"/>	
<input type="button" value=" &lt;&lt; Previous"/> <input type="button" value=" Continue &gt;&gt; "/>		





## 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**

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**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](#).

Clubs
Projects
Groups

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"/>



## 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.

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

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Unl Extension Hall County County [\[contact info\]](#)

**Add A New Family Member**

select a member type... ▼

[Add Member](#)

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  ▼

Thank you for enrolling! Please remember to pay your annual 4-H dues to your County Extension Office!