Steps to complete online enrollment for 4-H.

(For NEW 4-H members only)

Access the enrollment form or to log on to 4honline visit ne.4honline.com. *Browsers that are compatible with 4HOnline are Google Chrome & Mozilla Firefox. 4HOnline may not work on Internet Explorer, Safari or most cell phones.

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 your 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
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

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.
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!

<table>
<thead>
<tr>
<th>Required Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
</tr>
<tr>
<td>Last Name:</td>
</tr>
<tr>
<td>Mailing Address:</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>State:</td>
</tr>
<tr>
<td>Zip Codes:</td>
</tr>
<tr>
<td>Birth Date:</td>
</tr>
<tr>
<td>Gender:</td>
</tr>
<tr>
<td>Primary Phone:</td>
</tr>
<tr>
<td>Correspondence Preference:</td>
</tr>
<tr>
<td>Cell Phone:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

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:            | 555-555-1324 |
Although not *asterisked, the following fields are required: Race, Ethnicity, Residence, Military Service, and Grade.
School Information

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.

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

Code of Conduct and Waivers

*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

<table>
<thead>
<tr>
<th>Yes</th>
<th>REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Member Signature

<table>
<thead>
<tr>
<th>Eric Betin</th>
</tr>
</thead>
</table>

Parent/Guardian Signature

<table>
<thead>
<tr>
<th>Errica Betin</th>
</tr>
</thead>
</table>

School Information

Year of High School Graduation:

Continue >>
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.

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.
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.

Invoice

After you pick your project areas, you will be directed to the invoice and payment page. The Invoice will read $0.00.

Confirm enrollment

The final step for this youth is to check the box and click “Submit Enrollment”.
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 Hall 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.

TIPS:

- After your initial login, you will see the Families Home Page when you first log in.
- To access your member list, click “Continue to Family.”
- If you would like to change your password at any time after your initial login, click “Change Password.”
- If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.
- If, at any point, you would like to return to your start page, click on “Home.”
- To return to your member list from any page, click on “My Member List.”
- For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.

If you have any questions, please call your local Nebraska Extension Office.
Dundy (308)423-2021
Hayes (308)286-3312
Hitchcock (308)334-5666