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Wayne County New 4-H Member Enrollment Instructions

Please follow these instructions if you <u>DO NOT</u> already have a Family 4-HOnline account. Priority Enrollments due February 1, 2024

While enrollment is open year-round, youth interested in participating in their county fair or the Nebraska State Fair must complete enrollment by June 15.



HOW TO ENROLL A NEW MEMBER

Step 1: Create a Family Profile Visit <u>v2.4honline.com</u>. Note: Google Chrome is the preferred browser.

Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. If you are new to Nebraska 4-H and have a 4-HOnline account in a different state, you will use your login information to sign into your account. Contact the Extension Office for instructions on how to add the Nebraska 4-H Program to your account and complete your enrollment.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account. Each 4-H household will have a

family profile that the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

Select "Nebraska" from the drop-down menu.

Select "Nebraska 4-H Youth Development."

Select your county from the drop-down menu.

Input all required information, including:

*Email - The email address will be used as the user/access id. Enter an email address you use. There will be an option later in enrollment to add additional email addresses.

*Family Name – The family name should be your household's last name.

	Ctracket Conline
	Create Your Account
	Texas A&M AgriLife Extension
County	Anderson
Email	clover@4honline.com
Confirm Email	clover@4honline.com
Family Name	Clover
Mobile Phone Number	888-999-3344
Password	
Confirm Password	
	Back Create Account

*Mobile Phone Number

*Password – Passwords must be a minimum of 10 characters and contain a number, a capital letter, and a symbol.

Select "Create Account".

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.

Step 2: Verify Address

Enter your household's address information.

Click "Verify". The verification process may require you to select an appropriate USPS format. **Note**: If you create a new account and an existing account is found, click "Confirm" and continue to log in using that existing account.

Step 3: Add Youth Members to the Family Profile You may now add youth in your household. Select the blue "Add Member" button on the family home screen.

On the left of the screen, you may review your profile information and make any edits needed by selecting "Family" or "Events".

Online				Opfer Family
Member List Family Events Credit Cards Login History Email History	Opfer Insolved the com edit with PS AP 2 edit with PS AP 2 edit with PS AP 2 training County	⊙ Add Mem	tor D	
	Member Beth Opfer #288.86 Apr 26, 2008	Programs 4-H Eccoli Nov	Welcome to the new version of 4 H Online! Add Smith members by clicking on Add Henter at the top of this page. To even lin a program click on the Europic Health Welcher the program name. If it shows costinue throlling under a	
	Connor Opfer #138161 View May 2, 2010	4-H Erroll Now	program, main means you have not completed enrollment, no working, just cick on the link to pick up where you left off. To navigate to a family member cick on the view factor to the right of the name. When you are	
	Hannah Opfer #138100 Xiow Aug 5, 1993	4-H Adult - Resubmit Resubmit Volunteer Application	finished viewing the selected member click on the ventor is to link at the top of the menu to the left.	
	Katlyn Opfer #138101 View Apri 30, 2010	4-H Youth - Resubmit Resubmit Enrollment		

Click "Next".

Step 4: Enter Youth's Personal Information. Enter information for one specific youth in the household. You may choose to add the youth's email address.

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

Please enter the number of years the child has been a 4-H member. The Extension office has a list if you cannot remember. Please enter your cell number.

	Ado	Member	
•	2	3	0
Join a Program	Profile	About You	Select Participation
First Name required	Will		
Middle Name			
Last Name required	Training		
Preferred Name			
Birth Date required	5/12/2015		Ē
Email			
Mobile Phone			
	Format ###-###		
Number Of Previous Youth Years In Program			
-		Next	

Click "Next".

Select the About You and Demographics information. Input the Emergency Contact information.

Click "Next".

Select a response for "How would you like to participate?" I want to join 4-H as a New or Returning Youth

Click "Finish"

Step 5: Add a Club

Click "Select Units" Ensure the correct county is selected from the drop-down menu. Choose "Wayne" and a list of Wayne County Clubs will populate. Click "Add" for the club in which the youth is an active member. If youth are in more than one club, add them all. However, please mark which one is their

0	2		3	0	6	6
Clubs	Projects		Questions	Health Form	Consents	Confirm
rimary	Club	Туре	County		Invoice	je
Primary	Super Club!	Club	Training	Û	Total:	\$0.00
Change to Primary	Independent	Club	State Office	(iii)		

primary club. Click the blue "Next" button.

Step 6: Add Youth Projects

The next step is to choose the projects youth want to work on during the current program year. Click "Select Projects." Projects are all listed alphabetically in the dropdown menu. You may use the search function or scroll the list. Select a project (blue button to the right of the project), indicate the years in the project, then click "Add." Add all the projects the 4-H member is considering for the county fair. Projects will be associated with a specific club, please make sure that your club selection is correct if a youth is in more than one club.

For help selecting 4-H projects, visit our Pick Your Project or current Wayne County Project List.

Remember, if you are not enrolled in the project, you may not receive notices about that project. Once all projects are added, click "Next".

•	0		0		0	6	6
Clubs	Projects		Questions		Health Form	Consents	Confirm
Project Name	Years In Project	Parent Project	Club	Youth Volunteer Type		Invoice)
Clover Kids: Food & Nutrition- Making Food for Me	1		Super Club!		Î	Iotal:	\$0.00

Step 7: Additional Questions

Click "Show Questions". The next section will ask more demographic questions about the youth. This is also where you can select a second household to receive correspondence for this youth.

Select your school by 1) choose the county your school is in, then school district, then the school's name from the drop-down lists. If you do not see your school listed, you can add your own. It is also required that you enter the year of graduation for the youth. Click "Next".

Step 8: Health Form

Click "Show Health Form". The Health Form is optional, except for two questions. 1) Is the 4-H Member covered by family medical/hospitalization insurance? 2) List any allergies that are life-threatening. Read and sign off on the Permission to Treat, Participate, and Release of Claims information. Click "Next".

Step 9: Consents and Code of Conduct

Click "Show Consents". Read thoroughly then sign off on the Photo Release, Nebraska 4-H Code of Conduct, and Survey Release. Click "Next".

Step 10: Payment Selection

You will be prompted to select a payment method, either in the office or online. The 4-H Council voted to have 4-Hers and Clover Kids pay an enrollment fee of \$5.00 per 4-Her. The fee includes the insurance fee and will be collected when 4-Hers enroll. You may choose to pay by check or credit/debit card, follow the prompts on the screen.

Step 11: Confirmation Page

Please review all information on this page including club selection, project selection, and the invoice total (\$5.00/youth).

You will then be able to enroll another youth for your same household/family. Please follow the same steps as you did for the first youth until all youth in your household are enrolled.

		Will T 2021-2022 Clove	raining er Bud Enrollment		
•	•	•	•	•	6
Clubs	Projects	Questions	Health Form	Consents	Confirm
Will's Enro	llment			Invoice)ਜ
	Birth Date: 5/12/2015. Age: 6	Grade: Kindergarten		Total:	\$0.00
B	Role: Clover Bud, Youth Divis	sion: Clover Kids			
-					
Selected Units					
Independent, Stat	e Office				
Super Clubl, Train	ing - Primary				
Selected Projects	•				
Clover Kids: Food	& Nutrition - Making Food for N	/e - Super Club!			
	Back	Submit			

The enrollment status will show "Awaiting Review" until the information is confirmed by the Extension office and payment is received.

You will receive a confirmation email when the registration has been approved.