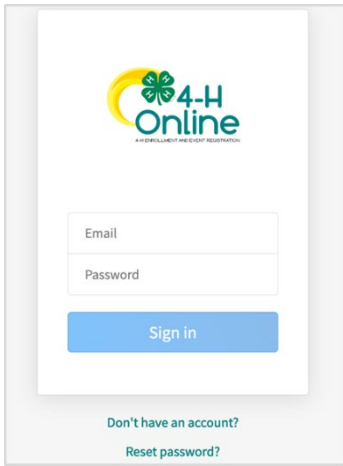




# Wayne County New 4-H Member Enrollment Instructions

Please follow these instructions if you **DO NOT** 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 [v2.4honline.com](http://v2.4honline.com). 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.

\*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".

## Step 2: Verify Address

Enter your household's address information.

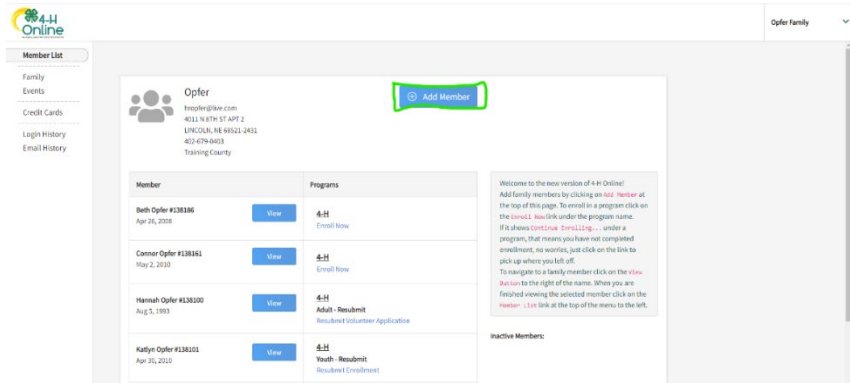
Click "Verify". The verification process may require you to select an appropriate USPS format.

**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".



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.

Click "Next".

1 Join a Program      2 Profile      3 About You      4 Select Participation

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required*

Email

Mobile Phone

Number Of Previous Youth Years In Program

Format ###-###-####

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 primary club. Click the blue "Next" button.

Primary	Club	Type	County
<input checked="" type="checkbox"/>	Super Club1	Club	Training
<input type="checkbox"/>	Independent	Club	State Office

[Select Units](#)

[Next](#)

### 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".

Project Name	Years In Project	Parent Project	Club	Youth Volunteer Type
Clover Kids: Food & Nutrition- Making Food for Me	1		Super club1	

[Select Projects](#)

[Back](#) [Next](#)

### 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".

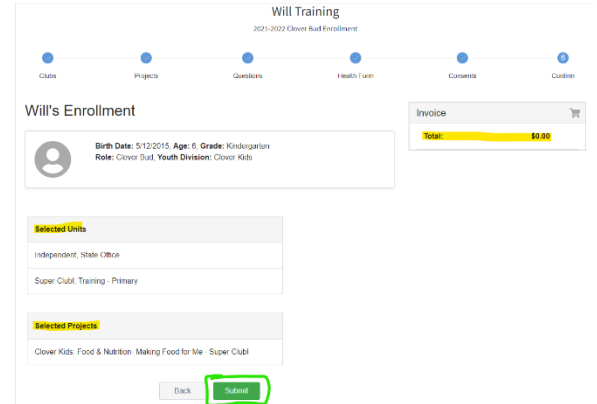
**Step 10:** Payment Selection

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.



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.