

Re-Enrollment Process for 4-H Online

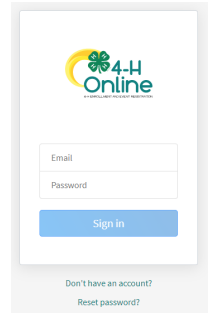


Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Welcome Back, 4-H Family!

As of September 1, all records from last year rolled-over and are now set to an inactive status. This tip sheet will walk you through the steps to re-enroll your family for the current 4-H Year.

Family profile and member information should be entered by a parent/guardian.



1

LOGIN TO YOUR FAMILY PROFILE

1. Navigate to <https://v2.4honline.com>
2. Enter your email address and password.* *If your password is not working, it could be that it does not meet the new systems password criteria so please select "Reset Password".*
3. Click Sign-In
4. Continue to Youth and Cloverbud Member Enrollment to re-enroll youth members, to Adult Enrollments to re-enroll adult leaders or to Adding New Members to add a new family member.

If you cannot remember your password, please **do not create a new family profile**. Instead, select the "Reset Password" option to have a temporary password sent to you. If you cannot remember which email address is associated with your account, [contact the Extension Office \(815\) 758-8194](#).

2

MEMBER ENROLLMENT

Once you are in your family profile you will see your Family Member List. Click "Enroll Now" next to the person you wish to re-enroll.

1. Enter the member's grade and click next. Confirm that you would like to enroll as a member.
2. Click on the "Clubs" button. Please only select "DeKalb". Add the club you are wishing to be an active club member. Some members may have additional SPIN clubs they are enrolling in so add that selection by clicking on "Select Units". Be sure to set one club as your primary club.
3. When done selecting your club, Click next.

3

SELECT PROJECTS

You are now in the Projects screen.

1. Click on "Select Projects"
2. First, select the club with which you want your project to be associated with. Most generally, your primary club.
3. Click the add button next to the project you want to add to this member's enrollment.

Project Manuals?

More information will be provided to you as to how to order 4-H project manuals.

4

PARTICIPATION QUESTIONS & CONSENTS

The next two sections will take you through basic contact information, Behavior Guidelines, Photo release information, etc. Please answer all required (*) questions. And Click the next button when indicated.

5

PAYMENT & SUBMIT

Click on "Show Payment Options"

- A \$20 4-H Program fee applies to all enrolled youth.
 - ▶ If Club Pays Fee — select the bottom option "Payment for this invoice..."
 - ▶ Family Pays Fee—if paying by Credit/Debit Card, enter your card information making sure all information is valid and correct. **OR** to pay by cash/check to the Extension Office, select the bottom option "Payment for this invoice..." Checks can be submitted through your club or mailed to the office.
- **There is a \$5 fee per child to help support the DeKalb County 4-H Foundation which you can pay to your club leader or mail to the Extension office.**
- Families with 4 or more children enrolled in 4-H will pay a \$60 maximum fee. **Please contact the office before enrolling members for instructions .**



NEED ASSISTANCE?

Call (815) 758-8194

Once you have applied the payment method, click next. Then, verify the club and projects are listed correctly and click **SUBMIT.**

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