

New Member Process for 4-H Online



Illinois Extension
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

WELCOME TO 4-H

We are excited to welcome you to the 4-H Program in DeKalb County. To enroll, please complete the steps below. Family profile and member information should be entered by a parent/guardian.

CREATE A NEW 4-H ONLINE ACCOUNT

1. Navigate to <https://v2.4honline.com>
2. Click "Don't have an account?"
3. Select "Illinois" and then "Illinois 4-H Youth Development Program".
4. Select "DeKalb" from the drop-down menu.
5. Complete the required information and click "Create Account"
6. Enter your family's information.
7. Click the Verify button. NOTE: It may require you to select an appropriate USPS format.

If you try creating a new account and an existing account is found, click the confirm button and log in with your Existing Account information. If you cannot remember, please contact the Extension Office before proceeding.

MEMBER ENROLLMENT

Once your 4-H Online Account is created, you are now ready to add members or leaders.

1. Since this is a new account and there are no members in your family profile, you will be presented with an Add Member screen.
2. Choose 4-H as the program and click Next.
3. Complete the "About You, Demographics, and Emergency Contact" sections. Click Next.
4. Select your method to participate? Click Finish.
5. If you select "I want to join as a New 4-H Club Member", continue to the Youth/Cloverbud Member Enrollment.
6. Enter the member's grade and click next. Next, confirm that you would like to enroll as a member.
7. 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.
8. If you select an incorrect club, please use the to delete it.

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.
4. Repeat steps above for each project you would like to participate in.

Project Manuals?

After enrolling, you will receive a separate email to order project books you need.

PAYMENT & SUBMIT

Click on "Show Payment Options"

- A \$20 4-H Program fee applies to all enrolled youth.
 - ▶ If Club Pays the 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, 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/child to help support the DeKalb County 4-H Foundation, which you can pay to your club leader.
- Families with 4 or more children enrolled in 4-H will pay a \$60 maximum fee. **Please contact the office before enrolling the members for instructions.**

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.

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



NEED ASSISTANCE?
Call the Extension office
(815) 758-8194

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If you need a reasonable accommodation to participate, call the DeKalb County Office at (815) 758-8194.