4-H Online 2.0 Family Enrollment Guide

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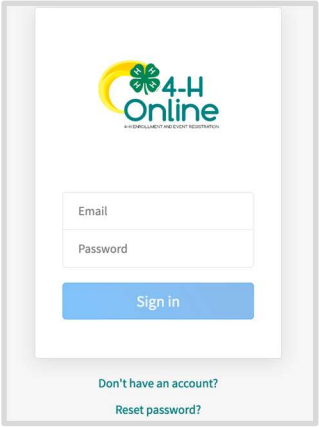
Creating a New 4-H Online Account

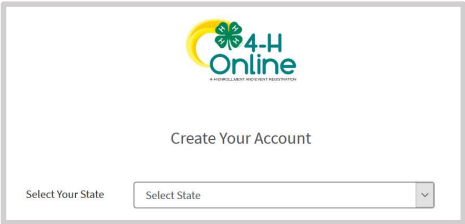
1. Go to http://v2.4honline.com.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to Member Enrollment.

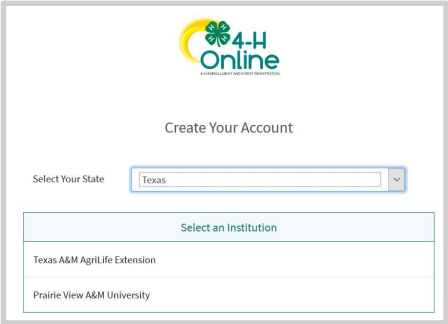
NOTE: images may vary by Institution



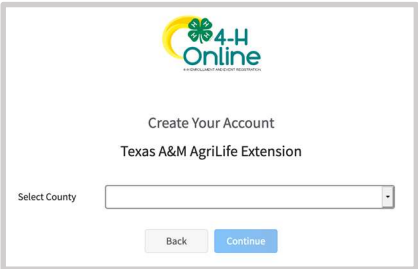
3. Select your state from the drop-down menu.



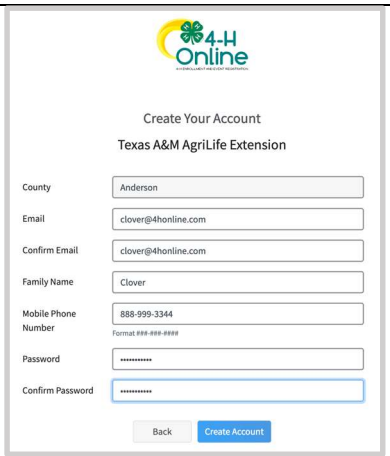
4. If there is more than one Institution in your state, select your Institution.



5. Choose your county from the drop-down menu.

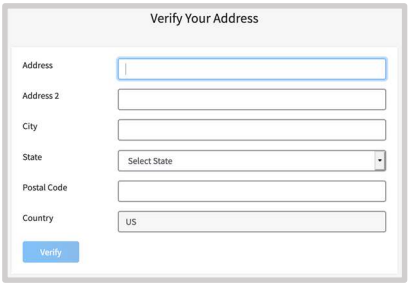


6. Complete your family's information.
7. Click the Create Account button.

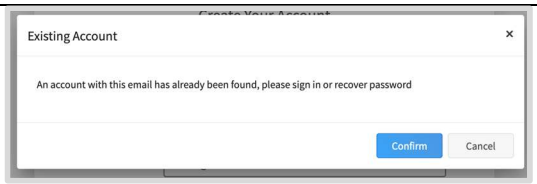


8. Enter your family's address information.
9. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.



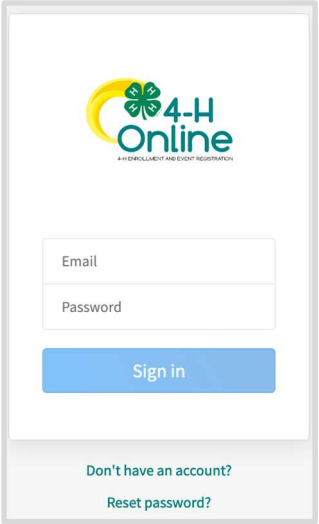
10. If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account.



Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to http://v2.4honline.com.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to Youth and Cloverbud Member Enrollment to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to Adding New Members to add new Family Members.

If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.

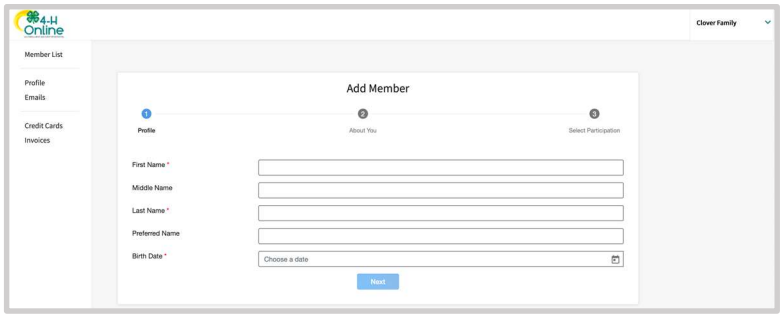


Adding a New Member to the Family

1. Enter the member's information.
2. Click the Next button.

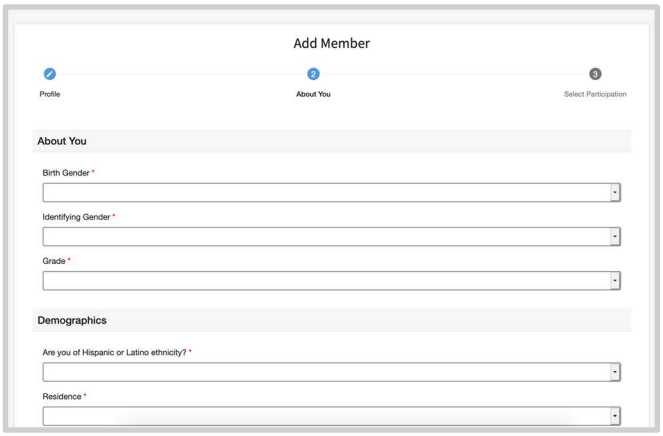
NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.



3. Complete the "About You" form with the requested information.
4. Click the Next button.

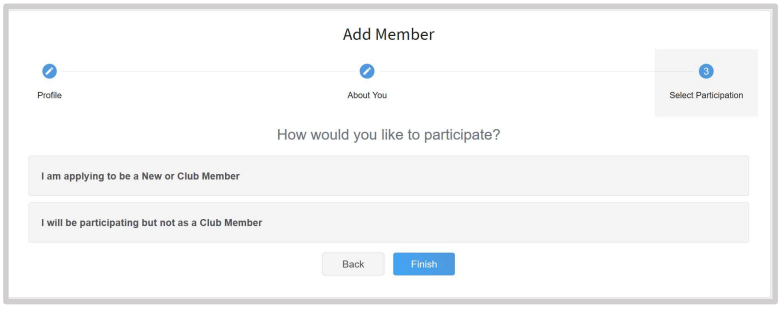
NOTE: Questions listed on this page may vary by Institution.



5. Select your method of participation.
6. Click the Finish button.

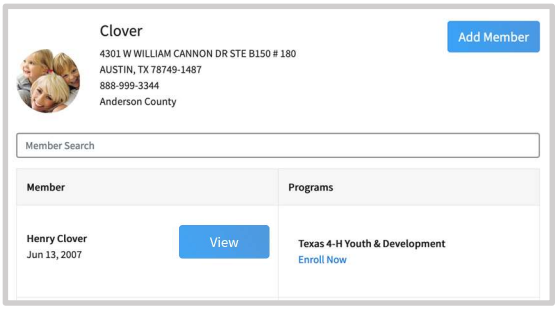
If you have selected that you will be participating as New or Returning Club Member, continue to Youth and Cloverbud Member Enrollment.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.



If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions.

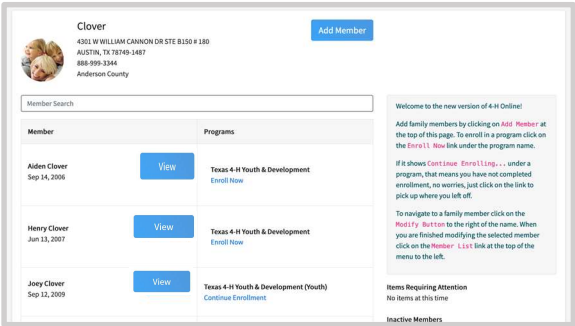
If you would like to enroll as a Club Member or Volunteer at any time, click "Enroll Now" from the Member List and continue to Youth and Cloverbud Member Enrollment or Adult Volunteer Enrollment.



Youth and Cloverbud Member Enrollment

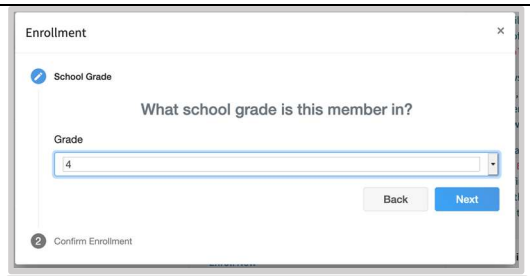
If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

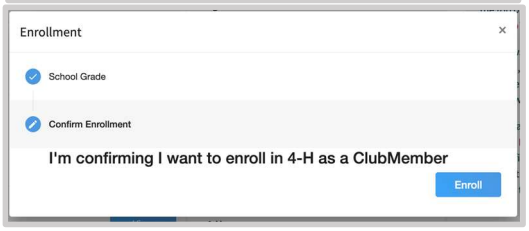
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family,”](#) then continue to Step 1 below.



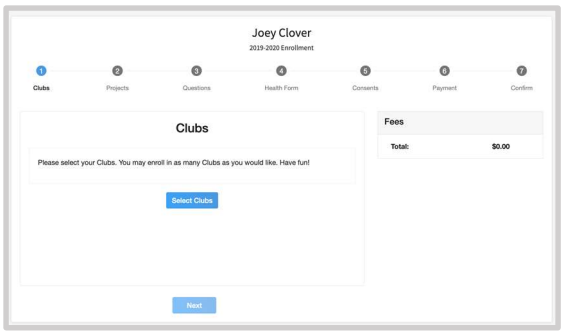
1. Select the member’s Grade and click Next.

2. Select to Confirm that you would like to enroll as a Club Member.

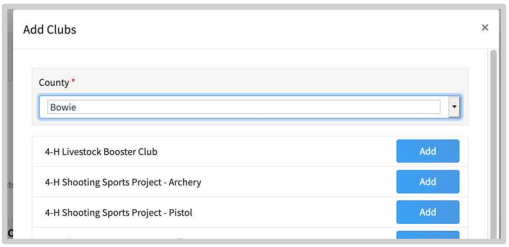


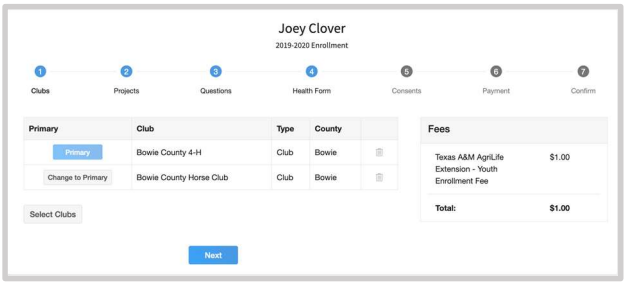
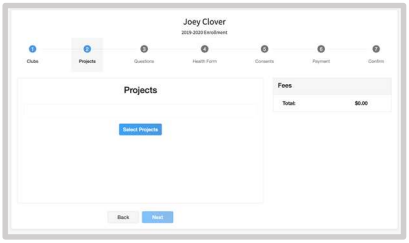
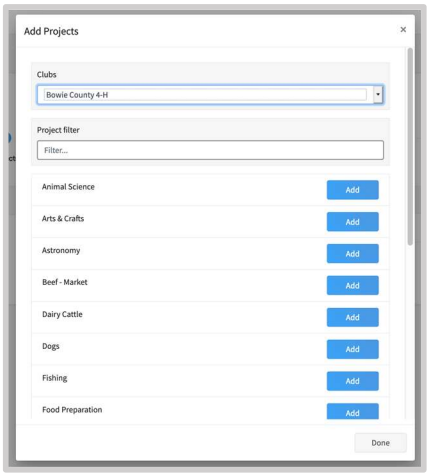
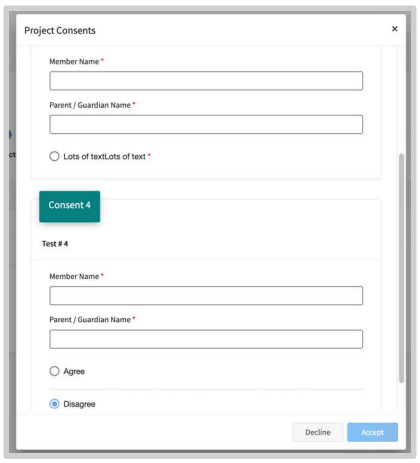


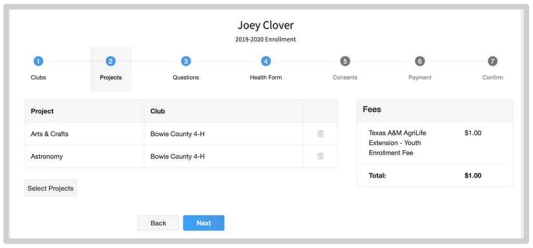
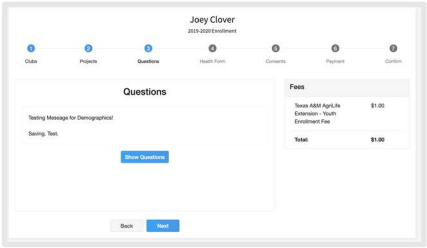
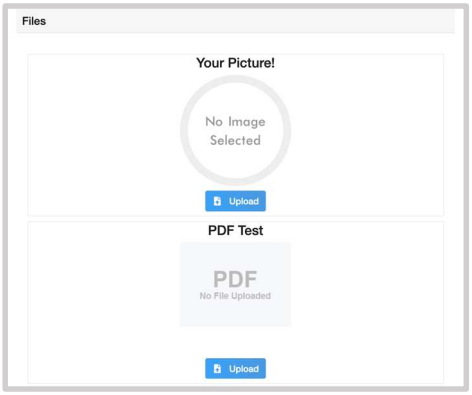
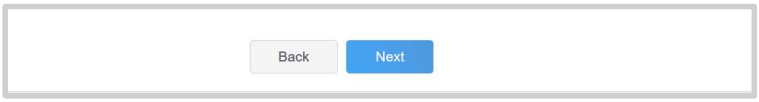
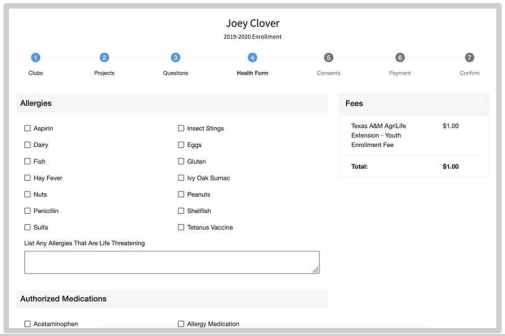
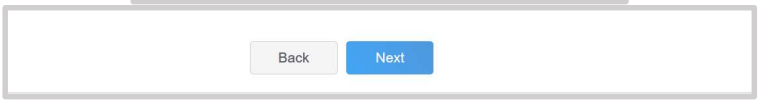
3. Click the Select Clubs button.

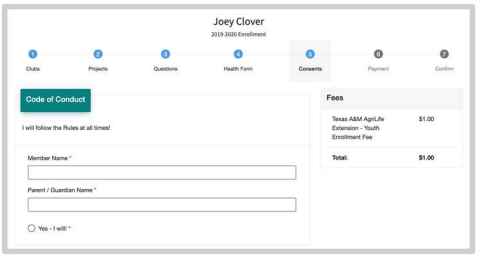
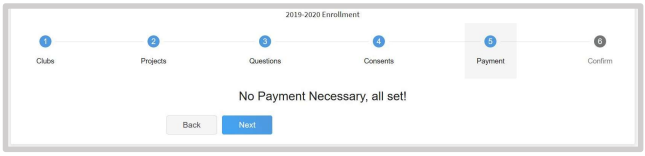
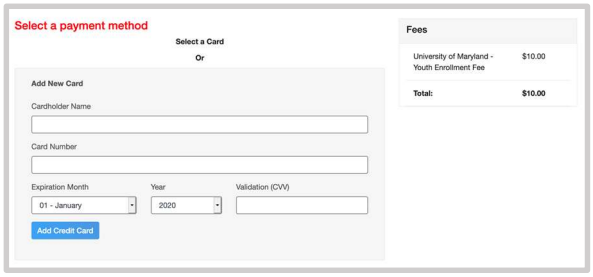
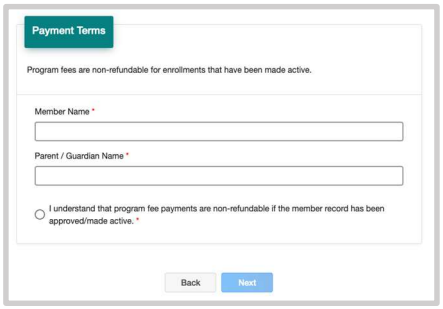
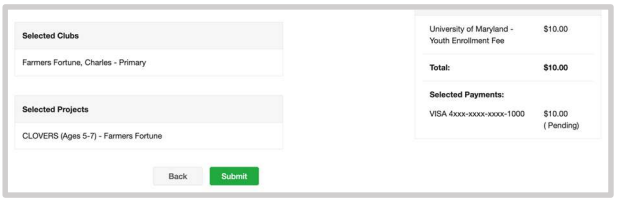


4. Select the County in which your Club is located.
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.



7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club. 8. Click the trash can icon to remove a Club from the list. 9. Once all of your Clubs are added, click Next at the bottom of the screen.	
7. Click Select Projects	
8. Select the Club with which you want your project to be associated. 9. Click the Add button next to the project you want to add to the member's enrollment. 10. Repeat steps 7-9 for each project in which you would like to participate.	
NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".	

11. Click the trash can icon to remove any projects. 12. Click the Next button once all the member's projects have been added.	
13. Click "Show Questions" 14. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution. NOTE: Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload. Click the Next button at the bottom of the screen when you are finished.	  
15. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents. 16. Click the Next button at the bottom of the screen when you are done.	 

17. Complete any Consents your Institution requires. 18. Click the Next button at the bottom of the page when you are finished.	
If no fees are due, click the Next button and skip to step 25.	
19. If applicable, review the fees for the member. 20. Enter your credit card information to pay any enrollment fees. 21. Click Add Credit Card. 22. This card will be available for you to select for additional members in your family.	
23. Complete the Payment Terms. 24. Click the Next button.	
25. Review the enrollment information. 26. Once you have verified that the clubs and projects are listed correctly, click the Submit button. Congratulations, your enrollment is complete!	
You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List. Any enrollments that have fees to be paid by credit card will process when the County Extension Office approves the enrollment. Should the transaction be declined, you will receive an email notification. It will include a link to login so that you may add another card or change your payment method, if allowed.	

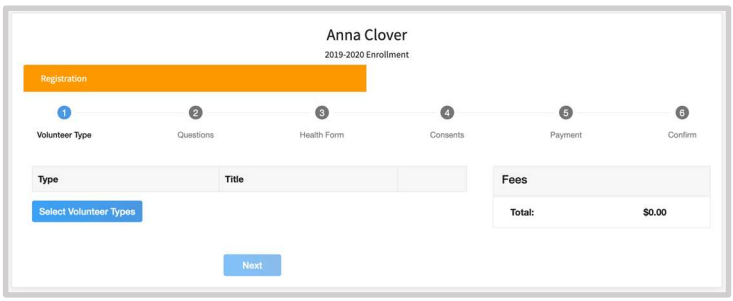
Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

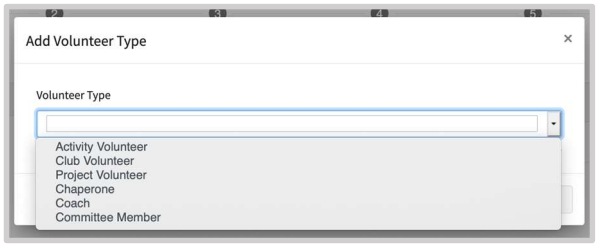
If you are a new volunteer and your name is not yet listed, click “Add Member” and follow the steps for “Adding a New Member to the Family,” then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.

   At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.

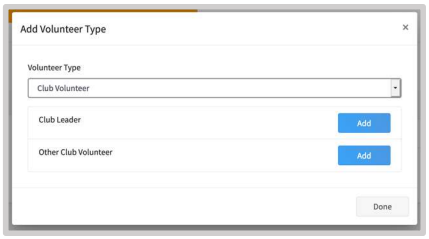


2. Select a Volunteer Type

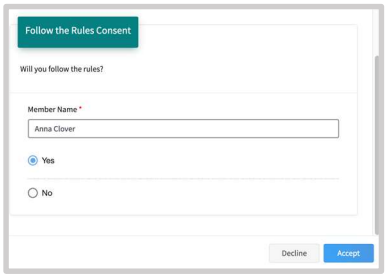


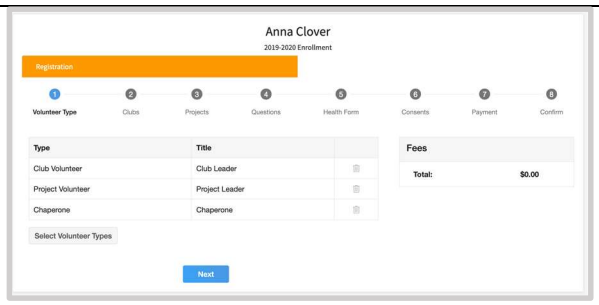
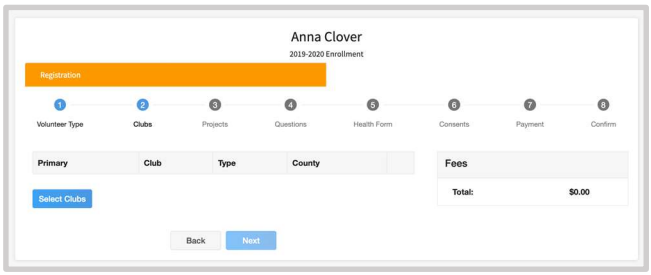
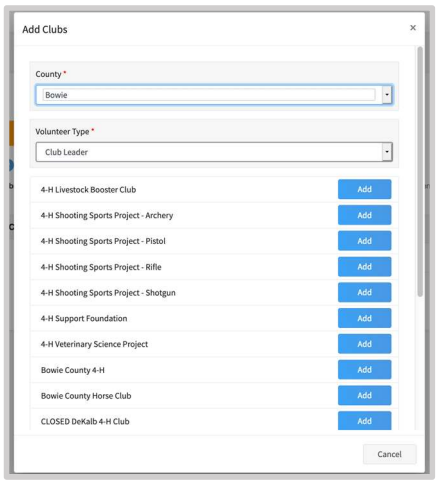
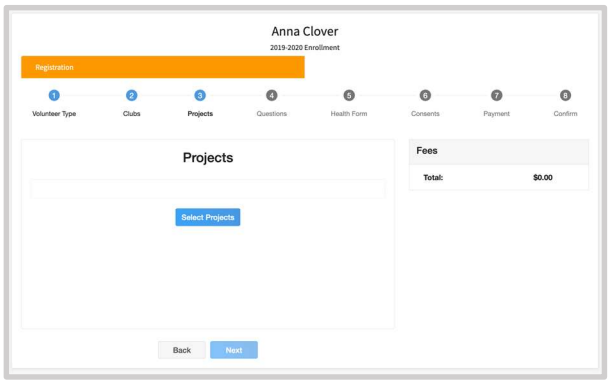
3. Click Add next to your Volunteer Type Role.

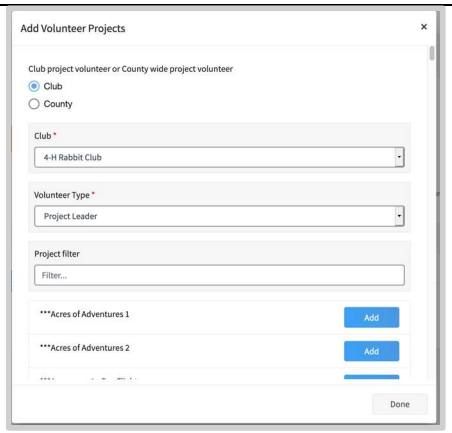
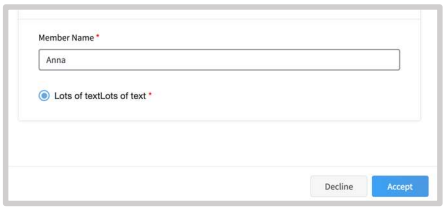
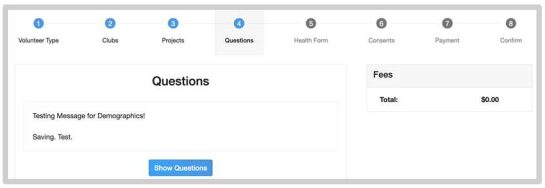
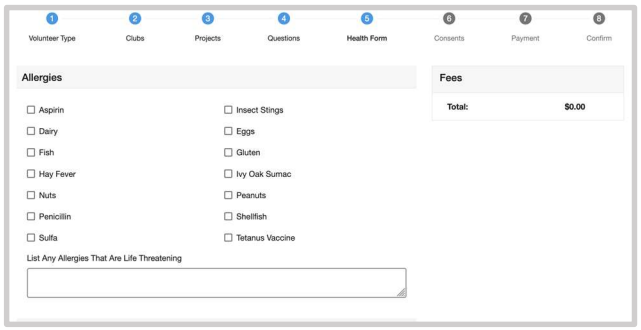
NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.

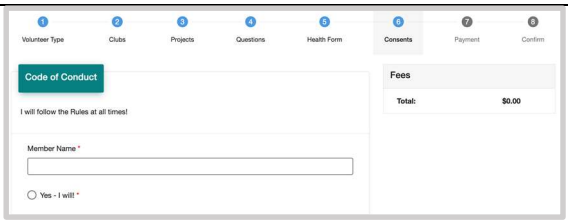
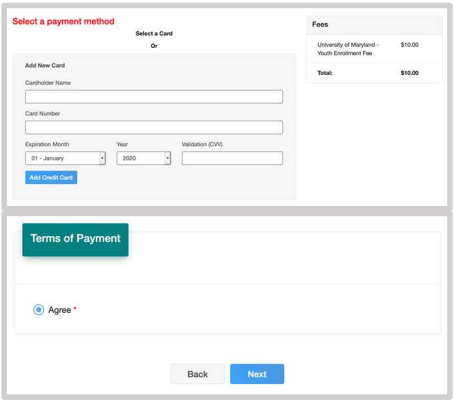
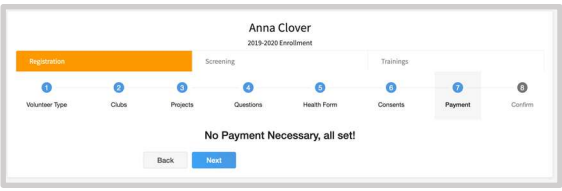
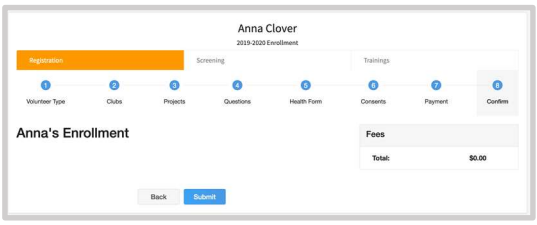
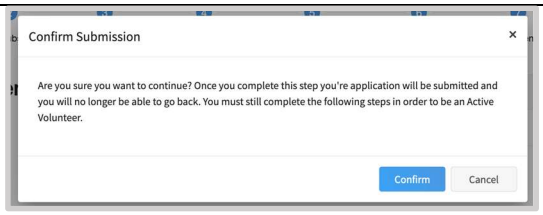


Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.



4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next.	
7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.	
8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects. NOTE: If you did not select a Project Volunteer Type, you will not see this screen.	

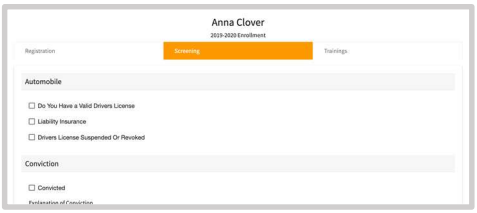
12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement. 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County. 14. Click Add next to the Project that you will be working with.	
Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.	
15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution. Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload.	
18. If your Institution requires a Health Form, complete the Health Information and Consent. 19. Click the Next button at the bottom of the page.	

20. Complete the Consents required for your Institution. 21. Click Next at the bottom of the page.	
22. If payment is necessary, enter the Credit Card number or select an existing card. 23. Complete the Terms of Payment. 24. Click Next.	
25. If payment is not necessary, click the Next button.	
26. Click Submit.	
27. In some states, additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps. The additional steps may be completed at any time and in any order.	

Volunteer Screening

If your state requires volunteer screening, complete the screening form and associated Consent.

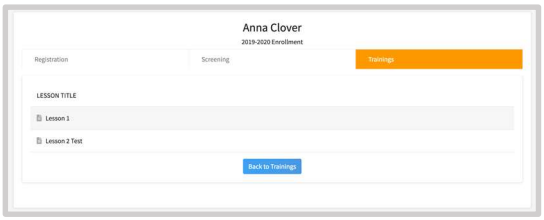
Click Continue to Submit your screening form for approval.



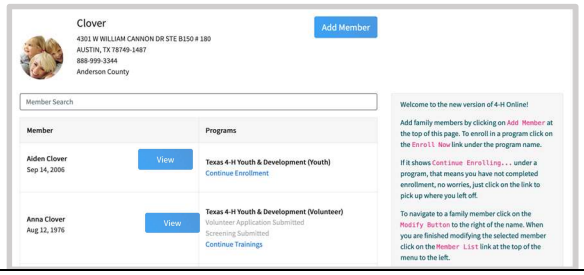
Volunteer Training

If your state requires online Volunteer training, you will see a Training tab.
Click the title of the training to select a lesson.

Click on the lesson title to open the lesson and begin the training.



Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.