

Enrollment FAQ's 2021

General Enrollment

What do I need to enroll?

- NEW MEMBERS: 1. Assumption of Risk Liability Form 2. \$20 program fee
- RETURNING MEMBERS: 1. \$20 program fee
 - o Some clubs pay member fees, check with your club
 - o Most returning members should have an Assumption of Risk form on file, but if not then one will need to be acquired before enrollment can be approved. The forms are “one-and-done” meaning that once we have one on file, you will be set for your time in 4-H

Is the County Agreement Form required?

- The County Agreement Form is no longer required to be signed and submitted to the Extension office. Clubs can require it at the club level if agreed to. To be eligible to exhibit at the summer 4-H show, members still must do the following:
 - o Attend a minimum of 3 meetings or activities
 - o Complete a talk or demonstration
 - o By April 15, be enrolled in the project area that the member intends to exhibit during the summer 4-H show

How do I enroll or re-enroll?

- Just visit the website, <https://v2.4honline.com/> and use your log in information

I am having trouble with my password/I forgot my password...What do I do?

- At the bottom of the log in screen, there is a “forgot my password” option. Select that for both of the above dilemmas. During the website upgrade, the password requirements were changed so this may make your original no longer valid. Still having problems? Email Wren at woodburn@illinois.edu for additional help.

Payment

My 4-H Club pays the programs fees. What do I do when 4-H Online asks for payment?

- Mark pay by cash or check. Do not enter credit/debit information.

I am trying to input my credit card information but I am having problems...what should I do?

- If you really want to pay by card, close out of your browser and come back a little later and try again. Sometimes the site can get overwhelmed and these glitches occur. If you are having the same problem, it is best to take a screen shot or photo of the error/problem to send to Wren so IT can better troubleshoot the issue.

Projects and Project Books

I selected my projects for the year and now I've decided I want to add another one. How do I add a project area after I've submitted enrollment?

- Members may add project areas upon initial enrollment. Currently the system will not allow for adding projects later. HOWEVER...the Extension office can make the changes on our end. At any time if a member wants to add or drop a project, you just need to let us know via phone or email. 4-H staff will happily make the change for you. We can make changes after 4-H enrollment is completed.

I cannot locate a county level project on the website, are county projects still available?

- If you are having problems locating a project area, reach out to Extension staff to help you locate it. There are project guides located on the McLean County Extension Website. If the project happens to be a County Level project, then those projects are not currently listed on 4-HOnline. Simply email those projects to Wren and she will add you to a County Project List so we ensure you are enrolled in that project once the option is available.

How do I get project books?

- The process for ordering publications is slightly different this year. Please read the following carefully. After the member is approved, an automated email will be from the system letting you know that enrollment is approved. In this email, there is a link below that will take you to a form to select project books if you need them. This will be used to let our office know what books members need so that we can order if necessary. If you cannot locate the email with the link OR need additional books, it is also listed here:
https://illinoisaces.co1.qualtrics.com/jfe/form/SV_bKHndI7TOo9tS1T

Volunteers

I am a screened volunteer for a 4-H club. Do I need to enroll?

- Yes! All volunteers and club leaders must enroll in 4-H Online. New volunteers must complete the volunteer screening process and re-screenings take place every 5 years. If you are interested in volunteering, contact the Extension office and we'll help you get the process started.

I am a 4-H Leader, how do I view the members that have enrolled in my club?

- On the new website, you are able to view members that have submitted their enrollment, their enrollment status, and contact information. You first need to have your enrollment approved. Then Wren will grant you permission to read your club roster. To view your club roster, you will need your Leader Login PIN. This PIN is unique for every club and cannot be changed. Information cards with the PIN and instructions will be provided to Leaders for future reference.
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For other enrollment questions you may have, you can contact Wren Woodburn woodburn@illinois.edu



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University of Illinois Extension provides equal opportunities in programs and employment.

If you need a reasonable accommodation to participate in this program, please contact the McLean County Extension Office at 309-663-8306. Early requests are strongly encouraged to allow sufficient time for meeting your access needs.