

Enrollment Process for 4-H Online

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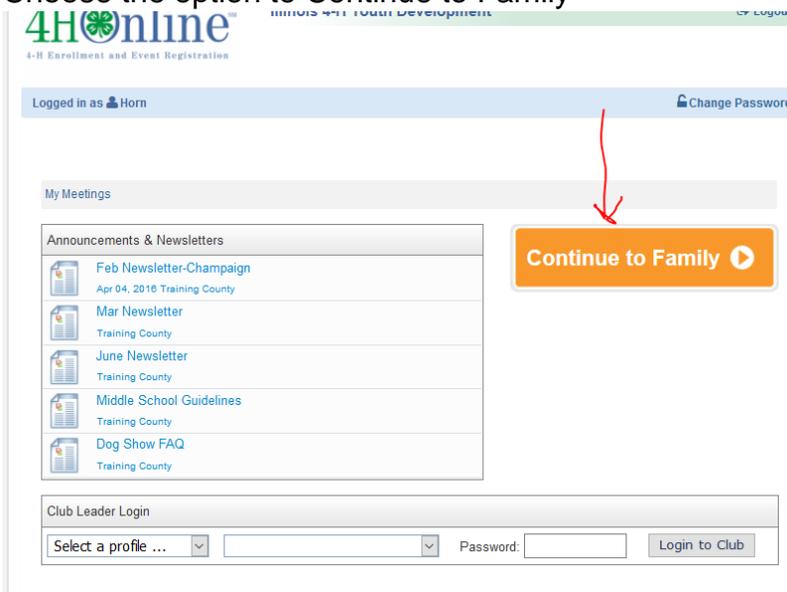
Individuals who were enrolled in a 4-H Club during the past 4-H year will not need to create a new profile for the new 4-H Year. They will just need to re-enroll for the new year. They will select “I have a profile.”

Individuals who are new to 4-H will choose the “I need to set up a profile” option. The family profile is created first, then the individual person(s) in the family are enrolled. Adults should only be enrolled if they are approved 4-H volunteers. However, parents will be listed on their kids’ enrollments in the parent section. Be sure you select Fulton as your county, even if that’s not the county of your residence.

If you are re-enrolling, enter the email address you gave last year when you filled out your 4-H enrollment. If you do not have an email address, complete enrollment on paper instead.

Enter the password you created last year, or click on “I forgot my password.” The system will send you an email and let you set your new password. Once you have entered your password --

1. Login to your 4-H Online Family account.
2. Choose the option to Continue to Family



3. You will see a list of all Family members that have been enrolled through 4-H Online. All members and volunteers will show as inactive at this time.

4. Choose Edit for the person you wish to Re-Enroll.
5. You will see a summary screen of the information for the individual. At the bottom of the screen will be an option to Enroll for the new 4-H Year. Click on that button.
6. After choosing to Enroll, the screen will come up with the information for the individual. Make any necessary changes – address, phone, etc.
7. The Authorizations will be cleared from the previous year, so it will be necessary to sign the Photo Release, Liability Waiver and Code of Conduct for the new year.
8. When you get to the Participation tab, the member will still be in the same clubs as the previous year. If he/she will not be in the club again for the new year, delete that club and select a new club or clubs.
9. Under the Projects portion of the Participation tab, the member will still be enrolled in the same projects from the previous year. **Select any new projects, and remove any that he/she will not continue.** Removing a project will not remove it from historical information.
10. Choose Continue to advance to the Invoice screen. This screen will show the Program Fee for the new 4-H Year. It should show the individual being charged \$20.00, regardless of the number of clubs. IF YOU OR YOUR CLUB WILL BE PAYING BY CHECK LATER, SELECT “CHECK.” If you wish to pay online with a credit card, you may do so.
11. Submit the Enrollment.
12. Call the Extension Office with any questions, 547-3711, or email Janis Blout at jblout@illinois.edu .