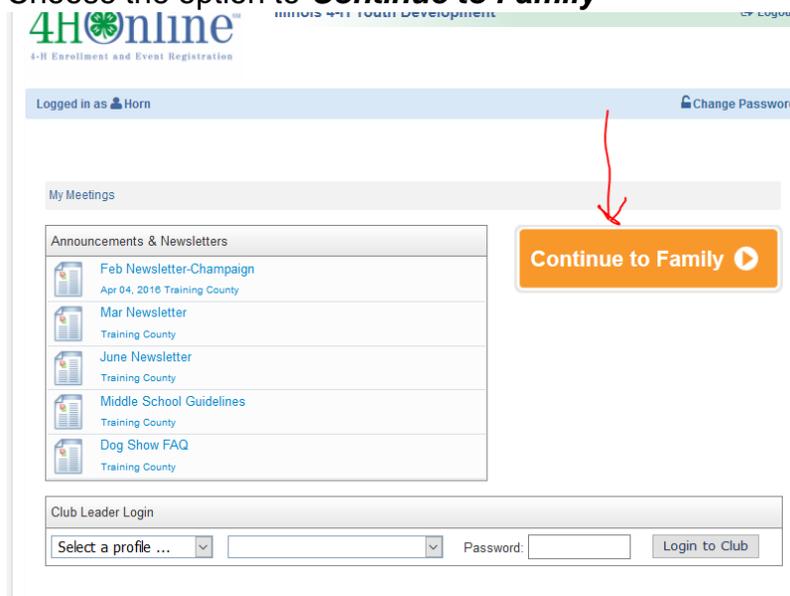


Re-Enrollment Process for 4-H Online

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.

During Roll-over, all members and volunteers will become Inactive.

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 should be Inactive

6)	Child to test Project Deadline Horn	Youth	1702017	Inactive	2015-2016	Edit
7)	Daniel Horn	Adult	1609612	Active	2016-2017	Edit
8)	Enrollment Fee Test Horn	Youth		Incomplete		Edit
9)	Joe Horn	Adult		Incomplete		Edit
10)	New Test Horn	Youth		Pending		Edit
11)	Parent 2 Horn	Adult	1641879	Inactive	2015-2016	Edit
12)	Payment Documentation Horn	Youth		Incomplete		Edit
13)	Short Term Horn	Youth	1855660	Pending	2016-2017	Edit
14)	Short Term Horn	Youth		Incomplete		Edit
15)	Test 2 Adult Horn	Adult		Inactive		Edit
16)	Test as Contact Horn	Contact		Active		Edit
17)	Test for Authorizations Horn	Youth	1662764	Active	2016-2017	Edit
18)	Test for Club fee Horn	Youth		Incomplete		Edit
19)	Youth to test Enrollment Fee	Youth	1715599	Inactive	2015-2016	Edit

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 the button

Cell Phone:

Text Message Domain:

I wish to receive notices via text message: No

Years in 4-H: 1

Parent 1 First Name: Dan

Parent 1 Last Name: Horn

Parent 1 Cell Phone: 217-276-8575

Parent 2 First Name:

Parent 2 Last Name:

Parent 2 Cell Phone:

Parent 2 Email:

Second Household Send Correspondence: No

Second Household Correspondence Preference: Mail

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household Address 2:

Second Household City:

Second Household State: Illinois

Second Household Zip Code:

Second Household Email:

Emergency Contact Name: Dan Horn

Emergency Contact Phone: 217-276-8575

Emergency Contact Email:

Emergency Contact Relationship:

4-H County: Training

Second 4-H County:

6. After choosing to Enroll, the screen will come up with the information for the individual. Make any necessary changes.
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 again 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.

4Honline Illinois 4-H Youth Development Logout

Logged in as Horn: Child 4 Home My Member List

Animals / Livestock Enrollment Member Settings

Personal Information Additional Information Participation **Invoice** Payment Confirm

Scholarship Selection

- Enter Award Code

Apply To Invoice

Invoice Information

#	Name	Involvement	Description
31648	Child 4 Horn	Youth	Enrollment: 2016-2017

Invoice Items

Item	Rate	Quantity	Amount
STATE: STATE: FEE: Program Fee	20.00	1	\$20.00
Total:			\$20.00
Paid:			\$0.00
Balance:			\$20.00

<< Previous Continue >>

11. Choose the Payment option. Families from Jo Daviess County will click the pay by **County/Club 4-H Check**. County staff will only be able to select check.

12. **Submit** the Enrollment.