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.
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.

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.

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.