

# Re-Enrollment Process for 4-H Online

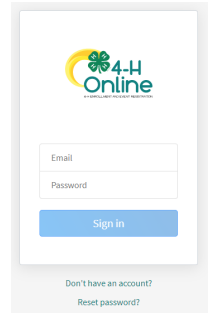


**Illinois Extension**  
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

## Welcome Back, 4-H Family!

As of September 1, all records from last year rolled-over and are now set to an inactive status. This tip sheet will walk you through the steps to re-enroll your family for the current 4-H Year.

Family profile and member information should be entered by a parent/guardian.



# 1

## LOGIN TO YOUR FAMILY PROFILE


1. Navigate to <https://il.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 Enrollments” to re-enroll adult leaders, or to “Adding New Members” to add a new family member.

If you cannot remember your username or password, please **do not create a new family profile**. Instead, select the “Reset Password” option to have a temporary password sent to you. If you cannot remember which email address is associated with your account, **contact the Extension Office at (815) 732-2191 or [amykm@illinois.edu](mailto:amykm@illinois.edu)**.

# 2

## MEMBER ENROLLMENT

Once you are in your family profile you will see your Family Member List. Click “Enroll Now” next to the person you wish to re-enroll.

1. Enter the member’s grade and click next. Then, confirm that you would like to enroll as a member.
2. Click on the “Clubs” button. Please only select “Ogle”. Add the club you wish to join. Some members may have additional SPIN clubs they are enrolling in, so add that selection by clicking “Select Units”. Be sure that you set one club as your primary club.
3. If you select an incorrect club, please use the  to delete it.
4. When done selecting your club, click “Next.”

### Project Manuals?

If you wish to order a project manual, please do so at this link:  
<https://go.illinois.edu/ILShop4H>

# 3

## SELECT PROJECTS

You are now in the Projects screen.

1. Click on “Select Projects.”
2. First, select the club with which you want your project to be associated. Generally, this will be your primary club.
3. Click the “Add” button next to the project you want to add to your enrollment.
4. Repeat steps above for each project in which you would like to participate.

# 4

## PARTICIPATION QUESTIONS & CONSENTS

The next two sections will take you through basic contact information, Behavior Guidelines, Photo release information, etc. Please answer all required (\*) questions. And Click the next button when indicated.

# 5

## PAYMENT & SUBMIT

Click on “Show Payment Options”

- A \$20 4-H Program fee applies to all enrolled youth.
  - ▶ Club Pays Fee — select the bottom option “Payment for this invoice...”
  - ▶ Family Pays Fee—if paying by Credit/Debit Card, enter your card information making sure all information is valid and correct. **OR** to pay by cash/check to the Extension Office, select the bottom option “Payment for this invoice...” Checks can be submitted through your club or directly to the office. **NOTE: You will not be considered a 4-H member until we receive payment.**
- Families with 4 or more children enrolled in 4-H will pay a \$60 maximum fee.  
**Please contact the office prior to registration for directions .**



**NEED ASSISTANCE?**

**(815) 732-2191**

**Email: [amykm@illinois.edu](mailto:amykm@illinois.edu)**

**Once you have applied the payment method, click next. Then, verify the club and projects are listed correctly and click **SUBMIT**.**

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If you need a reasonable accommodation to participate, call the Ogle County Office at (815)732-2191.