

# New Member Process for 4-H Online



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

## WELCOME TO 4-H!

We are excited to welcome you to the 4-H Program in Ogle County. To enroll, please complete the steps below. Family profile and member information should be entered by a parent/guardian.


### 1. CREATE A NEW 4-H ONLINE ACCOUNT

1. Navigate to <https://il.4honline.com>
2. Click "Don't have an account?"
3. Select "Illinois" and then "Illinois 4-H Youth Development Program."
4. Select "Ogle" from the drop-down menu (If you live in another county, but your club is in Ogle, you will choose Ogle).
5. Complete the required information and click "Create Account."
6. Enter your family's information.
7. Click the Verify button. NOTE: It may require you to select an appropriate USPS format.

If you try creating a new account and an existing account is found, click the confirm button and log in with your Existing Account information. If you cannot remember, please contact the Extension Office at 815-732-2191 before proceeding.

### 2. MEMBER ENROLLMENT

Once your 4-H Online Account is created, you are now ready to add members or leaders.

1. Since this is a new account and there are no members in your family profile, you will be presented with an Add Member screen.
2. Choose 4-H as the program and click Next.
3. Complete the "About You, Demographics, and Emergency Contact" sections. Click Next.
4. Select "I am applying to be a New or Club Member." Click "Finish" and continue to the Youth/Cloverbud Member Enrollment.
5. Enter the member's grade and click next. Then confirm that you would like to enroll as a Club member.
6. Click on the "Clubs" button. Please only select "Ogle". Click "Add" next to the Club you want to join. Some members may be enrolling in additional SPIN clubs. If so, add that selection by clicking on "Select Units". Be sure to set one club as your primary club.
7. If you select an incorrect club, please use the  to delete it.
8. When done selecting your club, Click next.

### 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 . Most generally, your primary club.
3. Click the "Add" button next to the project you want to add to this member's enrollment.
4. Repeat steps above for each project in which you would like to participate.

#### Project Manuals?

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



#### NEED ASSISTANCE?

(815) 732-2191

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

### 4. 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.
  - ▶ If your 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 login for directions .**

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