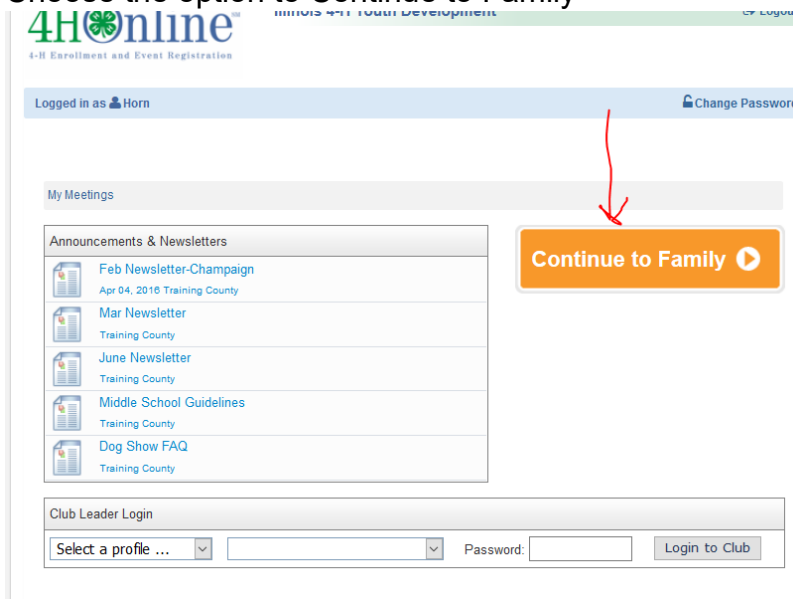


Re-Enrollment Process for 4-H Online

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	<input type="button" value="Edit"/>
7)	Daniel Horn	Adult	1609612	Active	2016-2017	<input type="button" value="Edit"/>
8)	Enrollment Fee Test Horn	Youth		Incomplete		<input type="button" value="Edit"/>
9)	Joe Horn	Adult		Incomplete		<input type="button" value="Edit"/>
10)	New Test Horn	Youth		Pending		<input type="button" value="Edit"/>
11)	Parent 2 Horn	Adult	1641879	Inactive	2015-2016	<input type="button" value="Edit"/>
12)	Payment Documentation Horn	Youth		Incomplete		<input type="button" value="Edit"/>
13)	Short Term Horn	Youth	1855660	Pending	2016-2017	<input type="button" value="Edit"/>
14)	Short Term Horn	Youth		Incomplete		<input type="button" value="Edit"/>
15)	Test 2 Adult Horn	Adult		Inactive		<input type="button" value="Edit"/>
16)	Test as Contact Horn	Contact		Active		<input type="button" value="Edit"/>
17)	Test for Authorizations Horn	Youth	1662764	Active	2016-2017	<input type="button" value="Edit"/>
18)	Test for Club fee Horn	Youth		Incomplete		<input type="button" value="Edit"/>
19)	Youth to test Enrollment Fee	Youth	1715599	Inactive	2015-2016	<input type="button" value="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

The screenshot shows a summary screen with the following information:

- 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:

At the bottom of the screen, there is a button labeled "Enroll for 2016-2017".

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.

MAKE SURE THAT IF YOU ARE NOT TAKING THE SAME PROJECT AGAIN TO REMOVE IT. ALSO, IF YOU ARE TAKING THE SAME PROJECT AND DO NOT NEED THE MANUAL REMOVE THE MANUAL. IN ADDITION, THIS IS WHERE YOU SELECT IF YOU NEED A MANUAL. WE WILL ONLY BE DOING 2 ORDERS SO IF YOU DO NOT SELECT THAT YOU NEED A MANUAL YOU WILL BE ON YOUR OWN TO GET ONE FROM 4-H MALL.

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. **THE FEDERATION IS NOT PAYING THE FEE THIS YEAR SO YOU WILL NEED TO SEND A CHECK TO THE EXTENSION OFFICE FOR YOUR PROGRAM FEE.**

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 may pay by Credit/Debit card or choose to pay by check. County staff will only be able to select check.
12. Submit the Enrollment.