



4-H Online 2.0 Family Enrollment Guide Whiteside County

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Creating a New 4-H Online Account†

1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).

NOTE: images may vary by Institution

3. Select your state from the drop-down menu.

4. If there is more than one Institution in your state, select your Institution.

5. Choose your county from the drop-down menu.

6. Complete your family's information.
7. Click the Create Account button.

8. Enter your family's address information.
9. Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.

10. If you create a new account and an existing account is found, click the Confirm button and continue to [Logging in with an Existing 4-H Online Account](#).

Logging in to an Existing 4-H Online Account

1. If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.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 Enrollment to re-enroll Adult members or to [Adding New Members](#) to add new Family Members.

If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.

Adding a New Member to the Family

1. Enter the member's information.
2. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

The screenshot shows the 'Add Member' form in the 'Profile' step. The form has a progress indicator at the top with three steps: Profile (1), About You (2), and Select Participation (3). The 'Profile' step is active. The form contains the following fields: First Name *, Middle Name, Last Name *, Preferred Name, and Birth Date *. A 'Next' button is located at the bottom right of the form.

3. Complete the "About You" form with the requested information.
4. Click the Next button.

NOTE: Questions listed on this page may vary by Institution.

The screenshot shows the 'Add Member' form in the 'About You' step. The progress indicator shows Profile (1) completed and About You (2) active. The 'About You' section includes: Birth Gender *, Identifying Gender *, and Grade *. The 'Demographics' section includes: Are you of Hispanic or Latino ethnicity? * and Residence *. A 'Next' button is at the bottom right.

5. Select your method of participation.
6. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to [Youth and Cloverbud Member Enrollment](#).

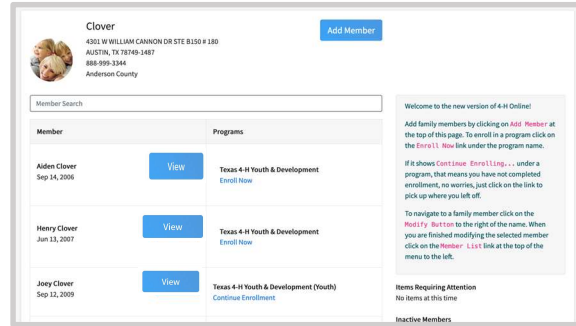
If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

The screenshot shows the 'Add Member' form in the 'Select Participation' step. The progress indicator shows Profile (1) and About You (2) completed, and Select Participation (3) active. The question is 'How would you like to participate?'. There are two radio button options: 'I am applying to be a New or Club Member' and 'I will be participating but not as a Club Member'. 'Back' and 'Finish' buttons are at the bottom.

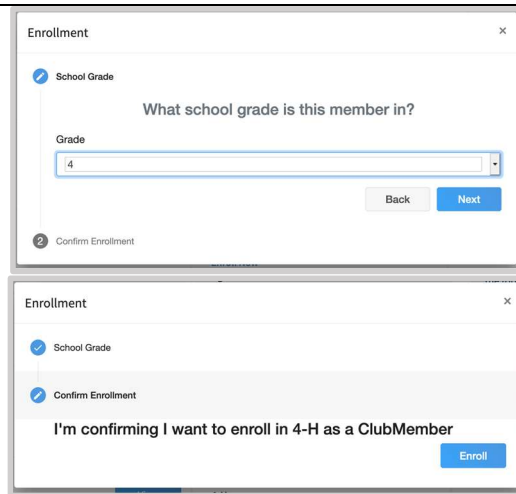
Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

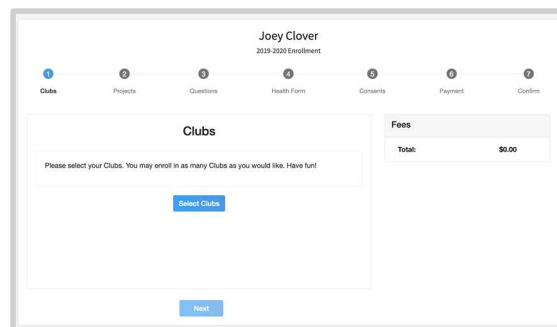
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family.”](#) then continue to Step 1 below.



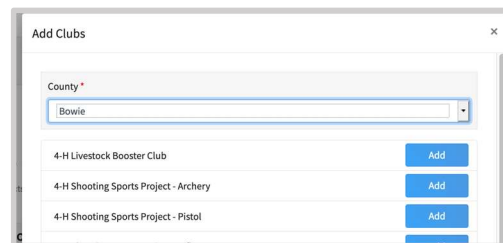
1. Select the member’s Grade and click Next.
2. Select to Confirm that you would like to enroll as a Club Member.



3. Click the Select Clubs button.



4. Select the County in which your Club is located.
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.



7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
8. Click the trash can icon to remove a Club from the list.
9. Once all of your Clubs are added, click Next at the bottom of the screen.

Primary	Club	Type	County
<input checked="" type="checkbox"/>	Bowie County 4-H	Club	Bowie
<input type="checkbox"/>	Bowie County Horse Club	Club	Bowie

Fees	
Texas A&M AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

7. Click Select Projects

8. Select the Club with which you want your project to be associated.
9. Click the Add button next to the project you want to add to the member's enrollment.
10. Repeat steps 7-9 for each project in which you would like to participate.

11. Click the trash can icon to remove any projects.
12. Click the Next button once all the member's projects have been added.

Project	Club
Arts & Crafts	Bowie County 4-H
Astronomy	Bowie County 4-H

Fees	
Texas A&M AgriLife Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

17. Complete any Consents your Institution requires.
18. Click the Next button at the bottom of the page when you are finished.

Fees	
Team Add-Appl/Le Extension - Youth Enrollment Fee	\$1.00
Total:	\$1.00

19. PAYMENT: Each club is different: select the "Apply" button (payment for this invoice will be collected by whiteside county area)
20. Ignore the \$20.00 check payment due, YOUR Clubs will let you know how they handle enrollment fees

Fees	
Whiteside - Club Member Program Fee	\$20.00
Total:	\$20.00

23. Complete the Payment Terms.
24. Click the Next button.

25. Review the enrollment information.
 26. Once you have verified that the clubs and projects are listed correctly, click the Submit button.
- Congratulations, your enrollment is complete!

University of Maryland - Youth Enrollment Fee	\$10.00
Total:	\$10.00
Selected Payments:	
VISA 4xxx-xxxx-xxxx-1000	\$10.00 (Pending)

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.