

## Creating a New 4-H Online Account

Go to <http://v2.4honline.com>

- Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.
- If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).

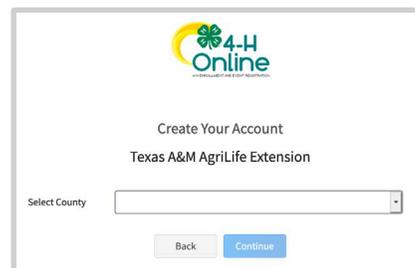
NOTE: images may vary by Institution

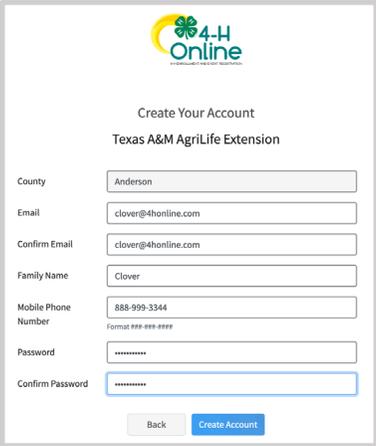
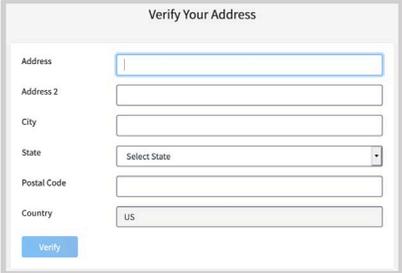
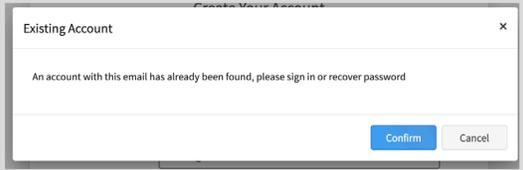


Select New Hampshire from the drop-down menu.



Choose your county from the drop-down menu.



<p>Complete your family's information.</p> <p>Click the Create Account button.</p>	
<p>Enter your family's address information.</p> <p>Click the Verify button.</p> <ul style="list-style-type: none"> <li>The verification process may require you to select an appropriate USPS format.</li> </ul>	
<p>If you create a new account and an existing account is found, click the Confirm button and continue to <a href="#">Logging in with an Existing 4-H Online Account</a>.</p>	

## Logging in to an Existing 4-H Online Account

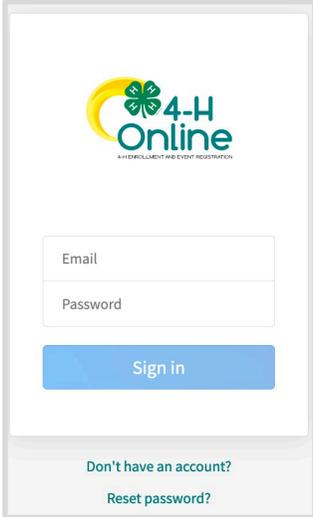
If you had an account in 4-H Online version 1.0, go to <http://v2.4honline.com>

Enter your email address and password.

Click Sign-In

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.

A screenshot of the 4-H Online login interface. At the top is the 4-H Online logo, which consists of a yellow and green clover-like symbol next to the text "4-H Online" and "4-H ENROLLMENT AND EVENT REGISTRATION" below it. Below the logo are two input fields: "Email" and "Password". Underneath these fields is a blue button labeled "Sign in". At the bottom of the form, there are two links: "Don't have an account?" and "Reset 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 see an additional step to select your program.

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

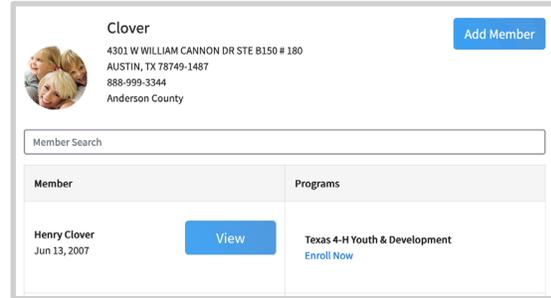
5. Select your method of participation.
6. Click the Finish button.

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.

Note - If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions.

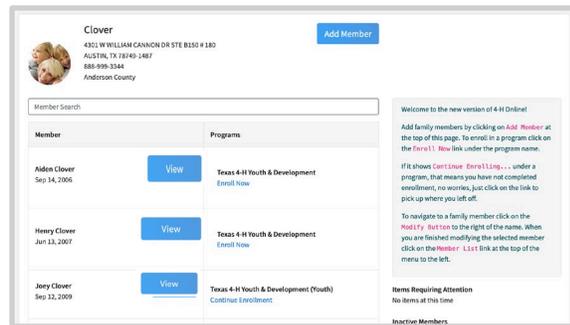
If you would like to enroll as a Club Member or Volunteer at any time, click “Enroll Now” from the Member List and continue to [Youth and Cloverbud Member Enrollment](#) or [Adult Volunteer Enrollment](#).



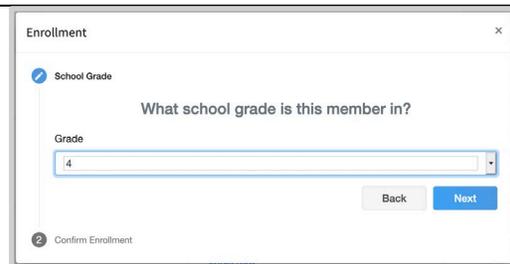
## Youth and Cloverbud Member Enrollment

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.

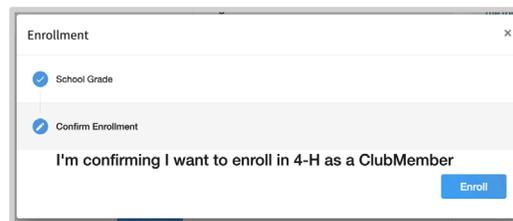
If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family,”](#) then continue Steps below.



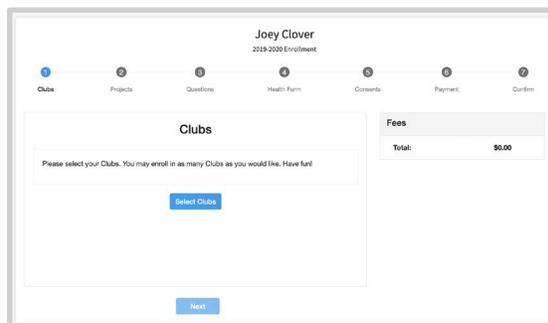
Select the member’s Grade and click Next.



Select to Confirm that you would like to enroll as a Club Member.



Click the Select Clubs button.

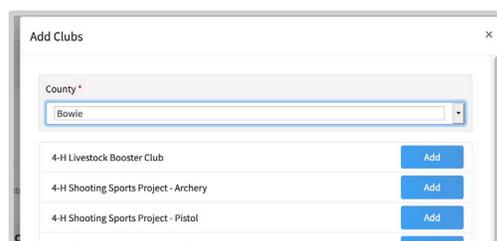


Select the County in which your Club is located.

Click Add next to the Club you would like to join.

- If joining more than Club click the *Select Units* button to go back to the list.

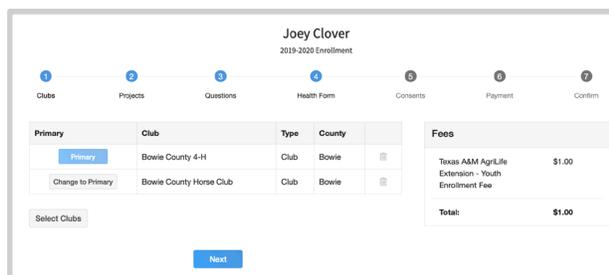
Repeat steps to add all of the Clubs in which you would like to participate.



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.

Click the trash can icon to remove a Club from the list.

Once all of your Clubs are added, click **Next** at the bottom of the screen.



## Click **“Select Projects”**

Select the Club with which you want your project to be associated.

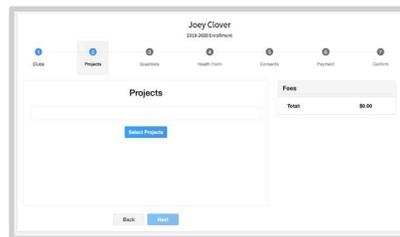
Scroll through the list. Click the **Add** button next to the project you want to add to the member’s enrollment.

- If joining more than Club click the **Select Units** button to go back to the list.

**Repeat step for each project in which you would like to participate.**

Click the trash can icon to remove any unwanted projects.

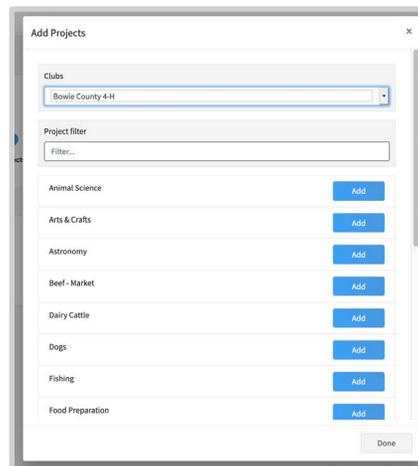
Click the **Next** button once all the member’s projects have been added.



Joey Clover  
2019-2020 Enrollment

Projects

Back Next



Add Projects

Clubs  
Bowie County 4-H

Project filter  
Filter...

Animal Science Add

Arts & Crafts Add

Astronomy Add

Beef - Market Add

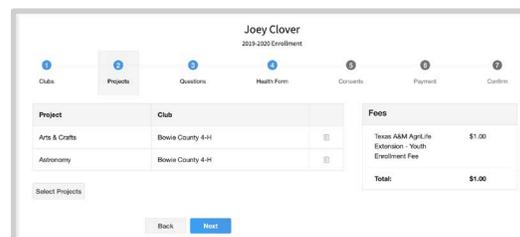
Dairy Cattle Add

Dogs Add

Fishing Add

Food Preparation Add

Done

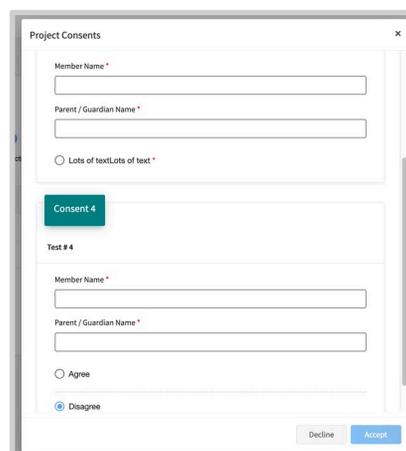


Joey Clover  
2019-2020 Enrollment

Project	Club	Fees
Arts & Crafts	Bowie County 4-H	Texas 4-H AgriLife Extension - Youth Enrollment Fee \$1.00
Astronomy	Bowie County 4-H	
Total:		\$1.00

Back Next

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click “Add”.



Project Consents

Member Name \*

Parent / Guardian Name \*

Lots of text/Lots of text \*

Consent #4

Text #4

Member Name \*

Parent / Guardian Name \*

Agree

Disagree

Decline Accept

### Click **“Show Questions”**

Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

- Under School you must click on the button next to “Please select your school from the list below” or the button next to “If you are unable to locate your school ..” in order to complete this section.
- The *Years in 4-H* question is a required question. If you don’t know it enter a best guess. The county 4-H office will review and update if needed.

Click the **Next** button at the bottom of the screen when you are finished.

### Click **“Health”**

Complete the **Health** form fields then click the **Next** button at the bottom of the screen when you are done.

- If you do NOT want to enter health information click on No under each category.
- The list of Conditions are not required answers so you can skip to the next Required

### Click **“Show Consents”**

Complete any **Consents** required. Click the **Next** button at the bottom of the page when you are finished.

Review the enrollment information. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

The screenshot displays a confirmation page with the following information:

Selected Clubs	
Farmers Fortune, Charles - Primary	

Selected Projects	
CLOVERS (Ages 5-7) - Farmers Fortune	

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

At the bottom of the form, there are two buttons: a grey "Back" button and a green "Submit" button.

**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.**

## Families Registering for Events

### Before You Start

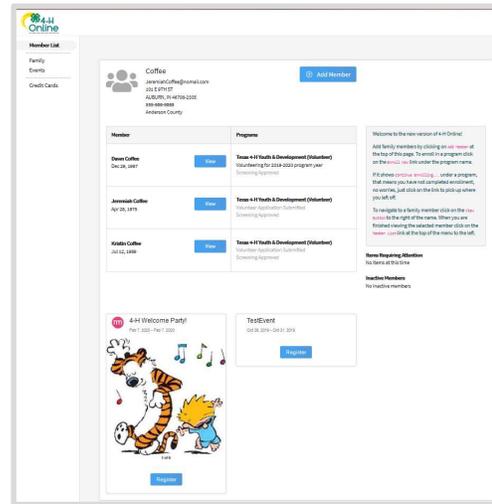
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

### Steps

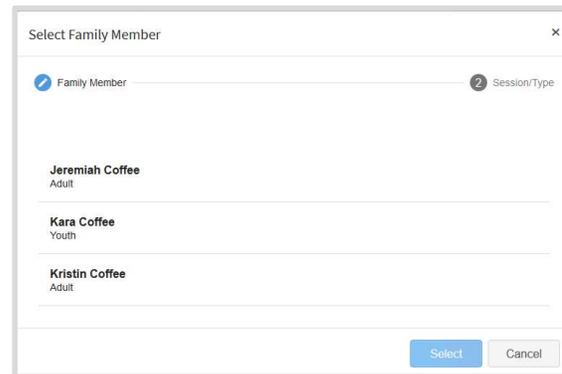
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page  
OR  
Click on Events in the navigation pane, and then click Register for the event.

### Screenshots

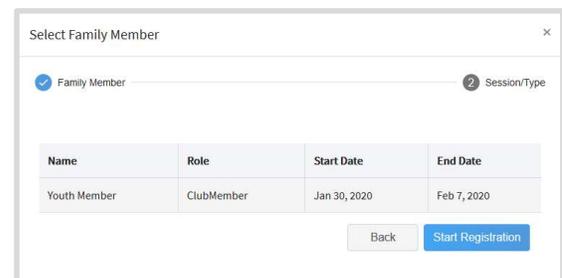
(Screen appearance may vary per state)



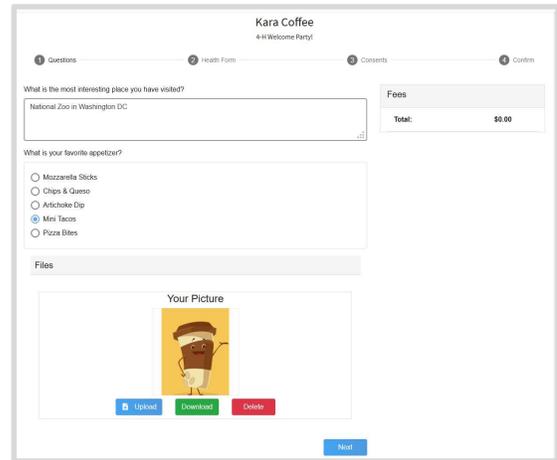
3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



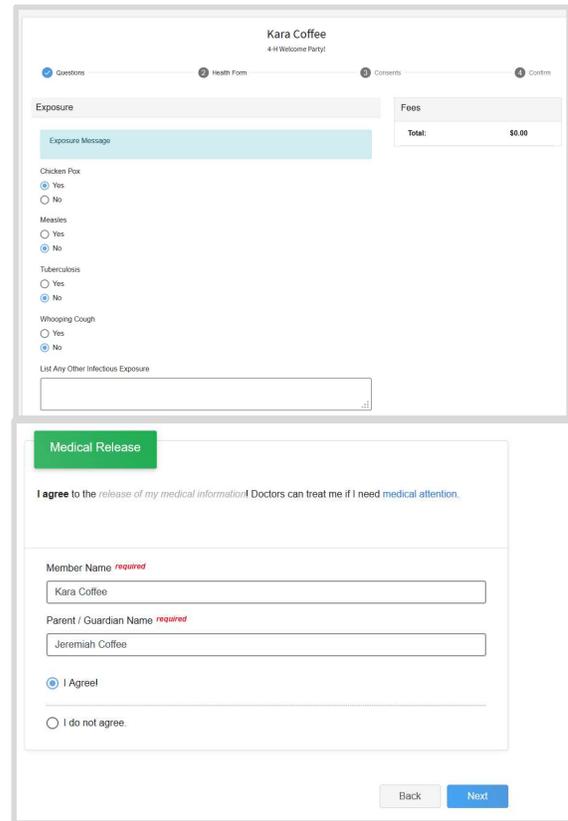
5. Click on the Session/Type name for which they are registering. In some events, the member may qualify for more than one Session/Type.
6. Click the Start Registration button.



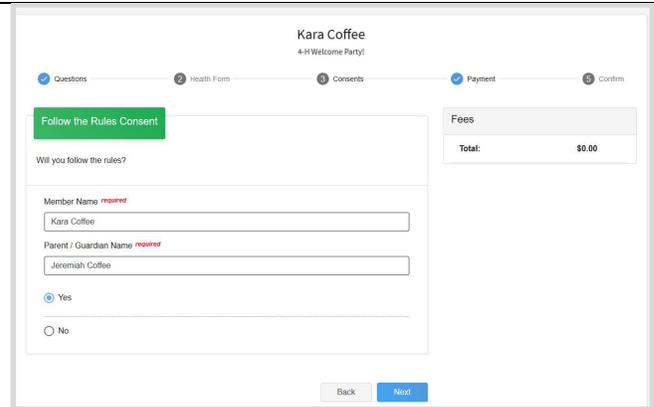
7. Complete each question.
8. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
9. Click the Next button once the questions and file upload (if applicable) are complete.



10. If applicable, review the Health Form information and make changes if needed.
11. Complete the Medical Release.
12. Click the Next Button.



13. If applicable, complete the required consents.
14. Click the Next button.



Kara Coffee  
4-H Welcome Party!

Progress: 1. Questions (checked), 2. Health Form, 3. Consents, 4. Payment, 5. Confirm

**Follow the Rules Consent**

Will you follow the rules?

Member Name *required*  
Kara Coffee

Parent / Guardian Name *required*  
Jeremiah Coffee

Yes  
 No

Back Next

Fees	
Total:	\$0.00

15. If applicable, select the payment method to pay any fees that are associated with the registration.
16. Click the Finish button.
17. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.



4-H Welcome Party!

Progress: 1. Questions (checked), 2. Health Form, 3. Confirm

Summary

Back Finish

Fees	
Total:	\$0.00

## Families Registering for Events (payment with credit card)

### Before You Start

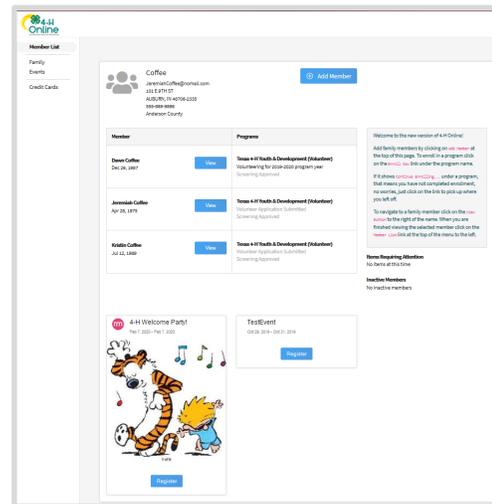
Review any registration information provided by your County Extension Office or the State 4-H Office about the event for which you intend to register.

### Steps

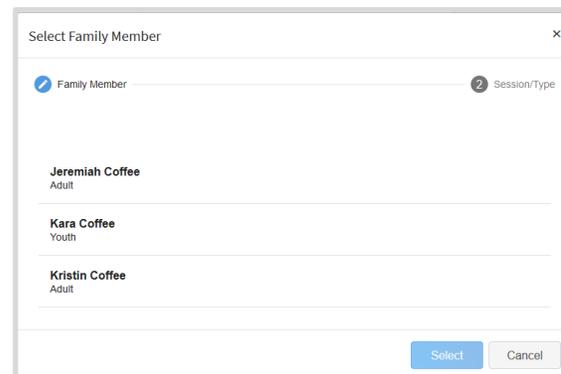
1. Log in to your family's 4-H Online account.
2. Click the Register button below the event name on the Member List page  
OR  
Click on Events in the navigation pane, and then click Register for the event.

### Screenshots

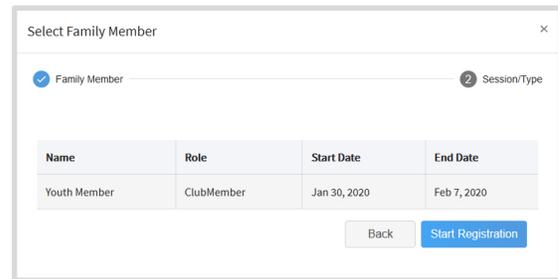
(Screen appearance may vary per state)



3. Click the Member's name that you would like to register for the event.
4. Click the Select button.



5. Click the Start Registration button.



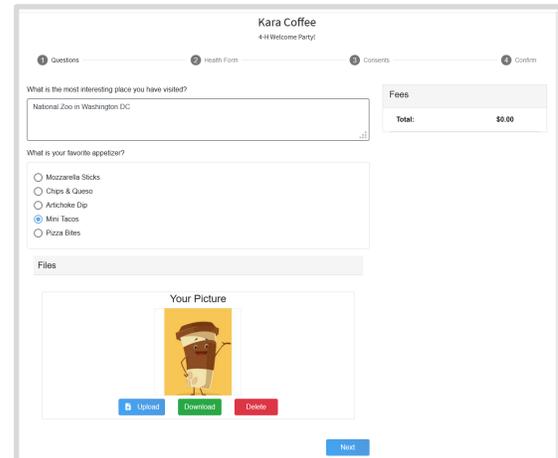
Select Family Member

Family Member 2 Session/Type

Name	Role	Start Date	End Date
Youth Member	ClubMember	Jan 30, 2020	Feb 7, 2020

Back Start Registration

6. Complete each question.
7. If a file upload is needed, click the upload button. Navigate your device and select the file to upload.
8. Click the Next button once the questions and file upload (if applicable) are complete.



Kara Coffee  
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

What is the most interesting place you have visited?  
National Zoo in Washington DC

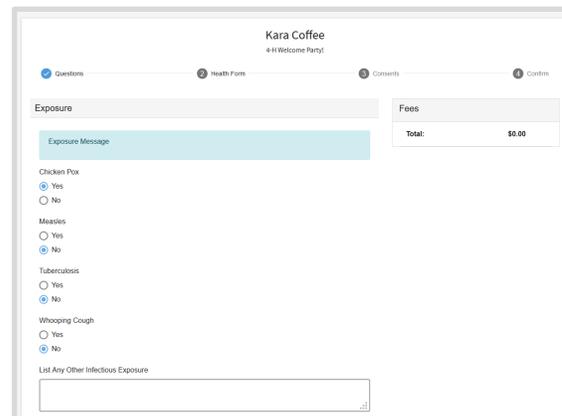
Fees  
Total: \$0.00

What is your favorite appetizer?  
 Mozzarella Sticks  
 Chips & Queso  
 Artichoke Dip  
 Mini Tacos  
 Pizza Bites

Files  
Your Picture  
  
Upload Download Delete

Next

9. If applicable, review the Health Form information and make changes if needed.
10. Click the Next Button.



Kara Coffee  
4-H Welcome Party!

1 Questions 2 Health Form 3 Consents 4 Confirm

Exposure

Exposure Message

Chickens Pox  
 Yes  
 No

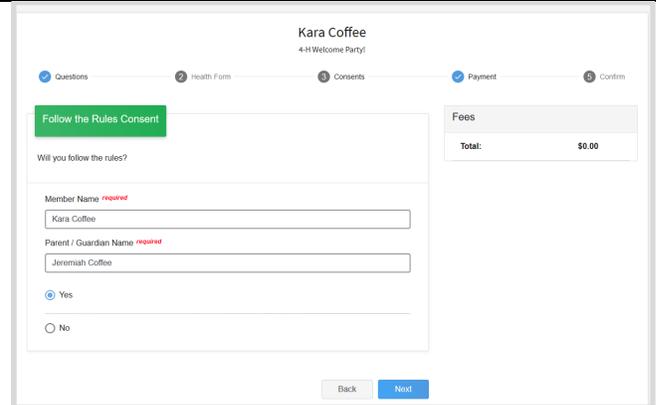
Measles  
 Yes  
 No

Tuberculosis  
 Yes  
 No

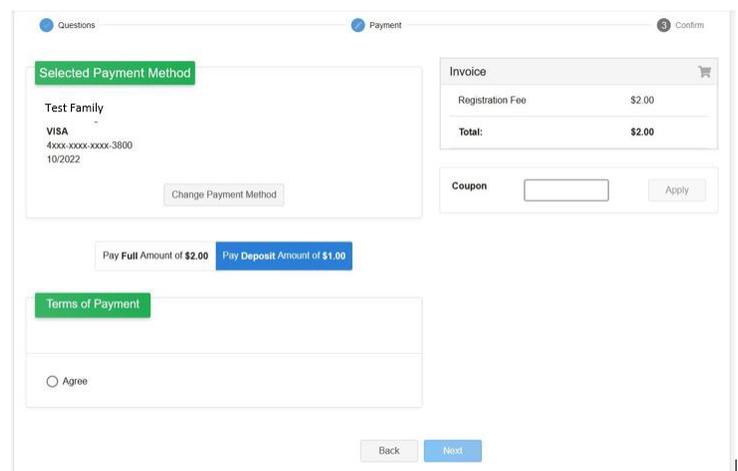
Whooping Cough  
 Yes  
 No

List Any Other Infectious Exposure

11. If applicable, complete the required consents such as medical release, media permission, etc.
12. Click the Next button.



13. Payment method -- select the payment method (hover mouse over choice and click) or Add new CC -- to pay any fees that are associated with the registration.
14. If applicable enter Coupon code and Apply
15. Click the **Agree** button under Terms of Payment
16. Click Next



17. Click the Finish button.
18. Your event registration has been submitted. You should receive an email indicating that the registration has been submitted. You will receive an additional email when it has been reviewed and approved and when the payment, if any, has been processed.

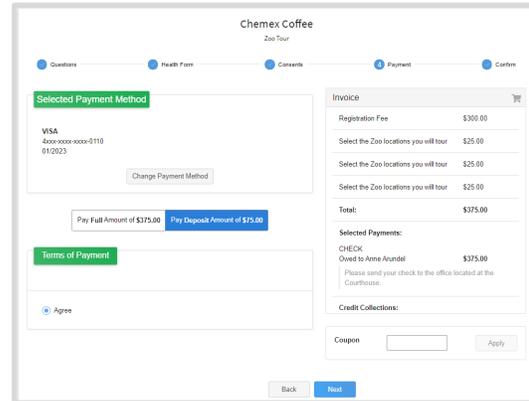


## Events with Deposit and Payments for Total Amount Due

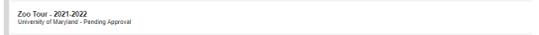
In some cases, an event may allow families to pay a deposit with the original submission of an event registration. The remaining balance of the event registration may be paid with one or more additional payments.

## Credit Card Payments

If paying the deposit by Credit Card, the screen will list the total amount due, as well as pending payment for the deposit amount.



After submitting the registration, the family will see the event registration is Pending Approval.



The credit card will not be charged for the deposit until the registration is approved at all required levels. The family will receive an email notifying them of a successful payment and will list any balance due.

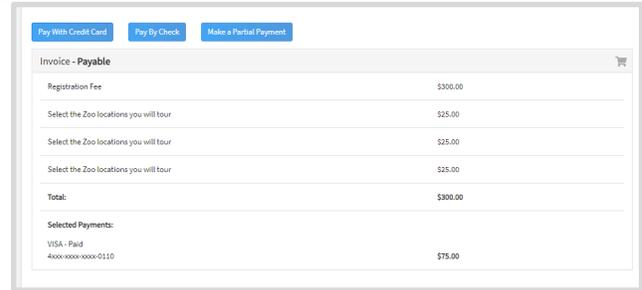
The family may make additional payments towards the total registration amount.



1. Login to your family's account.
2. Click view next to the member's name for which you want to make another payment towards their registration fee.
3. Click on the Event title in the member's list of events they have registered. It should indicate Additional Payment Required.

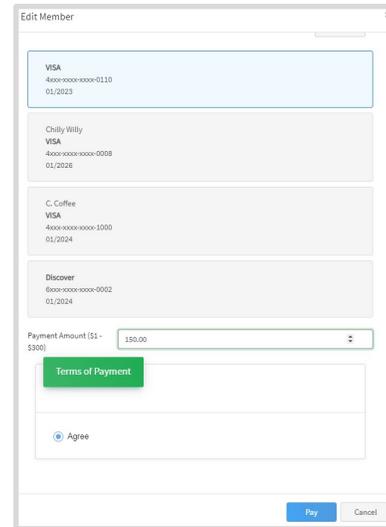
4. Scroll to the bottom of the registration. Additional payment options are available.

- Pay With Credit Card (Pay remaining balance)
- Make a Partial Payment (Pay partial payment with a credit card)



Invoice - Payable	
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
<b>Total:</b>	<b>\$300.00</b>
<b>Selected Payments:</b>	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00

5. When making a partial payment, select the card you want to use.
6. Enter the Payment Amount to be charged.
7. Respond to any Terms of Payment and click Pay.



**Edit Member**

- VISA  
4xxx-xxxx-xxxx-0110  
01/2023
- Chilly Willy  
VISA  
4xxx-xxxx-xxxx-0008  
01/2026
- C. Coffee  
VISA  
4xxx-xxxx-xxxx-1000  
01/2024
- Discover  
6xxx-xxxx-xxxx-0002  
01/2024

Payment Amount (\$1 - \$300)

**Terms of Payment**

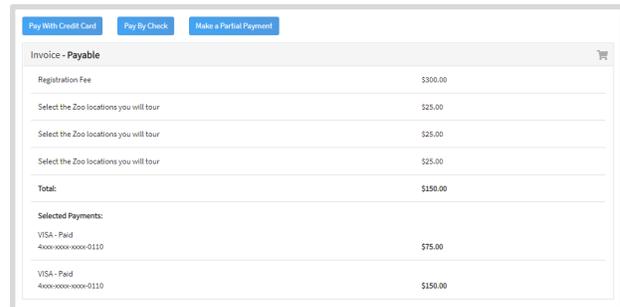
Agree

**Pay** **Cancel**

The payment will attempt to process the transaction immediately.

The family can refresh the screen and will see the new balance due and the successful payments at the bottom of the screen.

The family may repeat this process until the full payment amount has been paid.



Invoice - Payable	
Registration Fee	\$300.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
Select the Zoo locations you will tour	\$25.00
<b>Total:</b>	<b>\$150.00</b>
<b>Selected Payments:</b>	
VISA - Paid 4xxx-xxxx-xxxx-0110	\$75.00
VISA - Paid 4xxx-xxxx-xxxx-0110	\$150.00