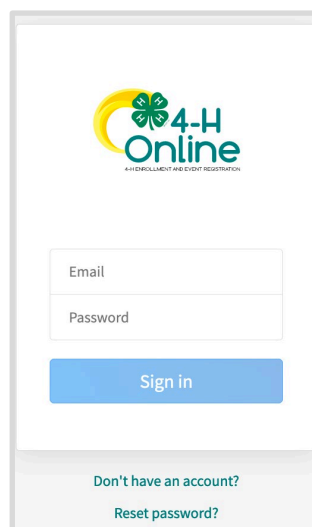# Enrolling in 4-HOnline as a Returning Youth Member

Logging in to an Existing 4-H Online Account
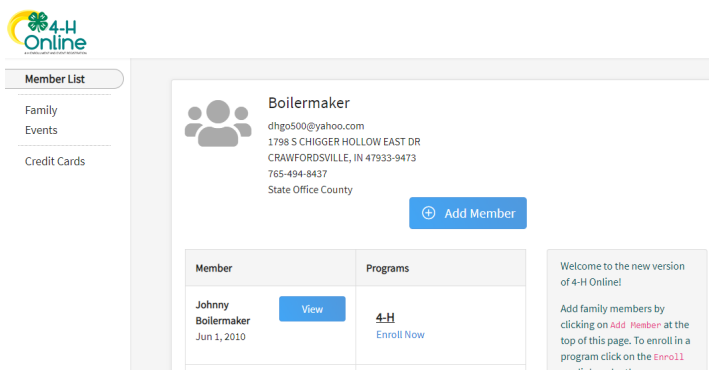
1. If you had an account in 4-H Online version 1.0, go to http://v2.4honline.com.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to Youth and Mini 4-H Member Enrollment to re-enroll youth members

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

Youth and Mini Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click "Enroll Now" under 4-H.

1. Select the member's Grade and click Next.	**Enrollment** ✕ ✏ School Grade **What school grade is this member in?** Grade [4] ▾ Back **Next** ② Confirm Enrollment
2. Select to Confirm that you would like to enroll as a Club Member.	**Enrollment** ✕ ✓ School Grade ✏ Confirm Enrollment **I'm confirming I want to enroll in 4-H as a ClubMember** **Enroll**
3. Click the Select Clubs button.	

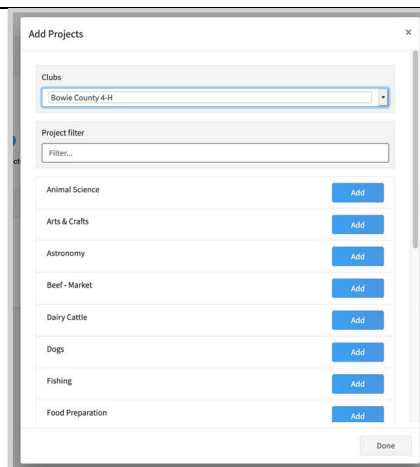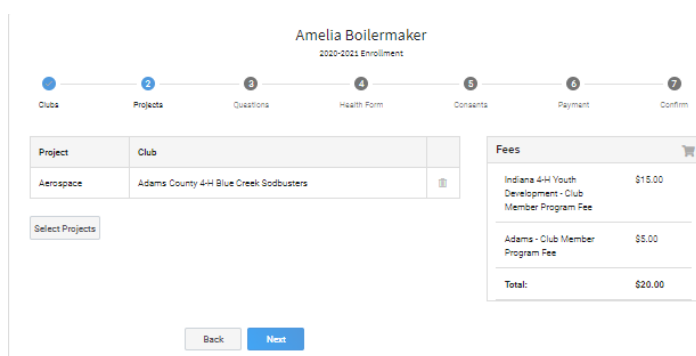|	
4. Select the County in which your Club is located. 5. Click Add next to the Club you would like to join. 6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.	**Add Clubs** ✕ **County** *required* Adams ⌄ Adams County 4-H Adams Central Mini 4-H — Add Adams County 4-H Adult Project Leaders — Add Adams County 4-H Archery Club — Add Adams County 4-H BB Gun — Add Adams County 4-H Blue Creek Sodbusters — Add
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.	**Amelia Boilermaker** 2020-2021 Enrollment ① Clubs ② Projects ③ Questions ④ Health Form ⑤ Consents ⑥ Payment ⑦ Confirm | Primary	Club	Type	County		Fees 🛒
Primary	Adams County 4-H Blue Creek Sodbusters	Club	Adams	🗑	Indiana 4-H Youth Development - Club Member Program Fee — $15.00	 Select Units Total: $15.00 **Next**
7. Click Select Projects	**Amelia Boilermaker** 2020-2021 Enrollment ① Clubs ② Projects ③ Questions ④ Health Form ⑤ Consents ⑥ Payment ⑦ Confirm **Projects** **NEW Youth Members:** Each 4-H youth member must enroll in at least one 4-H subject matter/project. Contact your county Purdue Extension Office if you need assistance in selecting a project. Select the name of the club from the drop-down menu for which you want to have this project associated. Choose the Project Name from the drop-down menu. Indicate the number of years in the subject matter/project (including this year) from the drop-down menu and click Add Project. If you need to enroll in an additional projects(s) repeat the steps above. When finished adding projects click the Continue button. **Returning Youth Members:** Review the list of projects you enrolled in last year. The years in project have automatically increased by 1 year. **Click Edit to delete a project you do not wish to re-enroll in 2018.** New projects can be added by following the instructions in the section above. When the projects you wish to enroll are listed below, click the Continue button. **NEW Adult 4-H Project Leaders:** 4-H Project volunteers must enroll in the subject matter/project(s) for which they have assigned volunteer responsibilities. Select the number of years you have served as a Project Leader for this project (including 2020) from the drop-down menu. Select a Volunteer Type from the drop-down menu and click Add Project. For each additional subject matter/project for which you have responsibilities select the name of the next project, Years in Project, Volunteer Type and click Add Project. When finished adding projects click the Continue button. If your 4-H Adult Volunteer responsibilities are not associated with a 4-H Subject Matter/Project, click the Continue button. **Select Projects**	Fees 🛒 Indiana 4-H Youth Development - Club Member Program Fee — $15.00 Adams - Club Member Program Fee — $5.00 Total: $20.00

🍀 4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION
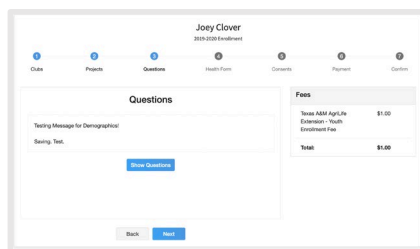
8. Select the Club with which you want your project to be associated. 9. Click the Add button next to the project you want to add to the member's enrollment. 10. Repeat steps 7-9 for each project in which you would like to participate.	
11. Click the trash can icon to remove any projects. 12. Click the Next button once all the member's projects have been added.	
13. Click "Show Questions" 14. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution.	

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

15. Complete the Health form fields and Consents. 16. Click the Next button at the bottom of the screen when you are done.	
17. Complete the Consents 18. Click the Next button at the bottom of the page when you are finished.	
If no fees are due, click the Next button and skip to step 23.	
19. If applicable, review the fees for the member. 20. If you are choosing to pay with credit card, you will need to Add New Card. This will redirect you to a new site. This site is not mobile friendly so you will need to be on a computer for this step using Google Chrome, Mozilla Firefox, or Safari web browsers (skip to step 22) 21. If choosing to pay with check to your County Extension Office, select **Payment for this invoice will be collected *YOUR COUNTY*** County. **(skip to step 23)**	

22. If you selected to pay with credit card you will be redirected to enter that information. Fill out all the required fields noted with an * and then click Continue. Upon completion you will be returned to 4-H Online.	
23. Review the enrollment information. 24. Once you have verified that the clubs and projects are listed correctly, click the Submit button. Congratulations, your enrollment is complete!	

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. Any enrollments that have fees to be paid by credit card will process when the County Extension Office approves the enrollment. Should the transaction be declined, you will receive an email notification. It will include a link to login so that you may add another card or change your payment method.