

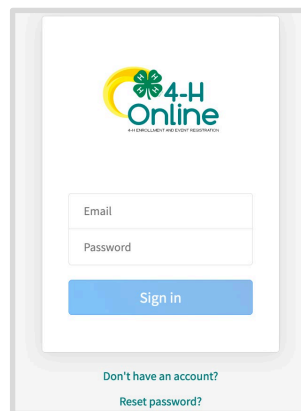


# Enrolling in 4-H Online as a NEW Youth Member

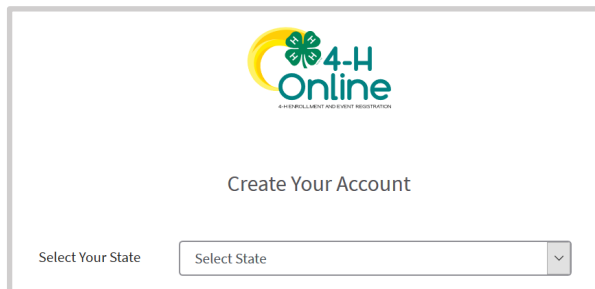
## Creating a New 4-H Online Account

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.

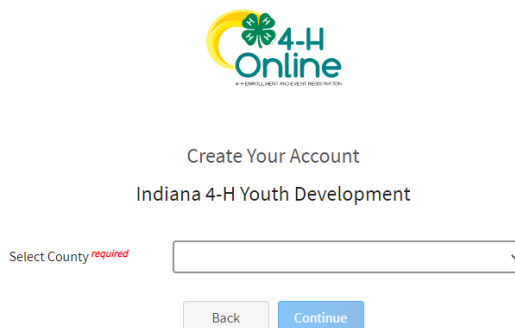
NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to [Member Enrollment](#).



3. Select Indiana from the drop-down menu.



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



[Type here]

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



Create Your Account  
Indiana 4-H Youth Development

County *required*

Email *required*

Confirm Email *required*

Family Name *required*

Mobile Phone Number *required*

Format: ###-###-####  
Invalid phone format

Password *required*

Password is Required

Confirm Password *required*

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

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

Verify Your Address

Address

Address 2

City

State

Postal Code

Country

9. 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](#).

Existing Account

An account with this email has already been found, please sign in or recover 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.

4-H Online

Member List

Profile  
Emails  
Credit Cards  
Invoices

Clover Family

Add Member

1 Profile 2 About You 3 Select Participation

First Name \*

Middle Name

Last Name \*

Preferred Name

Birth Date \*

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

The screenshot shows the 'Add Member' form at step 2, 'About You'. The progress bar at the top indicates three steps: 1. Profile, 2. About You (current), and 3. Select Participation. The 'About You' section includes dropdown menus for Birth Gender, Identifying Gender, and Grade. The 'Demographics' section includes dropdown menus for 'Are you of Hispanic or Latino ethnicity?' and Residence.

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

Continue to [Youth and Mini 4-H Member Enrollment](#).

The screenshot shows the 'Add Member' form at step 3, 'Select Participation'. The progress bar at the top indicates three steps: 1. Profile, 2. About You, and 3. Select Participation (current). The main question is 'How would you like to participate?'. Below the question is a text input field containing 'I am applying to be a New or Club Member'. At the bottom are 'Back' and 'Finish' buttons.

## Youth and Mini Member Enrollment

1. Click the Select Clubs button.



- Member List
- Profile
- Events
- 4-H Enrollment**



The screenshot shows the enrollment page for 'Amelia Boilermaker' (2020-2021 Enrollment). The progress bar at the top indicates seven steps: 1. Clubs (current), 2. Projects, 3. Questions, 4. Health Form, 5. Consents, 6. Payment, and 7. Confirm. The 'Clubs' section contains instructions for 'NEW Youth Members', 'Adult 4-H Club Leaders', and 'Adult 4-H Project Leaders'. A 'Fees' table is shown on the right, and a 'Select Clubs' button is at the bottom.

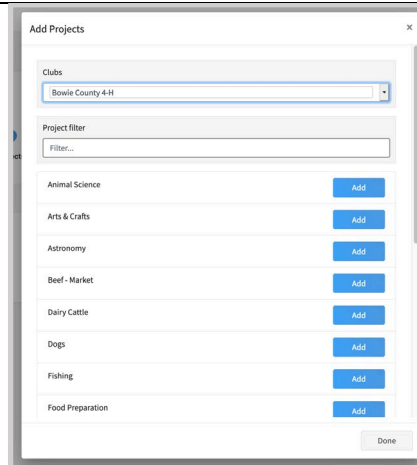
Fees	
Indiana 4-H Youth Development - Club Member Program Fee	\$15.00
<b>Total:</b>	<b>\$15.00</b>

2. Select the County in which your Club is located.
3. Click Add next to the Club you would like to join.
4. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.  
 \*Note if you do not know what club to elect at this time, choose **Contact Me to Learn About Clubs** and someone from your county will contact you to choose a club.\*\*

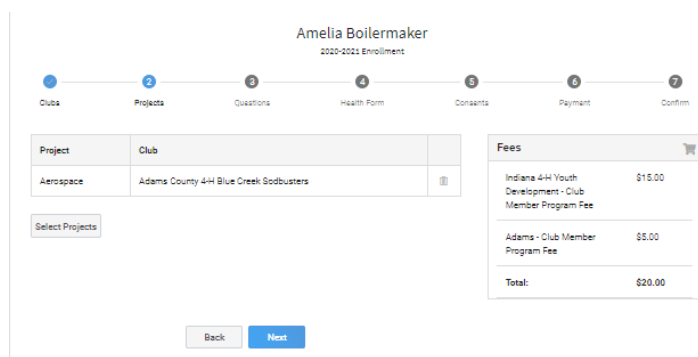
5. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
6. Click the trash can icon to remove a Club from the list.
7. Once all of your Clubs are added, click Next at the bottom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

7. Click Select Projects

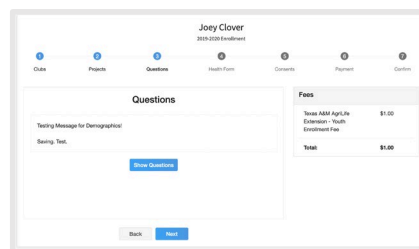
8. Select the Club with which you want your project to be associated.
9. Click the Add button next to the project you want to add to the member's enrollment.
10. Repeat steps 7-9 for each project in which you would like to participate.



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



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.

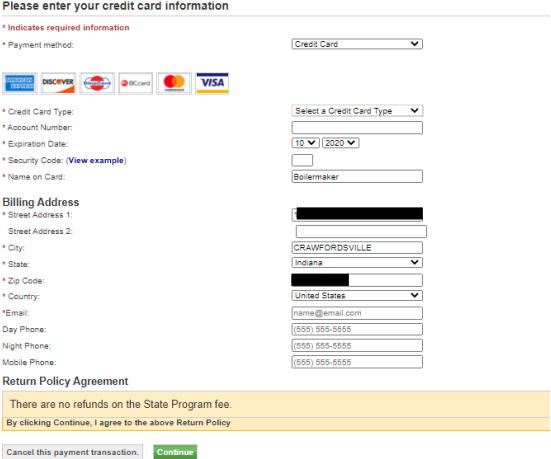
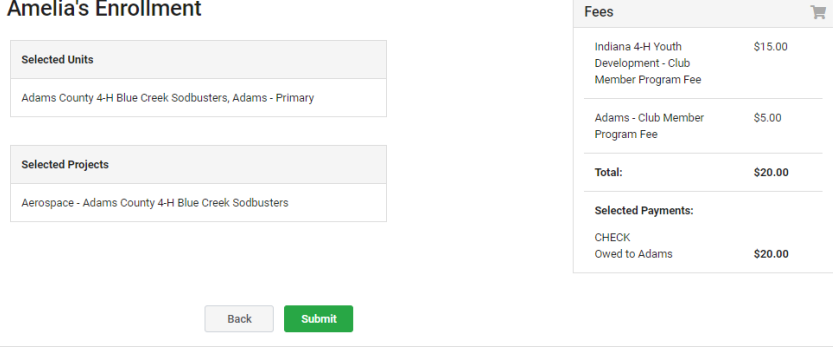
- 15. Complete the Health form fields and Consents.
- 16. Click the Next button at the bottom of the screen when you are done.

- 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 either Mozilla Firefox, Google Chrome, or Safari web browsers (skip to step 22)

[Type here]

<p>21. If choosing to pay with check to your County Extension Office, select <b>Payment for this invoice will be collected *YOUR COUNTY* County. (skip to step 23)</b></p>													
<p>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.</p>	 <p>The screenshot shows a credit card payment form titled "Please enter your credit card information". It includes fields for payment method (Credit Card), credit card type (Discover, American Express, MasterCard, Visa), account number, expiration date, security code, and name on card. There is also a section for billing address with fields for street address, city (Crawfordsville, Indiana), zip code, and country (United States). A return policy agreement is displayed at the bottom, stating "There are no refunds on the State Program fee." and "By clicking Continue, I agree to the above Return Policy". Buttons for "Cancel this payment transaction" and "Continue" are visible.</p>												
<p>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!</p>	 <p>The screenshot shows the "Amelia's Enrollment" summary page. It lists "Selected Units" as "Adams County 4-H Blue Creek Sodbusters, Adams - Primary" and "Selected Projects" as "Aerospace - Adams County 4-H Blue Creek Sodbusters". On the right, there is a "Fees" table:</p> <table border="1"><thead><tr><th colspan="2">Fees</th></tr></thead><tbody><tr><td>Indiana 4-H Youth Development - Club Member Program Fee</td><td>\$15.00</td></tr><tr><td>Adams - Club Member Program Fee</td><td>\$5.00</td></tr><tr><td><b>Total:</b></td><td><b>\$20.00</b></td></tr><tr><td colspan="2"><b>Selected Payments:</b></td></tr><tr><td>CHECK Owed to Adams</td><td>\$20.00</td></tr></tbody></table> <p>Buttons for "Back" and "Submit" are located at the bottom of the enrollment summary.</p>	Fees		Indiana 4-H Youth Development - Club Member Program Fee	\$15.00	Adams - Club Member Program Fee	\$5.00	<b>Total:</b>	<b>\$20.00</b>	<b>Selected Payments:</b>		CHECK Owed to Adams	\$20.00
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<b>Selected Payments:</b>													
CHECK Owed to Adams	\$20.00												
<p>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.</p>													