

4-H Online 2.0 Family Enrollment Guide

Editing a Curry County 4-H Online Account

Last year Curry County 4-H enrolled your family (Volunteers and/or Members)

using 4-H On-line

2021-2022 4-H Enrollment Instructions

For all Leaders, Volunteers and Youth

This year everyone is asked to do their own on-line 4-H Enrollments.

No more paper copies!

Step 1: Follow the directions on the 4-H Online 2.0 enrollment guide "Logging in to an Existing 4-H Online Account"

Step 2: Send in or drop off any member fees that are due. Volunteers and Leaders do not pay any enrollment fees but 4-H Youth do. You can pay with a check, cash or credit card (please no cash in the mail).

4-H Enrollment Fees

Enrollment fees include the county fee and applies to all youth age 5 -18 (including Cloverbuds)

1 or 2 children per family Additional children per family

Until Jan. 31, 2022	\$25 each child	\$10 each child
Jan. 30, 2022 and after	\$30 each child	\$10 each child

Insurance is based on projects, members participating in Horse or Motorsports projects pay \$2 per child, any other project areas are \$1 a year. Please add the insurance fee to your payment.

Member enrollments are needed ASAP but no later than February, 2022 for returning members. **Members cannot attend more than one club meeting without being reinrolled.**

Step 3: Once we receive an email notification from 4-H Online that you have re-enrolled <u>and</u> we have received your enrollment fees (when applicable) we will send you an email saying your enrollment is complete.

Note: if you are a volunteer you are also required to complete your OSU Youth Safety Training before you enrollment on 4-H Online is complete.

Logging in to a	n Existing 4-H Online Account
 Go to <u>http://v2.4honline.com</u>. If you had an account in 4-H Online last year, Enter your email address and password. Click Sign-In 	Email Password
"Reset Password?" to receive an email with a link to set a new password.	Sign in Don't have an account? Reset password?
 If you are returning to 4-H, your member record will be listed on the family Member List. Youth Members click "Enroll Now" under the Program you want to enroll and proceed to Step 1 below. Adult Members Go To Page 5 Adding a new member to an existing family account, click "Add Member" and follow the steps for <u>"Adding a New Member to an Existing Family" on page 7</u> then come back here and continue to the steps below. 	Clover Main Manual Clover Statistication Clover Statistication Clover Main Statistication Clover Main Statistication Clover Main Clover Pagener Main Clover Ver Tass 4: Hwath A Boerdesignent Clover Main Clover Ver Main Clover Year 4: Hwath A Boerdesignent Main Clover Year 4: Hwath A Boerdesignett
 Select the member's Grade and click Next. 	Enrollment × School Grade What school grade is this member in? Grade 4 Back Next
 Select to Confirm that you would like to enroll as a Club Member. Click Enroll 	Confirm Envoltment Enrollment School Grads Confirm Envoltment I'm confirming I want to enroll in 4-H as a ClubMember Enrolt

3. Click the Select Clubs button.	Joing Clayer 388 Statistications Class Papers Dates would have been been been been been been been be
 Select Curry County. Click Add next to the Club you would like to join. Repeat the above steps to add all of the Clubs you would like to participate. 	Add Clubs × County* • Bowle • 4 H Livestock Booster Club Add 4 H Shooting Sports Project - Archery Add 4 H Shooting Sports Project - Pitol Add
 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 to remove a Club from the list. Once all of your Clubs are added, click Next. 	Joey Claver Dis 2000 Envertiment Other Prejects Other Device Prejects Other Device Dovice Prejects Other Device Dovice District Blood District Blood District Blood
1. Click Select Projects	Add Projects x
 Select the Club (Onits) you want your project to be associated. Click the Add button next to the project you want to add to the member's enrollment. Repeat the above steps for each project you would like to participate. Click the to remove any projects 	Date Page Latin Page Date Page Date
 Click Next once <u>all</u> your projects have been added. 	Joev Clover
	Project Cuestons Health Form Consents Payment Constraint Arts & Crafts Bonie County 4-H Image: County 4-H
 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. Click Next when you are finished.	Jory Clover Data Lationaria Data Lationaria				
 9. Next complete all required Health form fields and Consents. 10. Click the Next at the bottom of each page. 	Joby Clover 2013 2005 footness Out Pagent Out Pagent Agent Institutions Automations Institutions Automations Institutions Automations Institutions				
	Joey Clover 20 300 traininet Data Papa Dates Not from Owen Payer Code Code of Conduct To the for the factor at linest Metriced factors from Paper (databa factors * Paper (databa factors * Paper) Net - 1+81*				
Payments Click Show Payment Options 31. Member fees are paid with check or cash at the Curry County Extension office (checks can be mailed). Click Pay By Check -it is your only choice. (Please note, you can still pay by cash but will need to visit the Extension office	Select a payment method Fees Or Uriversity of Mayland - \$10.00 Add New Card Stot content of the Stot content of the Cardholder Hame Stot content of the Stot content of the Cardholder Hame Stot content of the Stot content of the Experiation Month Year Validation (CVV) 01 - January 2000 Stot content content of the				
 during open hours). Click Confirm. 32. Click Next to review your enrollment 33. Once you have verified that the Clubs and Projects are listed correctly, click the Submit 	Selected Oluios University of Maryland - Youni: Enclaimer Fee \$10.00 Farmers: Fortune: Total: \$10.00 Selected Payments: \$10.00 CLOVERS (Ages 5-7) - Farmers Fortune \$10.00 Back Butternt				
button. Congratulations, your enrollment is complete! You will receive an email to let you know your e	nrollment has been submitted. You will receive another email when				
your County Extension office has approved your enrollment status on the Member List.	r enrollment and your fees have been paid. You may view the				

enrollment status on the Member List.

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer 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 volunteer and your name is not yet listed, click "Add Member" and follow the steps for <u>"Adding a</u> <u>New Member to and Existing Family,"</u> then continue to Step 1 below.

This section is a bit tricky. *Read and follow these instructions completely. Click Select Volunteer Types. Click the dropdown and select <u>Club Volunteer</u> , then click Add next to Contact, Project or Resource Volunteer. Then you <u>must</u> Select Volunteer Types AGAIN. Click the dropdown and select Drainet Volunteer, then slick Add next to	Add Volunteer Type × Volunteer Type • Club Volunteer • Club Volunteer • Club Volunteer • Chaperone • Cach • Committee Member • Valueteer Type • Valueteer Type • Project Volunteer • Consertie • Consertie • Valueteer Type • Haath Form Consertie Payment Conternie
Contact Project or Resource Volunteer	Type Title Fees
Make a mistake click the $\overline{\mathbb{W}}$. If you don't follow these instructions you may not be able to indicate your club or projects.	Salect Volunteer Types Total: \$0.00
1. Click Next.	
You will see the Clubs Screen.	Joey Clover 20 20 Clover
2. Click the Select Units button.	O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O O
3. Click Add next to the Unit (Club) you	Clubs Fees
would like to join.	Total Bolto Passes addrt your Quba: Nor may entil It as many Quba as you would Non. Have Surt
4. To add additional clubs click Select	
Units and add other clubs you want to	
participate.	
*If you have exampled in more than and alub	Add Clubs ×
he sure the Primary club is marked correctly	Country*
If not click the Change to Primary button to	Bowie
mark a different Club as your Primary Club	4-H Livestock Booster Club Add
	# 4-H Shooting Sports Project - Archery Add
5. Once all of your Clubs are added, click Next	4-H Shooting Sports Project - Pistol Add

 6. Click Select Projects 7. Select the club (Units) that you want your project to be associated. 8. Click the Add button next to the project you want to add to your enrollment. 9. Repeat the above steps for each project you would like to participate. 10. Click the W to remove any projects Click the Next button after all your projects have been added. 	Joy Clover Name Nam Nam
 11. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. 12. Click Next when you are finished. 	Josef Clover Data Para Data Cala Para Data Cuestions Cuestions Cuestions Unspected Cuestions Cuestions Unspected Cuestions Cuestions State Cuestions Cuestions Unspected Cuestions Cuestions State Cuestions Cuestions
 13. Complete all required forms and consents for your enrollment. Once done click Next at the bottom of each page. 14. Click Next to review your enrollment 15. Once you have verified that the Clubs and Projects are listed correctly, click the Submit button. 16. Congratulations, your enrollment is complete! 	Joey Clover Bit Static outward Lee Pages Lee Pages
	Selected Chairs University of Maryland - \$10.00 Farmers Fortune, Chates - Primary Total: \$10.00 Selected Projects Selected Projects CLOVERS (riges 5-7) - Farmers Fortune With 4000 \$10.00

You will receive an email to let you know your enrollment has been submitted. Please call our office 503-623-8395 if you have any questions.

<u>To add another member to your family</u> (youth or adult) click **Member List** -> **Add Member.** And begin the process over again.

Adding a New Member to an Existing Family

6.	Select 4-H as the program you want to join.					
7. 8.	Enter the member's information. Click the Next button.	Renter List Profile Emails Crefit Cards Invoices	Pote Frot Name * Midde Name Lati Name * Potened Name Birth Date *	Add Member Poor The Coore a date Inst	B	
15. 16. 17. 18.	Complete the "About You" form with the requested information Click the Next button. Select "I want to join 4-H as a New or Returning 4-H Club Member". Click the Finish button.		About You Bin Guider * Senting Gender * Senting Gender * Senting Gender * Coses * Coses * Coses * Coses * Are you of Haparia or Lation attrivialy* Reduces * Reduces *	Add Member Meet Tou		

For youth: return to page 2 of these directions

For adults: return to page 5 of these directions.