



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**)

	<u>1 or 2 children per family</u>	<u>Additional children per family</u>
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.**

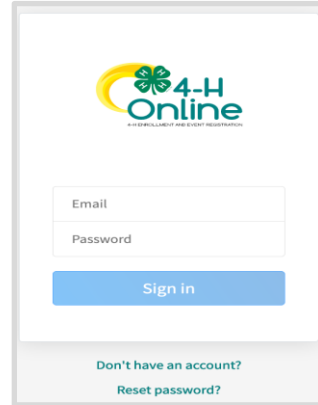
Step 3: Once we receive an email notification from 4-H Online that you have re-enrolled and we have received your enrollment fees (when applicable) we will send you an email saying your enrollment is complete.

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 an Existing 4-H Online Account

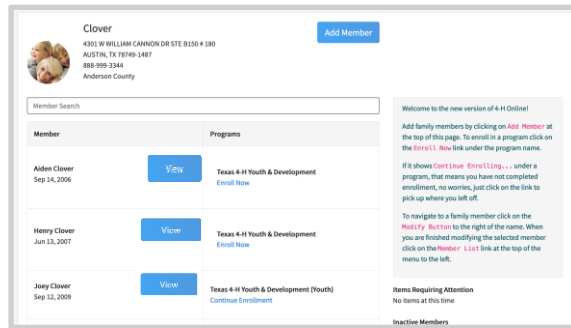
1. Go to <http://v2.4honline.com>.
2. If you had an account in 4-H Online last year, Enter your email address and password.
3. Click **Sign-In**

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

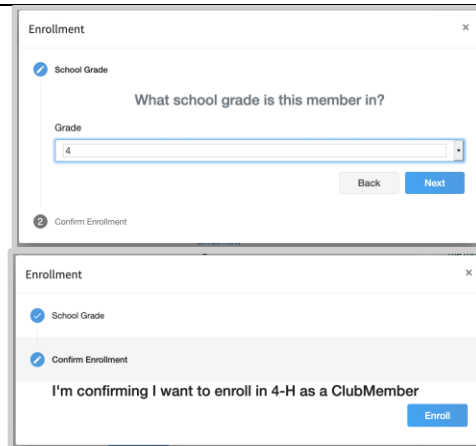


If you are returning to 4-H, your member record will be listed on the family Member List.

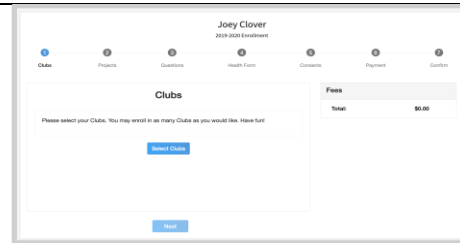
- **Youth Members** click "Enroll Now" under the Program you want to enroll and proceed to **Step 1** below.
- **Adult Members** Go To Page 5
- Adding a new member to an existing family account, click "Add Member" and follow the steps for "[Adding a New Member to an Existing Family](#)" on page 7 then come back here and continue to the steps below.



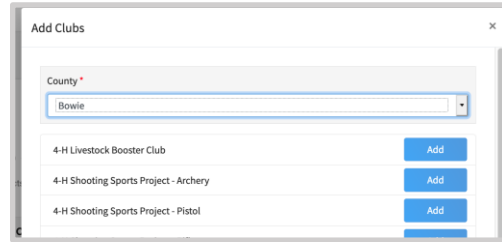
1. Select the member's Grade and click **Next**.
2. Select to **Confirm** that you would like to enroll as a Club Member. Click **Enroll**




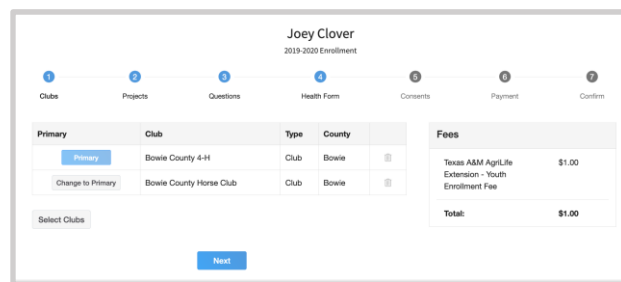
3. Click the **Select Clubs** button.




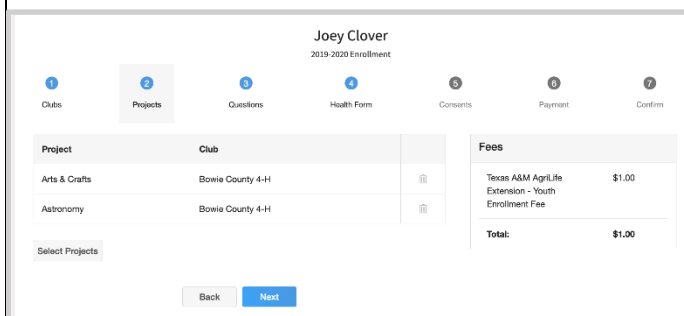
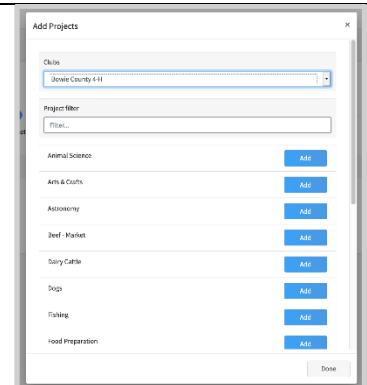
4. Select **Curry County**.
5. Click **Add** next to the Club you would like to join.
6. Repeat the above steps to add all of the Clubs you would like to participate.



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  to remove a Club from the list.
9. Once all of your Clubs are added, click **Next**.



1. Click **Select Projects**
2. Select the Club (Units) you want your project to be associated.
3. Click the **Add** button next to the project you want to add to the member's enrollment.
4. Repeat the above steps for each project you would like to participate.
5. Click the  to remove any projects
6. Click **Next** once all your projects have been added.



7. Click "Show Questions"
8. 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.

9. Next complete all required Health form fields and Consents.
10. Click the **Next** at the bottom of each page.

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 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** 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 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 [“Adding a New Member to an Existing Family,”](#) then continue to Step 1 below.

This section is a bit tricky.

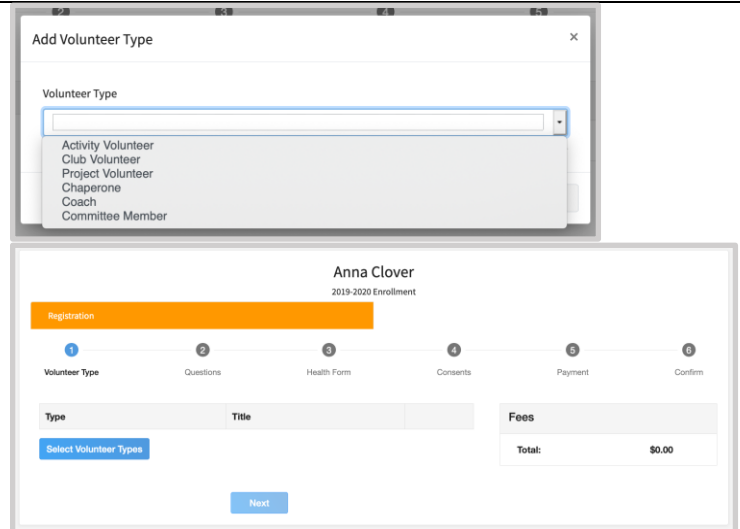
**Read and follow these instructions completely.*

Click **Select Volunteer Types**. Click the dropdown and select Club Volunteer, then click **Add** next to Contact, Project or Resource Volunteer.

Then you must **Select Volunteer Types** AGAIN. Click the dropdown and select Project Volunteer, then click **Add** next to Contact, Project or Resource Volunteer.

Make a mistake click the  . If you don't follow these instructions you may not be able to indicate your club or projects.

1. Click Next.



You will see the Clubs Screen.

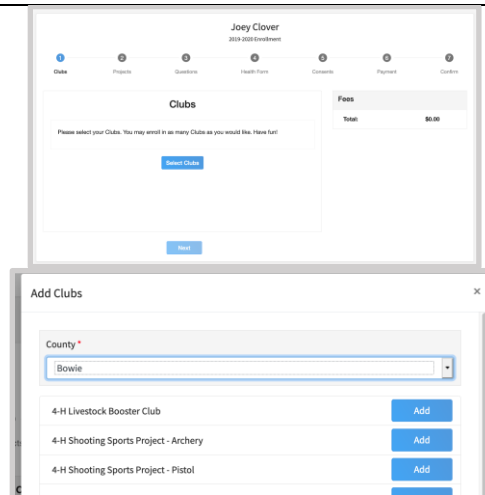
2. Click the **Select Units** button.

3. Click **Add** next to the Unit (Club) you would like to join.

4. To add additional clubs click **Select Units** and add other clubs you want 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.

5. Once all of your Clubs are added, click **Next**




6. Click **Select Projects**

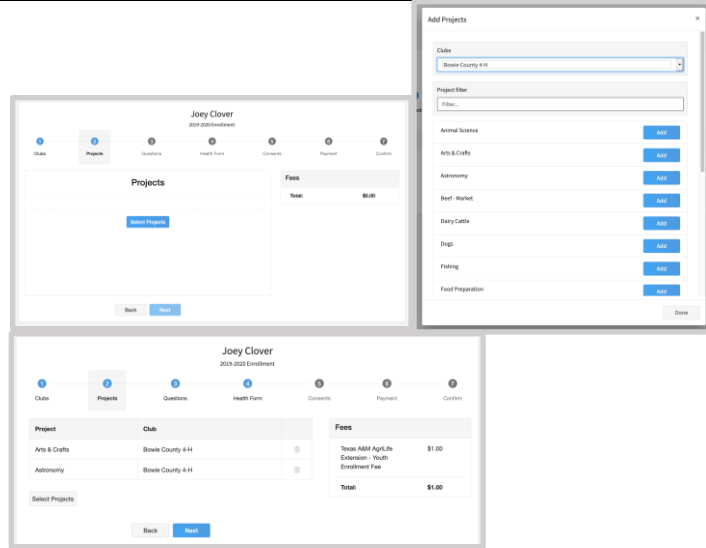
7. Select the club (Units) that you want your project to be associated.

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.

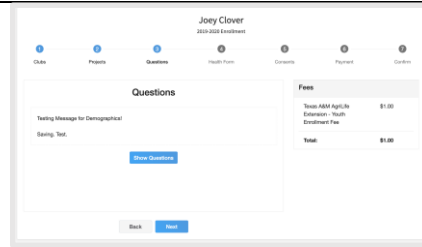
10. Click the  to remove any projects

Click the **Next** button after all your projects have been added.



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.

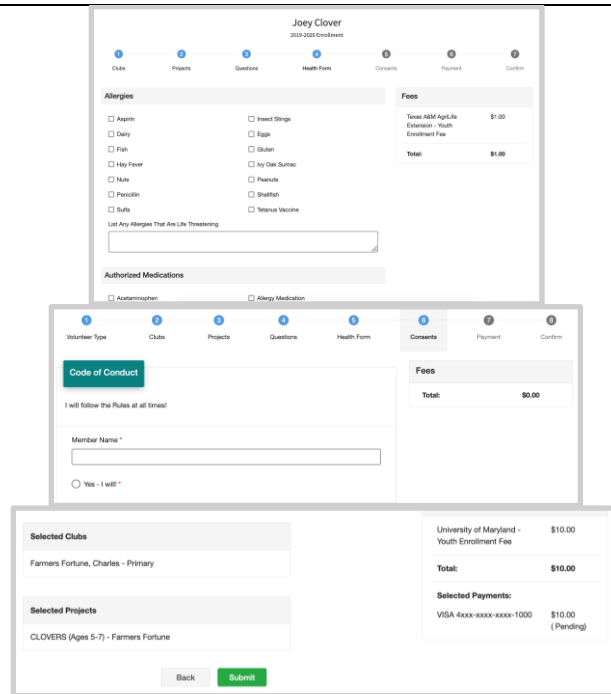


13. Complete all required forms and consents for your enrollment. Once done click **Next** at the bottom of each page.

14. Click **Next** to review your enrollment

15. Once you have verified that the Clubs and Projects are listed correctly, click the **Submit** button.

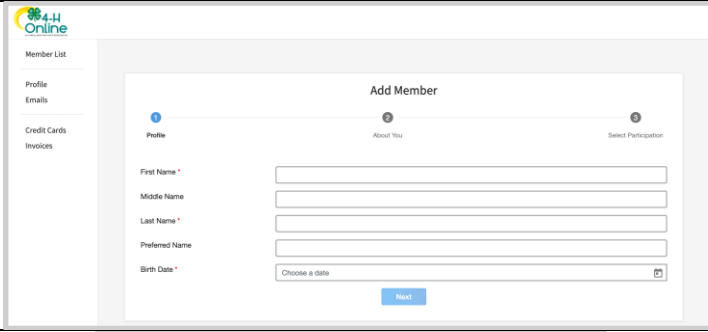
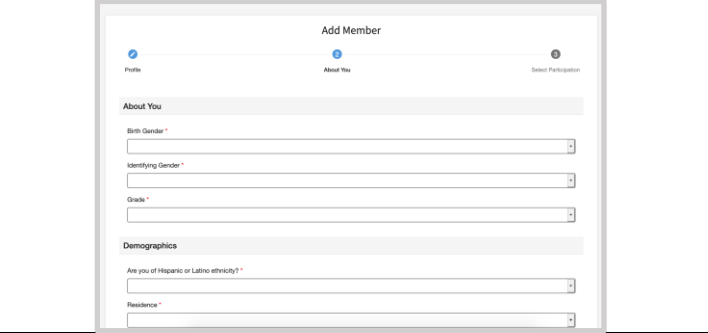
16. Congratulations, your enrollment is complete!



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.

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

Adding a New Member to an Existing Family

<p>6. Select 4-H as the program you want to join.</p>	
<p>7. Enter the member's information. 8. Click the Next button.</p>	
<p>15. Complete the “About You” form with the requested information 16. Click the Next button. 17. Select “I want to join 4-H as a New or Returning 4-H Club Member”. 18. Click the Finish button.</p>	

For youth: return to page 2 of these directions

For adults: return to page 5 of these directions.