

## Enrolling in 4HOnline as a Youth Member: QUICK GUIDE

### WHAT YOU'LL NEED

- An Internet-enabled computer, tablet or smartphone
- A valid email address
- A web browser (e.g., Google Chrome, Mozilla Firefox or Safari)

**NOTE:** Move between boxes using your mouse or TAB key. Using **ENTER** or a **back button** deletes information.

### SETTING UP A FAMILY PROFILE & ENTERING FAMILY INFORMATION

**You must first create a Family profile to which you can add individual 4-H members.**

- Visit <https://in.4honline.com> and click "I need to set up a profile"
- Select the county of 4-H member participation, then enter and confirm your family email address
- Enter your last name and create a password (minimum 8 characters with letters & numbers/symbols)
- Select "Family" from the "Role" field and then click "Create Login"
- Fill in your Family Information **correctly and completely**. All fields in **BOLD** denote required information.
- Choose your correspondence preference from "Mail" or "Email," then hit the "Continue" button
- **Do not check the "Update member records" box or complete Password Management at this time**

### ADDING YOUTH MEMBERS TO A FAMILY PROFILE

**After completing your Family profile and entering information, you should now be at the "Member List" page**

- In the drop-down box under "Add a New Family Member," select "Youth" and click "Add Member"
- Fill in Youth Personal Information **correctly and completely**. **BOLD** fields denote required information.
- Each member **must list at least one parent**, which should be a custodial parent at the member's address
- An Emergency Contact Name and Phone Number **outside the home** must be provided
- The 4-H County chosen should be the county in which the member will participate in 4-H programs
- Choose member residence, school information (county, district name, school name) and grade in school
- Click "Continue" to advance to the Additional Information Page

#### **Notes**

- If the member has a different email address than the family email address, enter it in the Email box
- Text messaging is optional for last-minute meeting notices or priority information from county staff
- Enter Volunteer, Ethnicity, and Race information as applicable and at your discretion
- If a member of your family is in the military, complete Branch of Service and Branch Component fields
- If a member's school isn't in a drop-down menu, manually enter school details in the appropriate field
- If the member is home-schooled, select "Other/Private" as district and "Homeschool" as school name

### AUTHORIZATIONS AND RELEASES

- **All sections are required and must be completed** before you can click the "Continue" button
- Type the member's legal name in the member signature box
- Then, type the parent/guardian's legal signature in the parent/guardian signature box and click "Continue"

### CLUB PARTICIPATION

**Each member must select at least one club from the drop-down list**

- Click "Add Club," add additional clubs if you belong to more than one, and click the "Continue" button

### PROJECT PARTICIPATION

**Members can choose projects/subjects from their clubs. Each member must have at least one project/subject.**

- Under “Add a Project,” select the club associated with the member’s first project/subject
- Next to “Select a Project,” click the drop-down menu and choose the member’s first project/subject
- In “Years in Project,” select the number of years the member has studied the subject through 4-H
- Click on “Add Project” and repeat these steps for each additional project.
- **There is no limit on projects/subjects, and you may add or delete subjects/projects until May 15.**

### GROUPS PARTICIPATION

**This section is for members with leadership responsibilities on committees or as assigned by County Educators**

- Click the drop-down menu, select the appropriate Group name, and then click the “Add Group” button
- Repeat for each appropriate group. **If a member has no leadership responsibilities, click “Continue.”**

### INVOICE

- Click “Continue” to generate a separate invoice for each member, showing all fees due (if applicable)
- Households with four or more 4-H members may receive fee discounts; contact your local Purdue Extension office

### PAYMENTS

**Choose from online payment or submitting a cash or check payment to your local Purdue Extension office**

#### Credit or Debit Card Payment

- Click the orange “Add New Credit Card” button, and enter all information **correctly and completely**
- Click the green “Continue” button
- Select “Pay with an existing card,” click the “Select Payment Method” button, and submit enrollment
  - Households with four or more members: Make credit card payments only for three members; the discount for capped program fees cannot be applied to online credit or debit card payments
  - For security reasons, 4HOnline will not store your entire credit card number

#### Cash or Check Payment

- Select “County/Club 4H Check,” click “Select Payment Method,” **and pay at the office within 10 days**
- If a member utilizes capping of state and/or county program fees, **payment must be via cash or check so the discount can be applied.**

### SUBMITTING ENROLLMENT

- Regardless of your payment method, you must check the “Pay by Computer Terms and Conditions” box
- You will receive a confirmation email that enrollment has been received and is being reviewed
- You will then receive a second email either accepting enrollment or requesting necessary corrections

### GENERAL NOTES

- This quick guide should be followed for each individual member you wish to add
- Keep your login (family email address) and password handy to update records as needed
- You may update addresses, phone numbers, and email addresses at any time
- Family information will be kept for reenrollment, and you can access/update any existing record(s)
- Should you have any questions, please contact your local Purdue Extension office

***Thank you for using 4HOnline, and we look forward to offering your youth a positive experience!***