



4-H Online 2.0 Enrollment Guide

If you are a new family*, start with **Creating a New 4-H Online Account** on page 2. After you create your login account, you will be prompted to **Add a New Member to the Family** right away. To add additional family members, click on the **Add Member** button on your family member list screen.

If you are a returning family, start with Logging in to an Existing 4-H Online Account on page 4.

*Family can be a household or a recognized outside group (classroom, partner organization, etc).

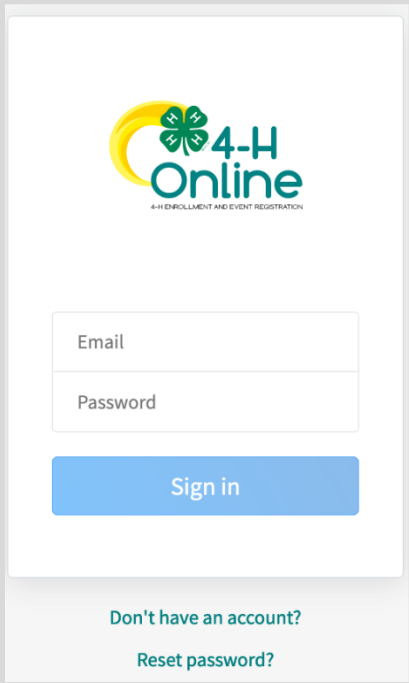
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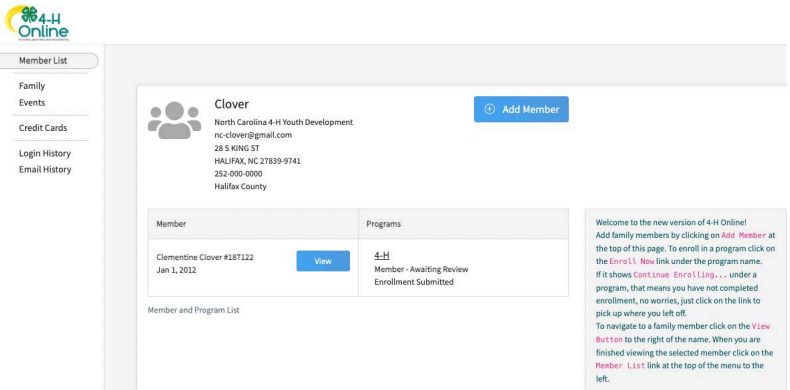
Logging in to an Existing 4-H Online Account


1. Go to <https://v2.4honline.com/#/user/sign-in>.
2. Enter your email address & 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.



4. You will be at the Family Member List Screen.
5. To add a new youth or adult member, click on the Add Member button and Skip to Adding a New Member to the Family on page 5.



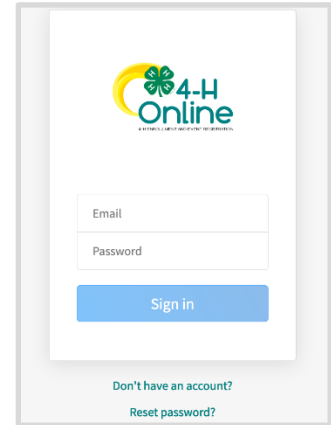
Member	Programs
Clementine Clover #187122 Jan 1, 2012	 Member - Awaiting Review Enrollment Submitted

Member and Program List

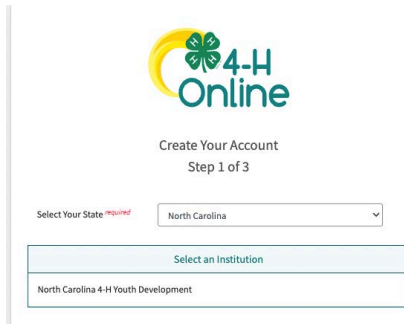
Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **Continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off.
To navigate to a family member click on the **View Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Creating a New 4-H Online Account

1. Go to <https://v2.4honline.com/#/user/sign-in>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.



The screenshot shows the 4-H Online sign-in interface. At the top is the 4-H Online logo. Below it are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom of the page, there are two links: "Don't have an account?" and "Reset password?".



The screenshot shows the "Create Your Account" page, Step 1 of 3. It features the 4-H Online logo and the text "Create Your Account Step 1 of 3". Below this is a dropdown menu labeled "Select Your State" with "North Carolina" selected. Underneath is a section titled "Select an Institution" with a single option: "North Carolina 4-H Youth Development".

3. Select *North Carolina* from the drop-down menu and then select *North Carolina 4-H Youth Development*.

4. Choose *Halifax* county from the drop-down menu. This is the county you want to participate in, which can be different from your county of residence.



The screenshot shows the "Create Your Account" page, Step 2 of 3. It features the 4-H Online logo and the text "Create Your Account Step 2 of 3" and "North Carolina 4-H Youth Development". Below this is a dropdown menu labeled "Select County/Parish" with a downward arrow. At the bottom are two buttons: "Back" and "Continue".

5. Complete your family's information.

6. Click the Create Account button.

4-H Online
Create Your Account
Step 3 of 3
North Carolina 4-H Youth Development

County required Halifax

Email required nc-clover@gmail.com

Confirm Email required nc-clover@gmail.com

Family Name required Clover

Mobile Phone Number required 252-000-0000
Format: ###-###-####

Password required *****

Confirm Password required *****

Back Create Account

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 Select State

Postal Code

Country US

Verify

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 on page 4.

Existing Account

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

Confirm Cancel

9. Continue to Add a New Member to the Family on page 5.

Adding a New Member to the Family

1. Click on 4-H.
2. Click the Next button.

3. Enter the member's information.
 4. Click the Next button.
- NOTE: fields marked with a red *required* are required fields and must be completed. Birthdate is required so the system knows if you are a youth or adult.

5. Complete the "About You", "Demographics", and "Emergency Contact" sections with the requested information.

6. Click the Next button.

7. Select "I want to join as a New or Returning 4-H Club Member." By enrolling as a member, you will be prompted to upload required medical information, emergency contacts & provide names of who you allow us to release custody of your youth.

8. Select a club & a project. If you are unsure which Club & Project to select at this time, we recommend the following as these can be changed later:
For Clubs, select "Halifax County Members at Large." This indicates your youth is a county wide member of Halifax County 4-H.
For Projects, select the 2nd choice, "4-H - New Members Guide."

If you have selected that you will be joining as a new or returning *Club Member*, completed the "Project, Questions, Health & Consents" sections, then your profile is complete & ready to submit for approval.

Each January re-enrollment only requires you to update these sections, and simply submit for approval.

If you would like to enroll additional youth at any time, click "Member List" in the left column, then click "Add Member" and you will be walked through the enrollment process.

The screenshot shows the enrollment progress for Clemantine Clover. At the top, a progress bar indicates steps: Clubs, Projects, Questions, Health Form, Consents, and Confirm. The current step is 'Consents'. Below the progress bar, the member's details are shown: Birth Date: 1/1/2012, Age: 11, Grade: 4, Role: Club Member, Youth Division: Junior. An 'Invoice' box shows a total of \$0.00. Below this, 'Selected Units' is listed as 'Halifax County Members at large, Halifax - Primary' and 'Selected Projects' is '4-H - New Member Guide - Halifax County Members at large'. 'Back' and 'Submit' buttons are at the bottom.

The screenshot shows the 'Member List' page for 'Clover'. The left sidebar contains navigation options: Member List (selected), Family, Events, Credit Cards, Login History, and Email History. The main content area shows member details for 'Clemantine Clover #187122', including contact information and a 'View' button. A table lists programs, showing '4-H Member - Awaiting Review' and 'Enrollment Submitted'. A blue 'Add Member' button is visible in the top right. A welcome message on the right explains the enrollment process and navigation tips.

Member	Programs
Clemantine Clover #187122 Jan 1, 2012	4-H Member - Awaiting Review Enrollment Submitted

