

- Login to the family account.
- Click the blue Add Member button.

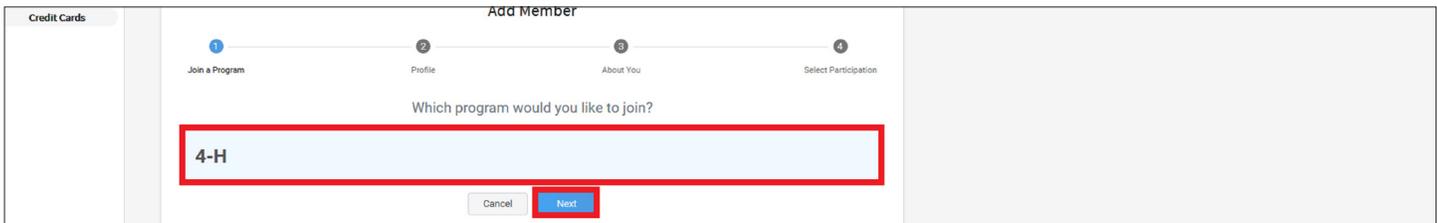


Credit Cards

Testing  
4hevents@ag.tamu.edu  
3321 LONGLEAF CIR  
COLLEGE STATION, TX 77845-5958  
111-111-1111

[Add Member](#)

- Click the shaded box labeled with the words to join the 4-H program.
- Click the blue Next button.



Credit Cards

**Add Member**

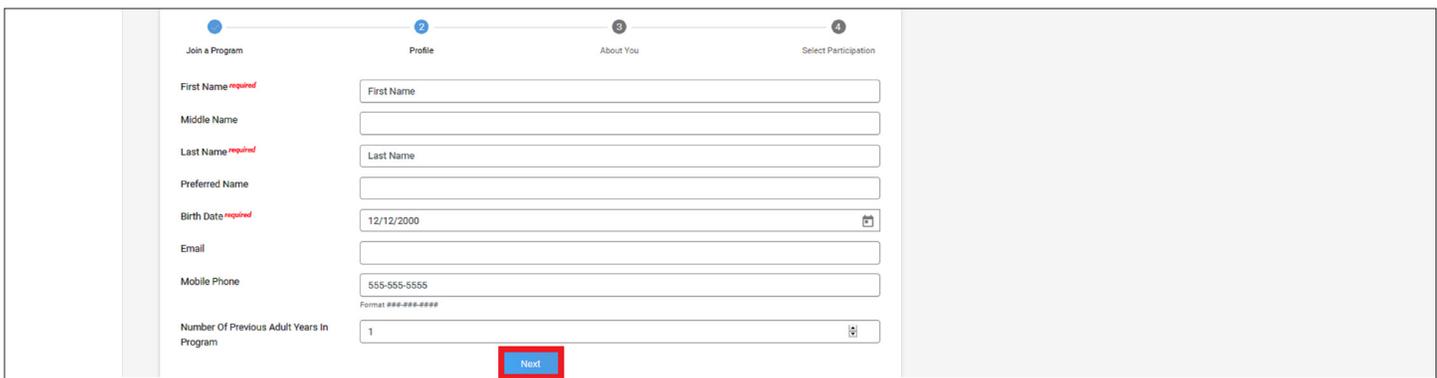
1 Join a Program    2 Profile    3 About You    4 Select Participation

Which program would you like to join?

**4-H**

Cancel [Next](#)

- Complete the blanks as accurate as possible. The birthdate field helps to determine the membership type.
- Click the blue Next button.



Credit Cards

**Add Member**

1 Join a Program    2 Profile    3 About You    4 Select Participation

First Name *required*

Middle Name

Last Name *required*

Preferred Name

Birth Date *required*

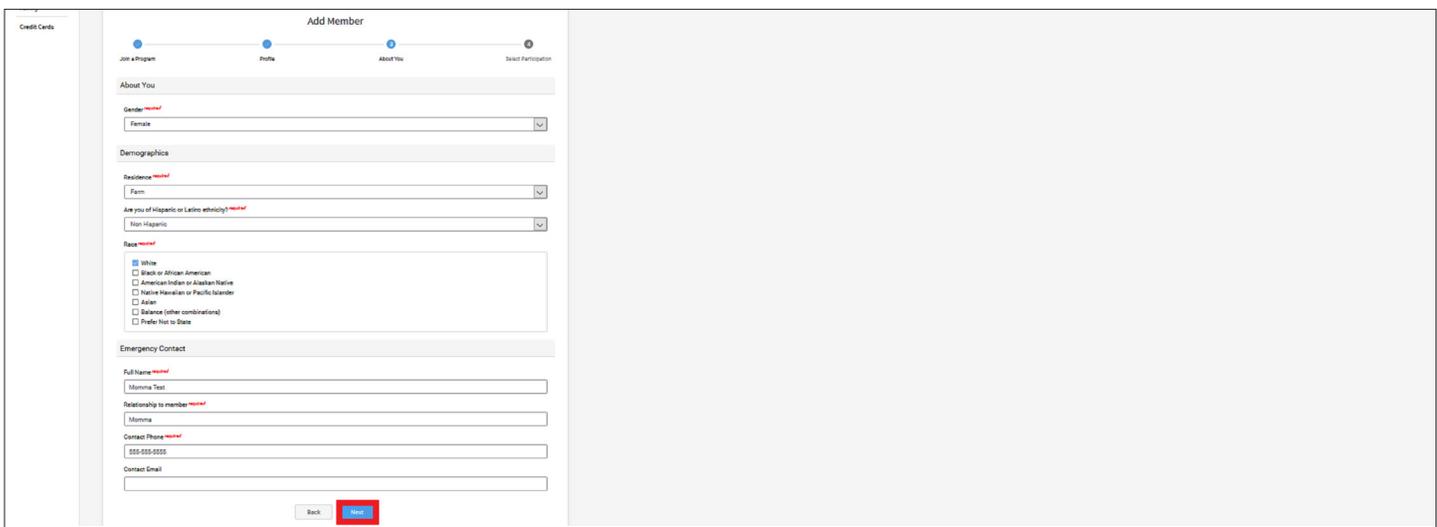
Email

Mobile Phone   
Format ###-###-####

Number Of Previous Adult Years In Program

[Next](#)

- Complete the blanks as accurate as possible.
- Click the blue Next button.



Credit Cards

**Add Member**

1 Join a Program    2 Profile    3 About You    4 Select Participation

**About You**

Gender *required*

**Demographics**

Residence *required*

Are you of Hispanic or Latino ethnicity? *required*

Race *required*

White  
 Black or African American  
 American Indian or Alaskan Native  
 Native Hawaiian or Pacific Islander  
 Asian  
 Balance (other combinations)  
 Prefer Not to State

**Emergency Contact**

Full Name *required*

Relationship to member *required*

Contact Phone *required*

Contact Email

[Back](#) [Next](#)

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- Click the shaded box labeled with the words to join the 4-H program as a Volunteer.
- Click the blue Finish button.



## VOLUNTEER TYPE

All adults must select at least one Volunteer Type during enrollment. The most common type will be Club Volunteer - Parent Volunteer/Activity Leader. If the volunteer would like to add projects, he/she must add Project Volunteer - Project Leader as a Volunteer Type.

- Click the blue Select Volunteer Types button.



- Select the Volunteer Type category from the drop-down menu.



- Click the blue Add button next to all volunteer types that apply and click the Done button if needed to proceed.



- Once all types have been added, click the blue Next button.



## CLUBS - UNITS

- After reading the instructions for the Clubs section, click the blue Select Units (Clubs) button.



- Click the blue Add button next to all clubs to add to the profile.



- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.



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### PROJECTS

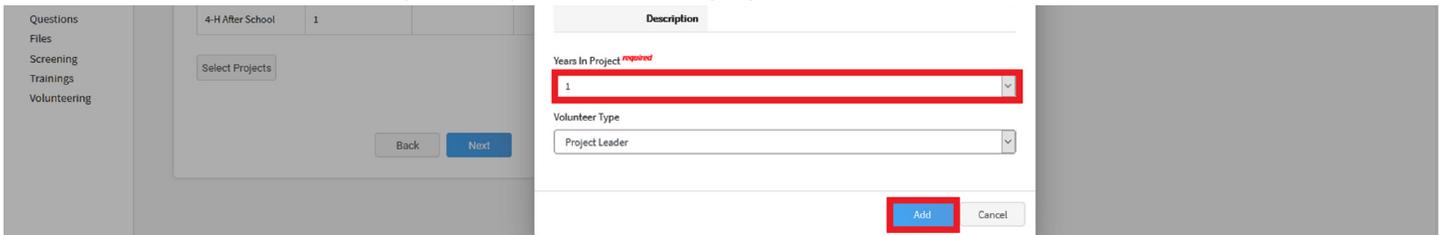
- After reading the instructions for the Projects section, click the blue Select Projects button.



- Click the blue Select button next to the project to add to the enrollment.

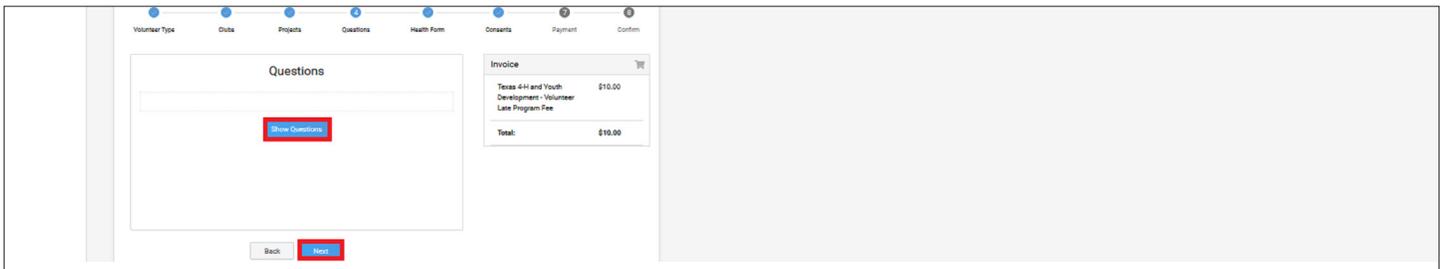


- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



### QUESTIONS

- Click the blue Show Questions button to display and answer all questions.
- Click the blue Next button.



### HEALTH SECTION

- Click the blue Show Health Form button to display and answer all questions and sign were designated.
- Click the blue Next button.



### CONSENTS SECTION

- Click the blue Show Consents button to display and answer all questions and sign were designated.
- Click the blue Next button.

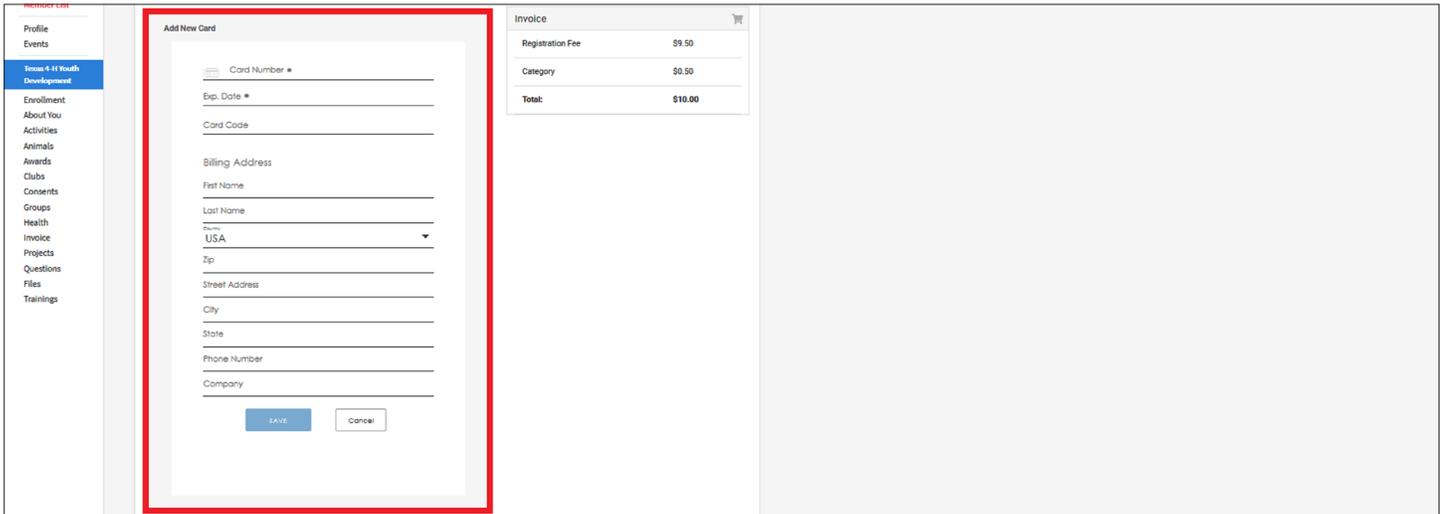


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## PAYMENT SCREEN

### Payment By Card

If there is not a credit card saved in the family profile, add the card information and click the blue Save button.



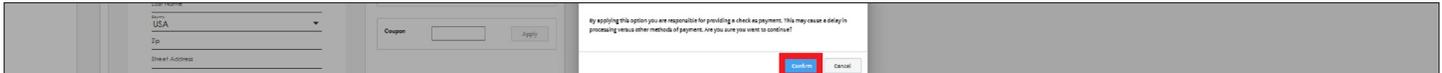
Invoice	
Registration Fee	\$9.50
Category	\$0.50
<b>Total:</b>	<b>\$10.00</b>

### Payment By 4H Check

Click the blue Pay By Check button.

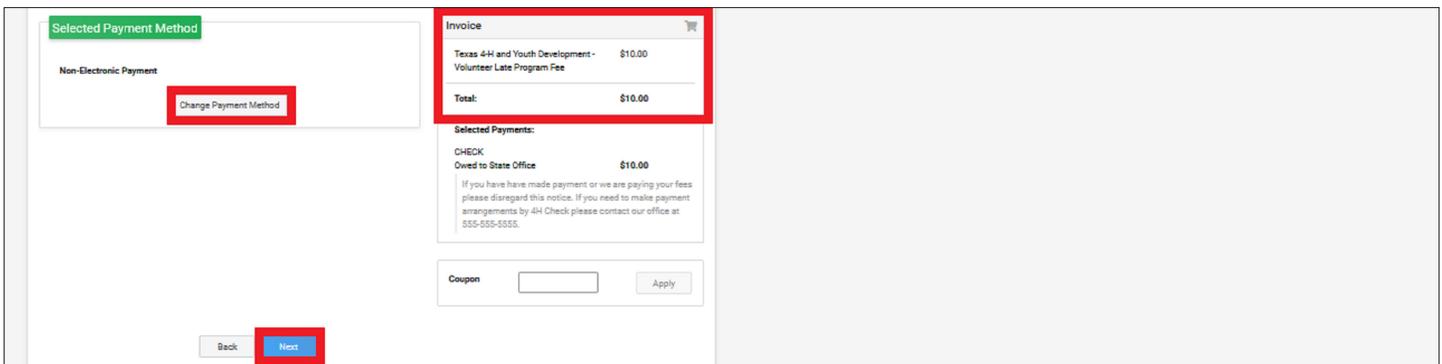


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



### Changing Payment Method

- If the payment method needs to be changed, click the Change Payment Method button. This is the only time a payment method can be changed.
- Click the blue Next button to advance to the submission screen.



Invoice	
Texas 4-H and Youth Development - Volunteer Late Program Fee	\$10.00
<b>Total:</b>	<b>\$10.00</b>

**Selected Payments:**

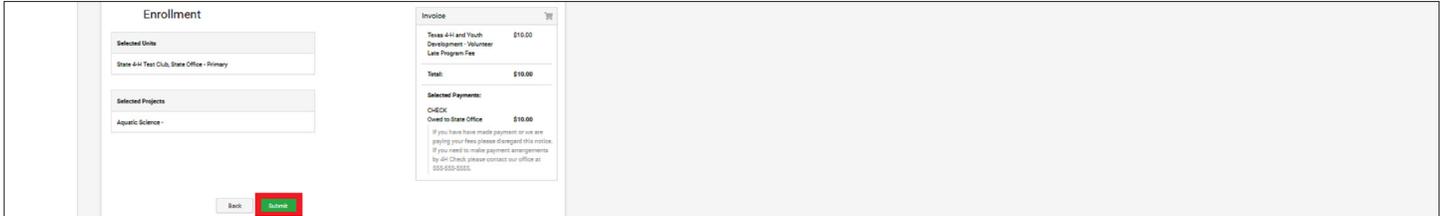
CHECK  
Owed to State Office \$10.00

If you have made payment or we are paying your fees please disregard this notice. If you need to make payment arrangements by 4H Check please contact our office at 855-655-6555.

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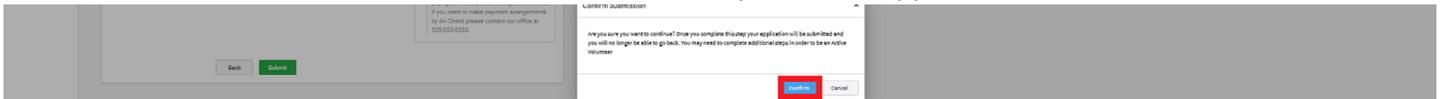
### SUBMIT SCREEN

- Click the blue Submit button at the bottom of the screen.



The screenshot shows the 'Enrollment' form with fields for 'Selected Units' (State 4-H Text Club, State Office - Primary) and 'Selected Projects' (Aquatic Science). An 'Invoice' section shows a total of \$10.00. A red box highlights the 'Submit' button at the bottom right.

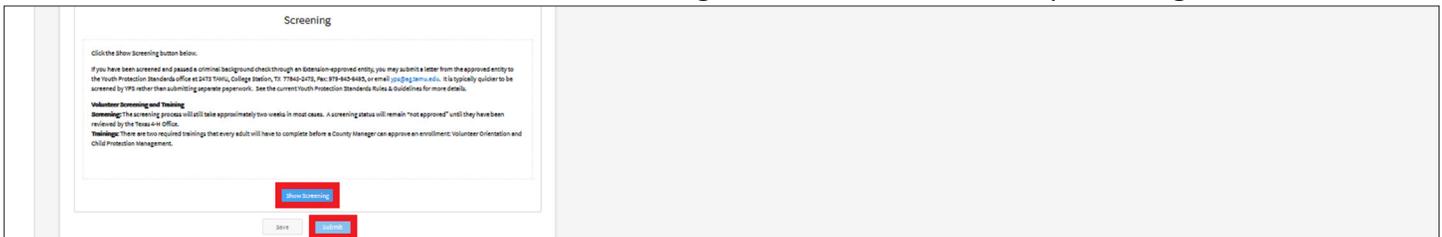
- Click the blue Confirm screen to submit to the county office for approval.



The screenshot shows a confirmation screen with a 'Submit' button highlighted in red. It includes a warning about payment arrangements and a 'Confirm' button.

### VOLUNTEER SCREENING

- Click the blue Show Screening button to display and answer all questions and sign were designated.
- Click the blue Submit button to send the screening to the state 4-H office for processing.



The screenshot shows the 'Screening' form with instructions and a 'Show Screening' button highlighted in red. A 'Submit' button is also visible at the bottom.

### VOLUNTEER TRAINING

There are two required trainings that each volunteer needs to talk in order to enroll.

- Click the title of the training to bring up the scorm training window.
- Complete the entire training and submit at the end.

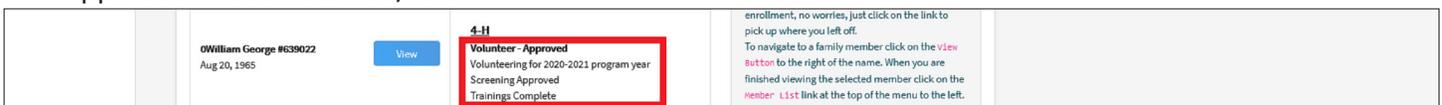


The screenshot shows the 'Trainings' section with two items: 'Child Protection Training - Incomplete' and 'Volunteer Orientation - Incomplete', both highlighted with red boxes.

### VOLUNTEER STATUS

Active volunteer enrollments must have:

- Approved enrollment by the county office
- Screening completed and passed
- 2 required trainings completed and passed
- Application Fees Received/Paid



The screenshot shows a table with columns for name, date, and status. The 'View' button and the status '4-H Volunteer - Approved' are highlighted with red boxes. A detailed status message is shown to the right.

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