TEXAS 4HONLINE FAMILY GUIDE
ADULT
RE-ENROLLMENT

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION
texas.4honline.com

TEXAS A&M
AGRILIFE
EXTENSION

- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.
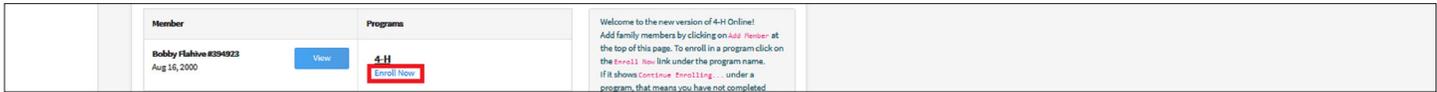
Member		Programs		
Bobby Flahive #394923 Aug 16, 2000	View	4-H Enroll Now		Welcome to the new version of 4-H Online! Add family members by clicking on *Add Member* at the top of this page. To enroll in a program click on the *Enroll Now* link under the program name. If it shows *Continue Enrolling...* under a program, that means you have not completed

- Click the blue Enroll button to confirm enrollment information.

Enrollment   ✕

● Confirm Enrollment

I'm confirming I want to enroll in Texas 4-H Youth Development as a Volunteer

Enroll

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 Select Volunteer Types button.

Hours Invoice Questions Files Screening	Type	Title		Invoice	🛒
	Club Volunteer	Parent Volunteer/Activity Leader (Most common)	🗑	Texas 4-H and Youth Development - Volunteer Late Program Fee	$10.00
	Select Volunteer Types				

- Select the Volunteer Type category from the drop-down menu.
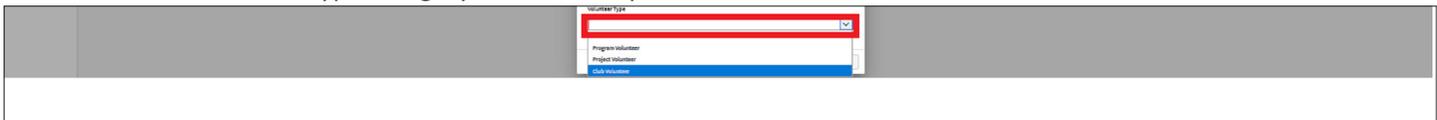
Volunteer Type [▼]
Program Volunteer
Project Volunteer
Club Volunteer

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

Trainings Volunteering			
	Next	Club Manager	Add
		Parent Volunteer/Activity Leader (Most common)	Add
			Done

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

Files Screening Trainings Volunteering	Select Volunteer Types	Late Program Fee	
		Total:	$10.00
	Next		⊘ Delete

CLUBS - UNITS

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

Hours Invoice Questions Files	Primary	Club	Type	County	Invoice	🛒
	Select Units				Texas 4-H and Youth Development - Volunteer Late Program Fee	$10.00

- Click the blue Add button next to all clubs to add to the profile.
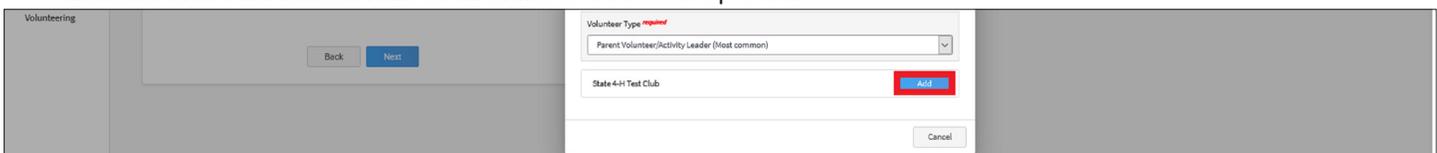
Volunteering		Volunteer Type *required*	
	Back Next	Parent Volunteer/Activity Leader (Most common) [▼]	
		State 4-H Test Club	Add
			Cancel

- 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.
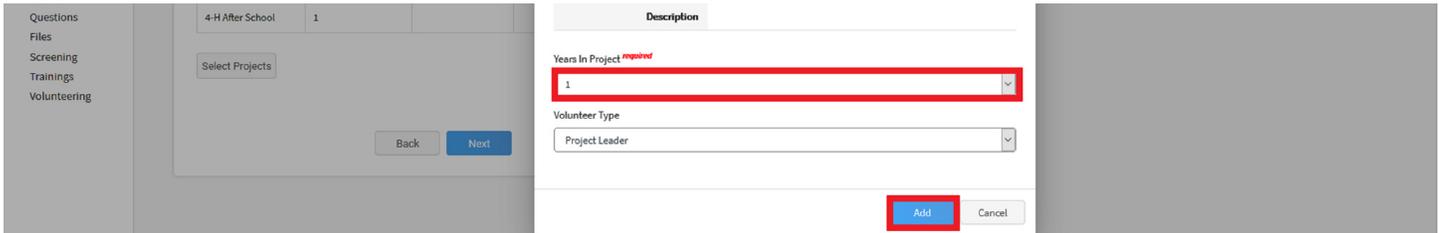
QUESTIONS

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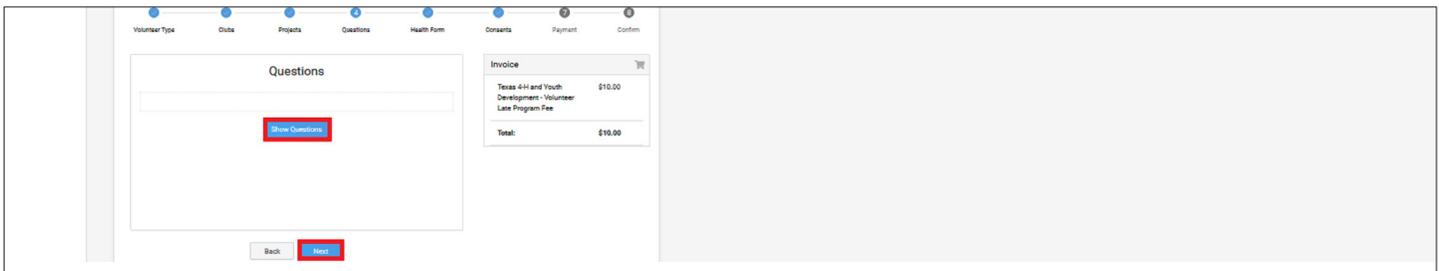
HEALTH SECTION

- 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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EXTENSION

Show Consents

Late Program Fee
Total: $10.00

Back   Next

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.

Add New Card

Card Number *

Exp. Date *

Card Code

Billing Address

First Name

Last Name

Country
USA

Zip

Street Address

City

State

Phone Number

Company

SAVE   Cancel

Invoice

Registration Fee $9.50

Category $0.50

Total: $10.00
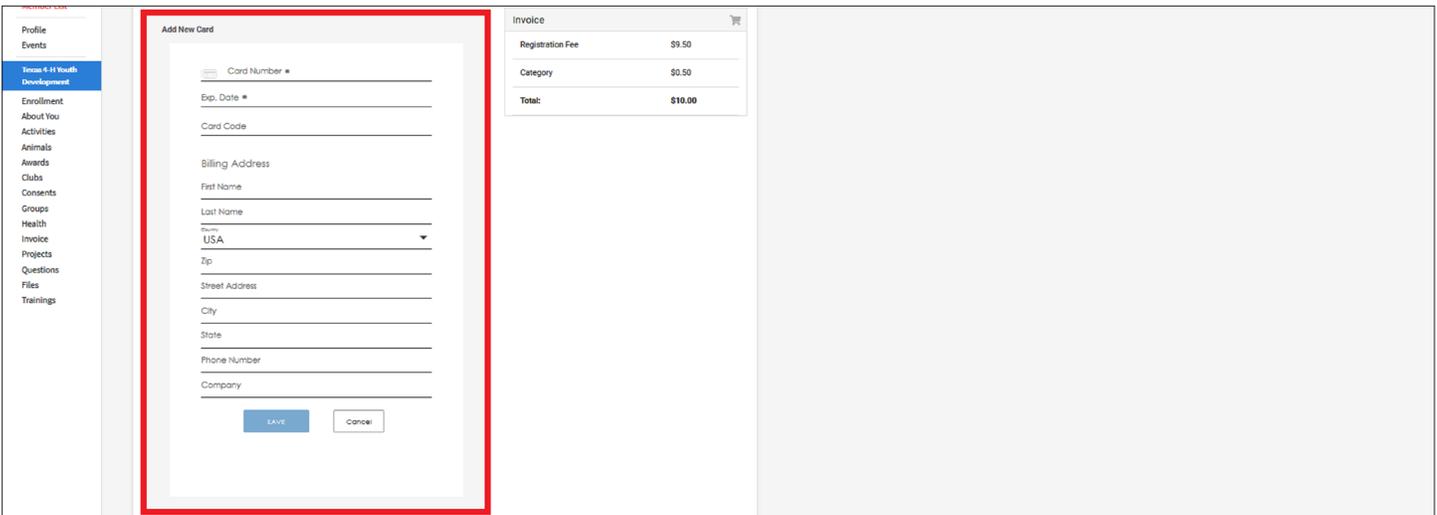
Payment By 4H Check
Click the blue Pay By Check button.

Payment for this invoice will be collected by State Office
CountyArea.   Pay By Check

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

USA
Zip
Street Address

Coupon   Apply

By applying this option you are responsible for providing a check as payment. This may cause a delay in processing versus other methods of payment. Are you sure you want to continue?

Confirm   Cancel

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.

Selected Payment Method

Non-Electronic Payment

Change Payment Method

Invoice

Texas 4-H and Youth Development - $10.00
Volunteer Late Program Fee

Total: $10.00

Selected Payments:

CHECK
Owed to State Office $10.00

If you have 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 555-555-5555.

Coupon   Apply

Back   Next

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SUBMIT SCREEN

- Click the blue Submit button at the bottom of the screen.
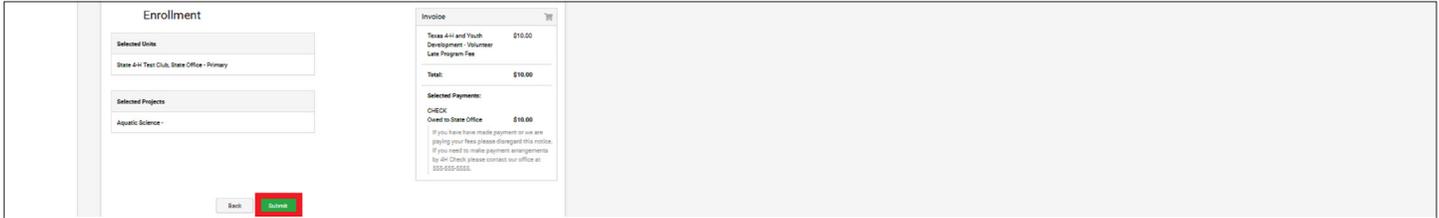
- Click the blue Confirm screen to submit to the county office for approval.
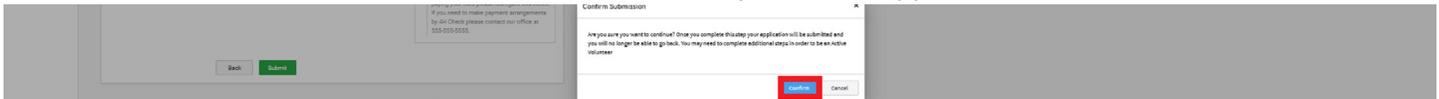
VOLUNTEER SCREENING (If screening is due for the current 4-H year)

- 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.
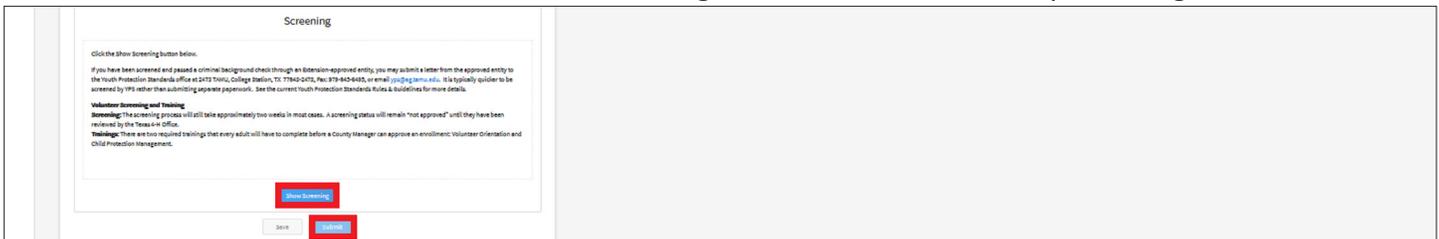
VOLUNTEER TRAINING (If trainings are required for the current 4-H year)

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.

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