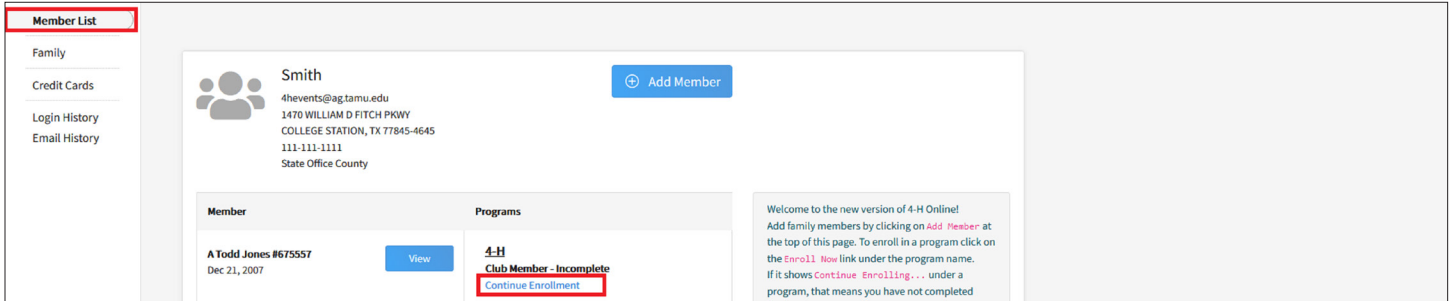## LOCATING THE ENROLLMENT RECORD STARTED BUT NOT SUBMITTED COMPLETELY

- Click the Member List link from the navigation pane on the left side of the screen.
- Click the Continue Enrollment link to the right of the incomplete member's name.

CLUBS - UNITS

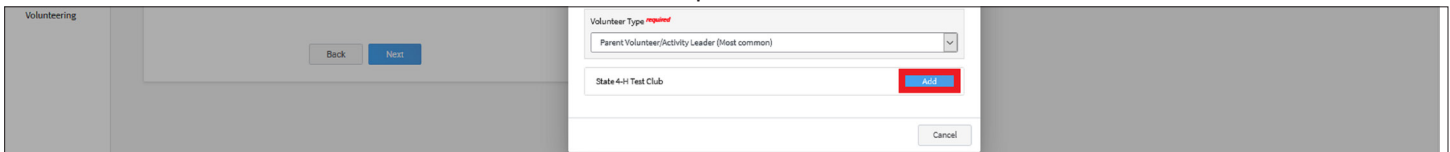- After reading the instructions for the Clubs section, click the blue Select Clubs button.

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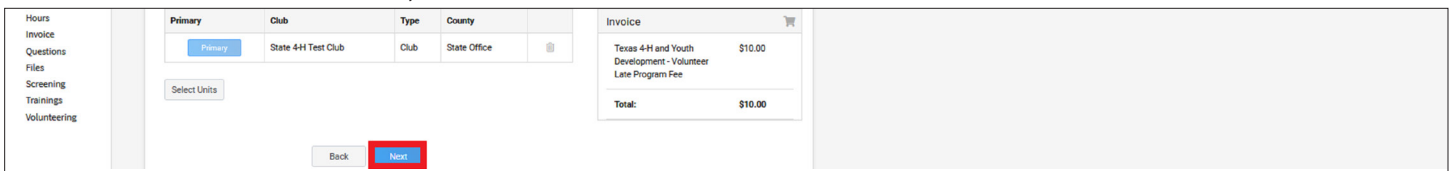
- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.
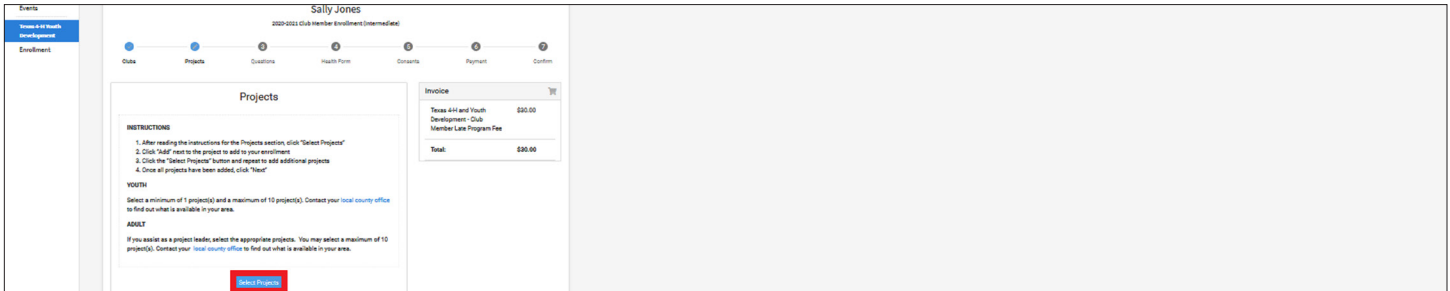
PROJECTS

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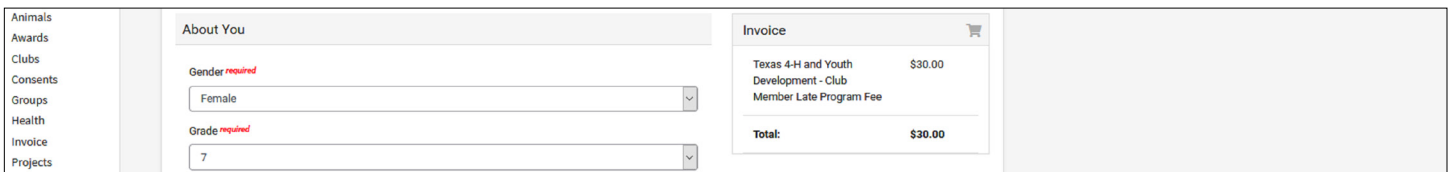
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.

ABOUT YOU

- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- 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.

Development - Club
Member Late Program Fee

Total: $30.00

Show Health Form

Back   Next

CONSENTS SECTION

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

Member Late Program Fee

Total: $30.00

Show Consents

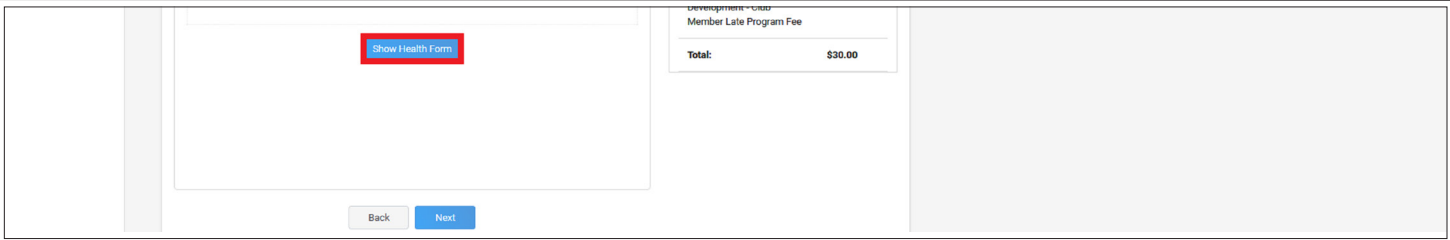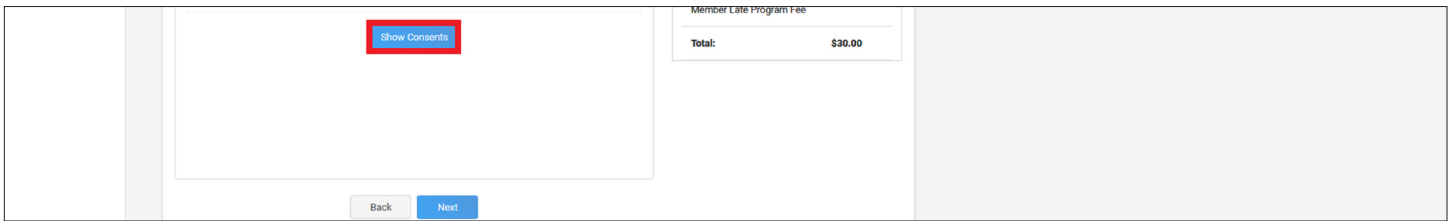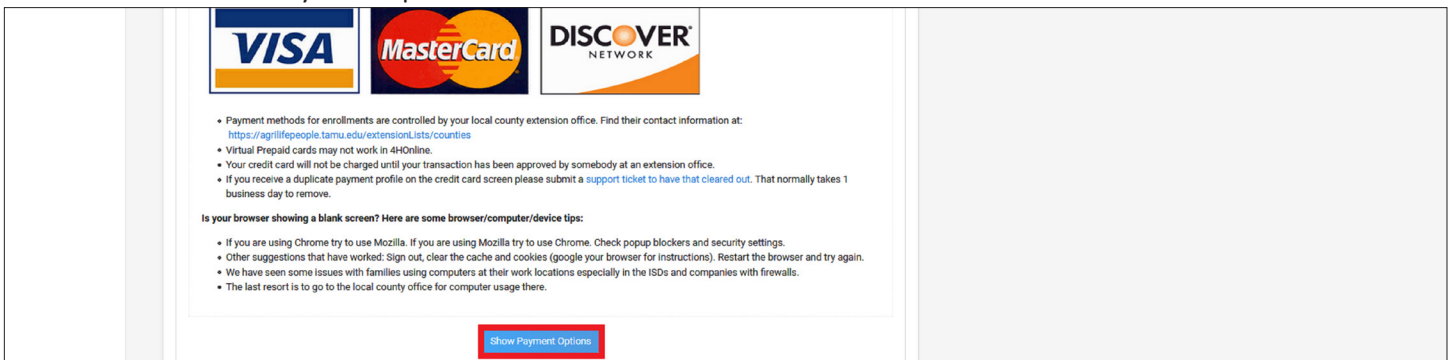Back   Next

PAYMENT SCREEN

- Click the blue Show Payment Options button.

- Payment methods for enrollments are controlled by your local county extension office. Find their contact information at:
  https://agrilifepeople.tamu.edu/extensionLists/counties
- Virtual Prepaid cards may not work in 4HOnline.
- Your credit card will not be charged until your transaction has been approved by somebody at an extension office.
- If you receive a duplicate payment profile on the credit card screen please submit a support ticket to have that cleared out. That normally takes 1 business day to remove.
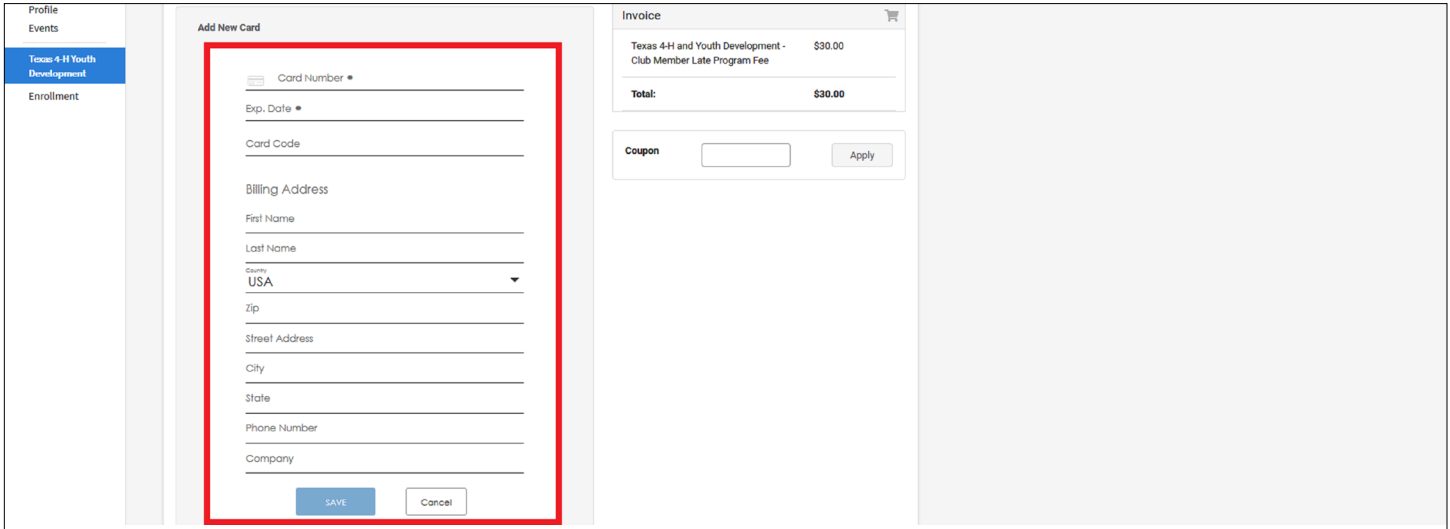
Is your browser showing a blank screen? Here are some browser/computer/device tips:

- If you are using Chrome try to use Mozilla. If you are using Mozilla try to use Chrome. Check popup blockers and security settings.
- Other suggestions that have worked: Sign out, clear the cache and cookies (google your browser for instructions). Restart the browser and try again.
- We have seen some issues with families using computers at their work locations especially in the ISDs and companies with firewalls.
- The last resort is to go to the local county office for computer usage there.

Show Payment Options

Payment By Card

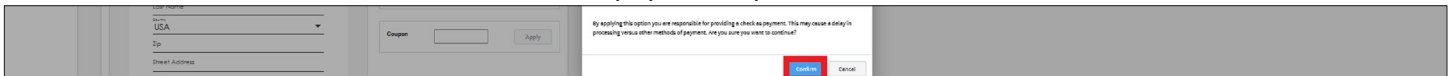If there is not a credit card saved in the family profile, add the card information and click the blue Save button.

Payment By 4H Check

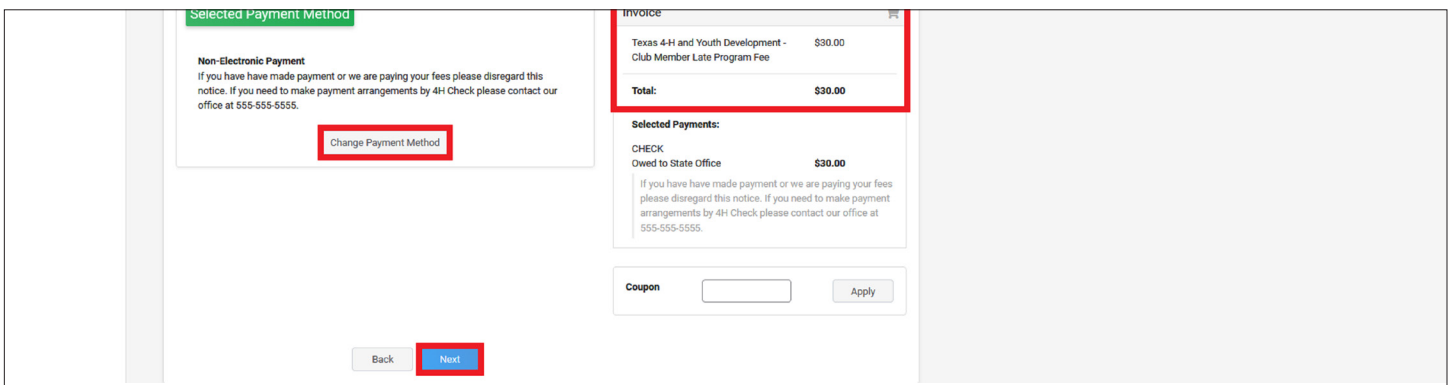Click the blue Pay By Check button.

- 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.

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

TEXAS 4HONLINE FAMILY GUIDE
SUBMIT INCOMPLETE ENROLLMENT

TEXAS A&M
AGRILIFE
EXTENSION

SUBMIT SCREEN

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

STATUS

Active youth enrollments must have:
- Approved enrollment by the county office
- Enrollment Fees Received/Paid