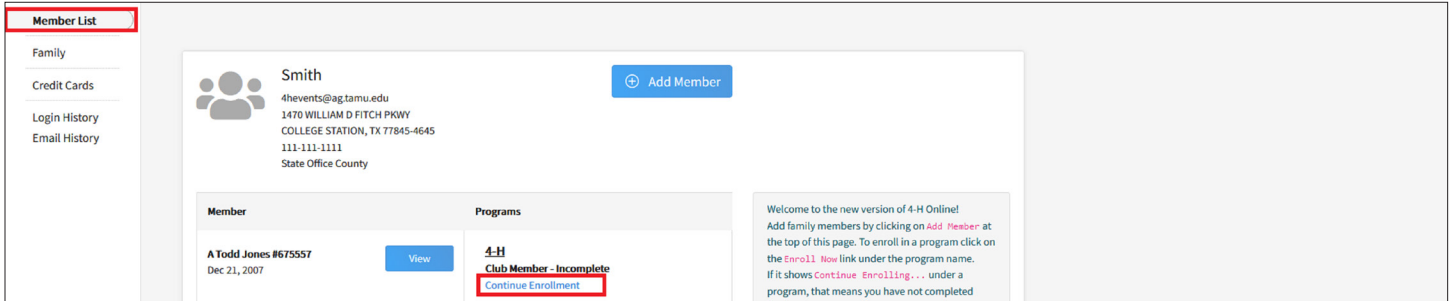


### LOCATING THE ENROLLMENT RECORD STARTED BUT NOT SUBMITTED COMPLETELY

- 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.



**Member List**

Family  
Credit Cards  
Login History  
Email History

**Smith**  
4hevents@ag.tamu.edu  
1470 WILLIAM D FITCH PKWY  
COLLEGE STATION, TX 77845-4645  
111-111-1111  
State Office County

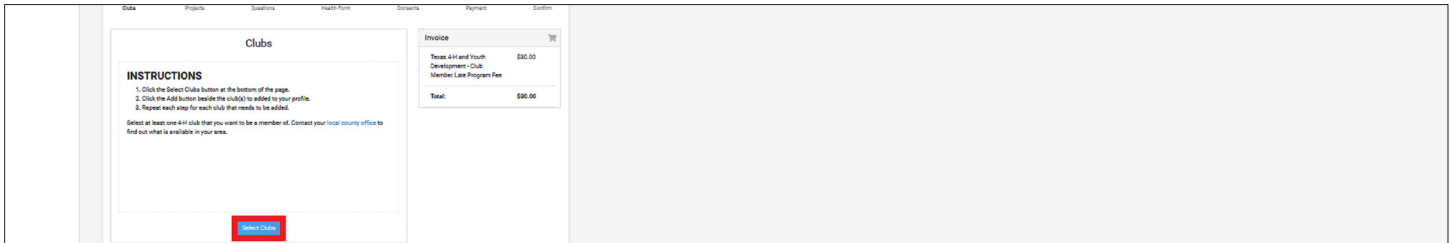
[Add Member](#)

Member	Programs
A Todd Jones #675557 Dec 21, 2007	<a href="#">View</a> 4-H Club Member - Incomplete <a href="#">Continue Enrollment</a>

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

### CLUBS - UNITS

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



**Clubs**

**INSTRUCTIONS**

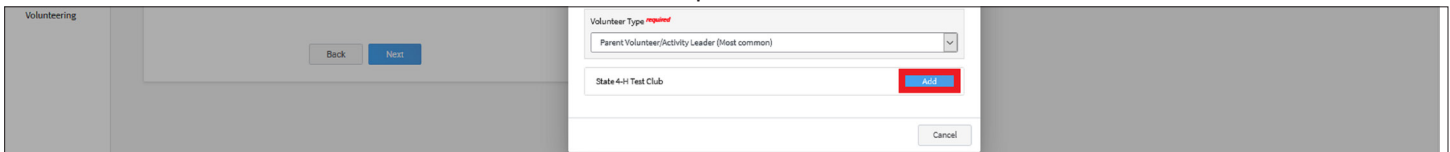
1. Click the Select Clubs button at the bottom of the page.
2. Click the Add button beside the club(s) to add to your profile.
3. Repeat each step for each club that needs to be added.

Select at least one 4-H club that you want to be a member of. Contact your local county office to find out what is available in your area.

[Select Clubs](#)

Invoice	Total
Texas 4-H and Youth Development - Club Member Late Program Fee	\$80.00
<b>Total:</b>	<b>\$80.00</b>

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



Volunteering

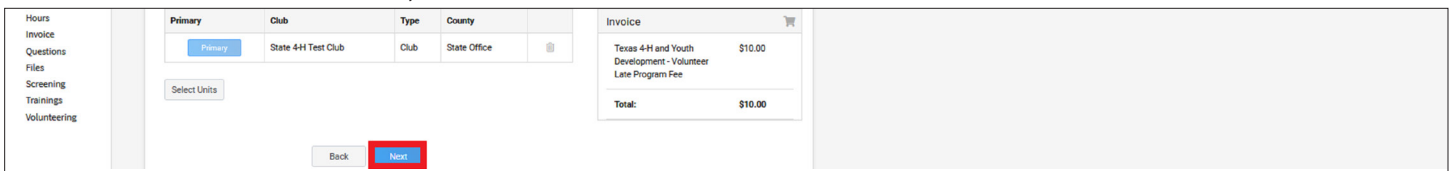
Back [Next](#)

Volunteer Type *required*  
Parent Volunteer/Activity Leader (Most common)

State 4-H Test Club [Add Club](#)

Cancel

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



Hours  
Invoice  
Questions  
Files  
Screening  
Trainings  
Volunteering

Primary	Club	Type	County
<a href="#">Primary</a>	State 4-H Test Club	Club	State Office

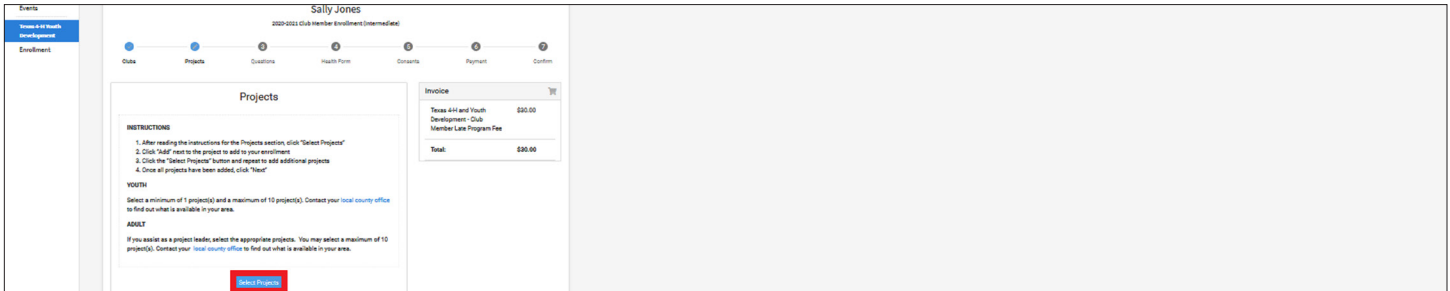
[Select Units](#)

Back [Next](#)

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

### PROJECTS

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



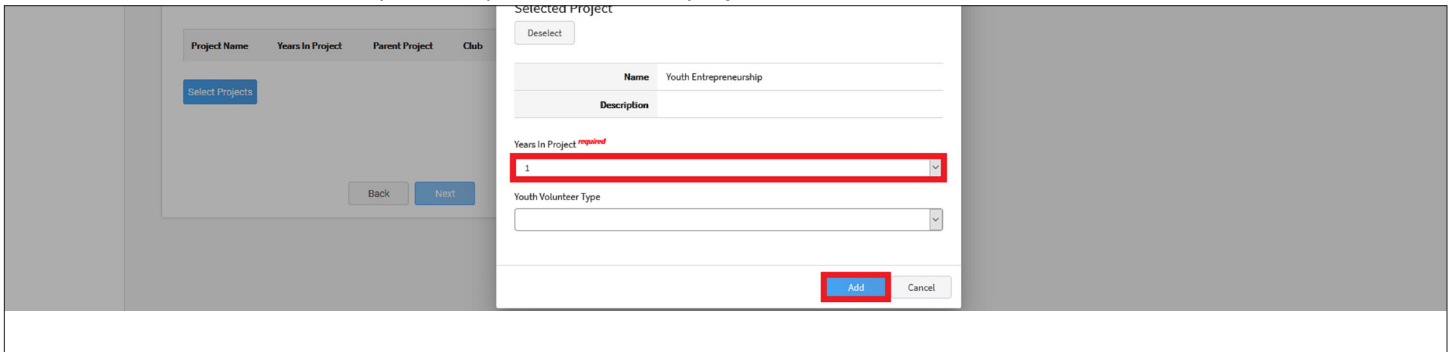
The screenshot shows the 'Projects' section of the enrollment form. It includes instructions for selecting projects, a list of available projects (Workforce Preparation and Careers, Youth Entrepreneurship), and an invoice showing a total of \$30.00. The 'Select Projects' button is highlighted in red.

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



The screenshot shows the project selection interface. The 'Youth Entrepreneurship' project is selected, and its 'Select' button is highlighted with a red box.

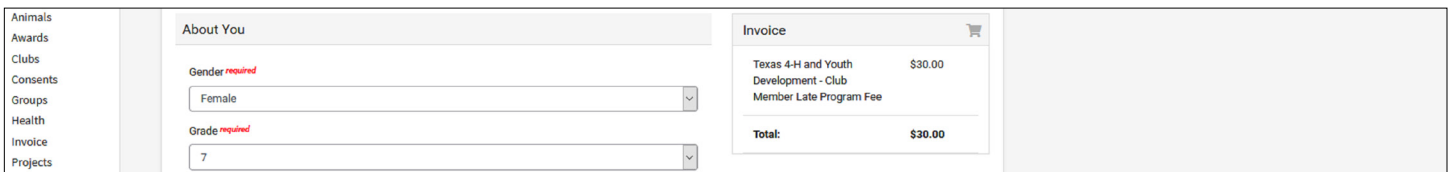
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



The screenshot shows the 'Selected Project' form. The 'Years In Project' dropdown menu is set to 1, and the 'Add' button is highlighted in red.

### ABOUT YOU

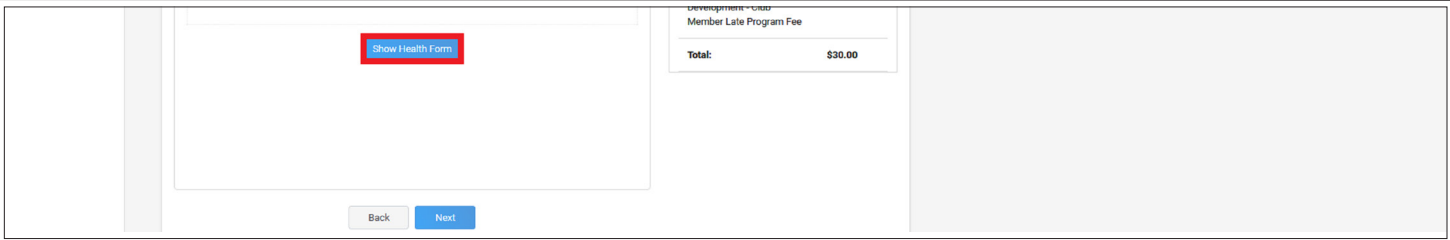
- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- Click the blue Next button.



The screenshot shows the 'About You' form. The 'Gender' dropdown menu is set to 'Female' and the 'Grade' dropdown menu is set to '7'. The 'Add' button is highlighted in red.

### 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 - user  
Member Late Program Fee

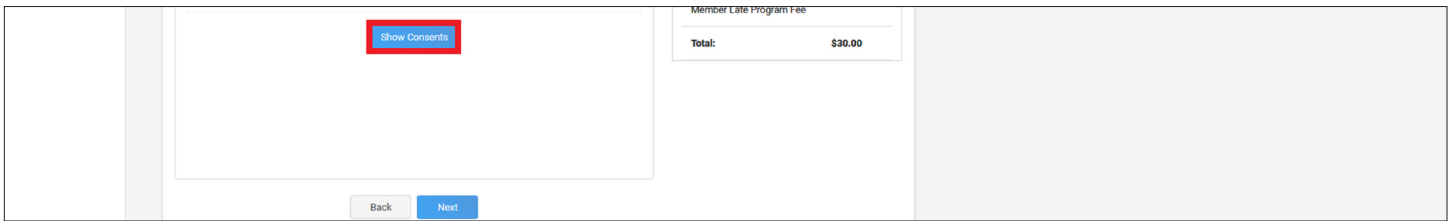
Total: \$30.00

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

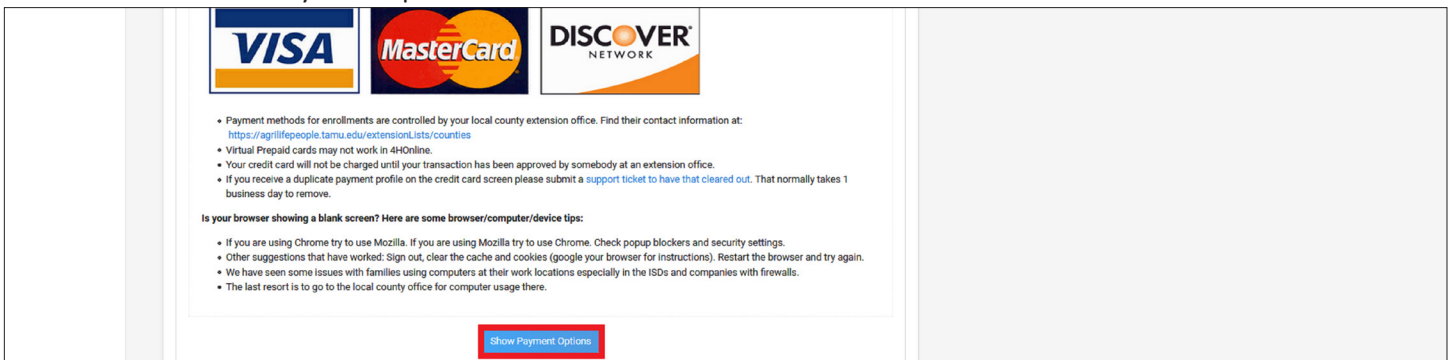
Total: \$30.00

Show Consents

Back Next

### PAYMENT SCREEN

- Click the blue Show Payment Options button.



VISA MasterCard DISCOVER NETWORK

- Payment methods for enrollments are controlled by your local county extension office. Find their contact information at: <https://agrilifepeople.tamu.edu/extension/Lists/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.

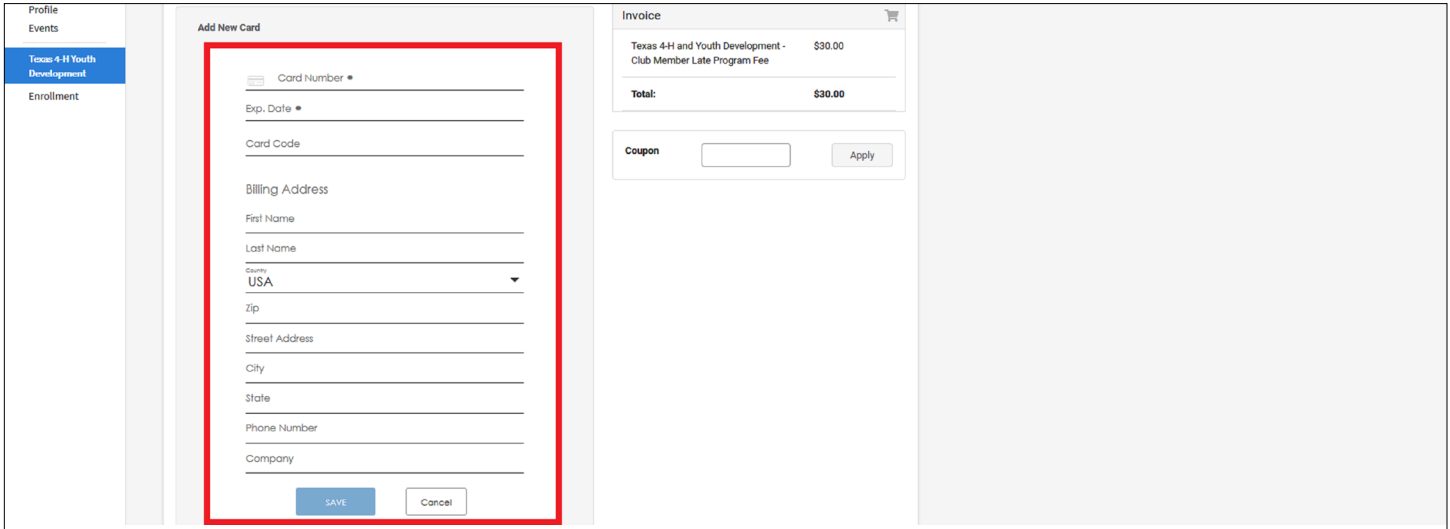
Is your browser showing a blank screen? Here are some browser/computer/device tips:

- 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.

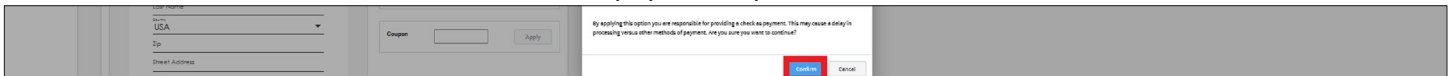


### Payment By 4H Check

Click the blue Pay By Check button.

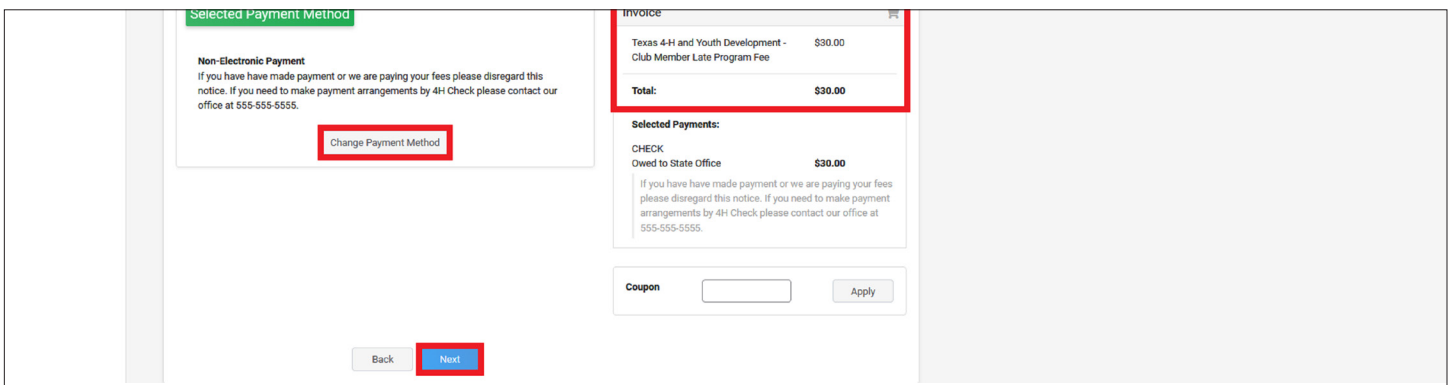


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



### 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.



### SUBMIT SCREEN

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

<p>Select Units</p> <p>State 4-H Test Club, State Office - Primary</p>	<p>Development - Club Member Late Program Fee</p> <p><b>Total: \$30.00</b></p>	
<p>Selected Projects</p> <p>Dairy Cattle - State 4-H Test Club</p>	<p><b>Selected Payments:</b></p> <p>CHECK Owed to State Office <b>\$30.00</b></p> <p><small>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 555-555-5555.</small></p>	
<p>Back <span style="margin-left: 20px;">Submit</span></p>		

### STATUS

#### Active youth enrollments must have:

- Approved enrollment by the county office
- Enrollment Fees Received/Paid

Member	Programs	
<p>0.Johnny Smith #638652 Aug 15, 2010</p> <p><a href="#">View</a></p>	<p>4-H <b>ClubMember - Approved</b> Enrolled for 2020-2021 program year</p>	<p>Welcome to the new version of 4-H Online! Add family members by clicking on <b>Add Member</b> at the top of this page. To enroll in a program click on the <b>enroll</b> link under the program name. If it shows <b>continue Enrolling...</b> under a program, that means you have not completed</p>