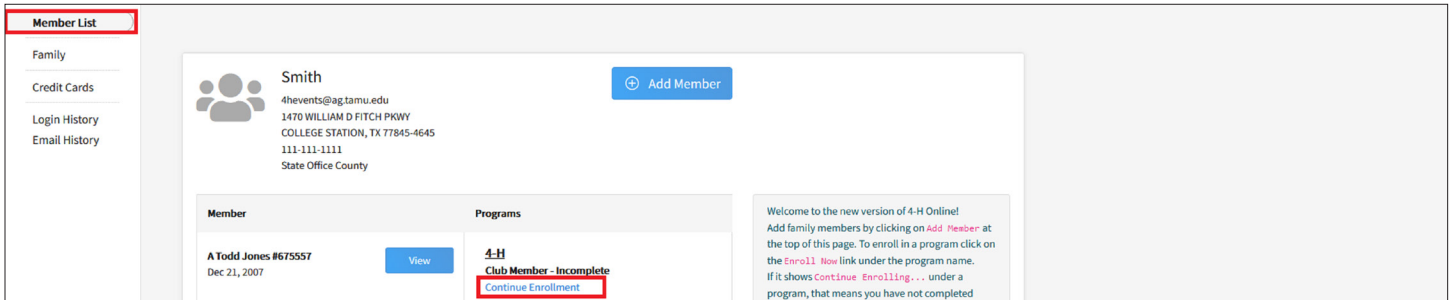


**AN EMAIL WITH THE REASON WAS SENT TO THE FAMILY EMAIL ADDRESS  
CONTACT THE LOCAL COUNTY EXTENSION OFFICE FOR MORE INFORMATION**

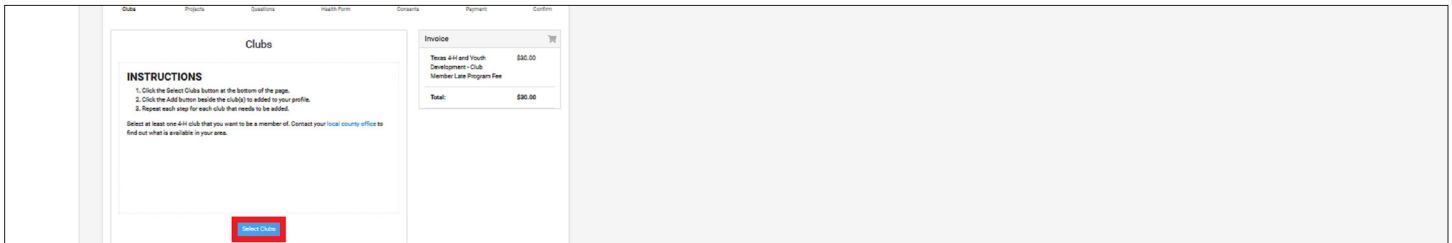
## LOCATING THE ENROLLMENT RECORD TO RESUBMIT

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

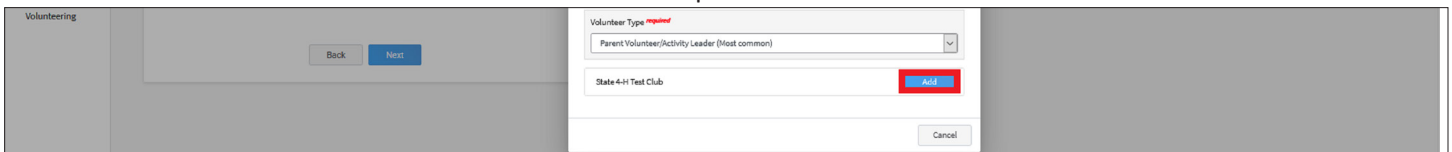


## CLUBS - UNITS

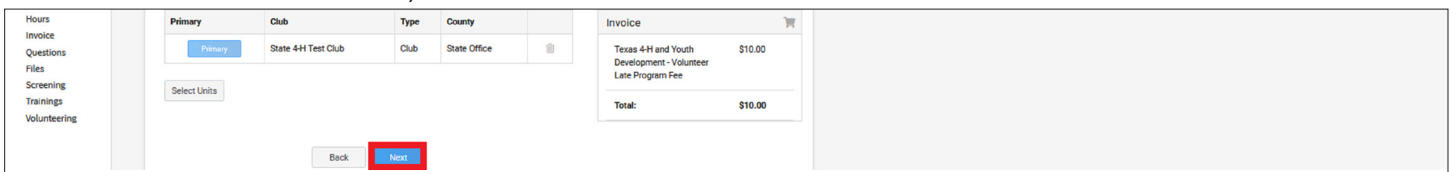
- After reading the instructions for the Clubs section, click the blue Select Clubs button.



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

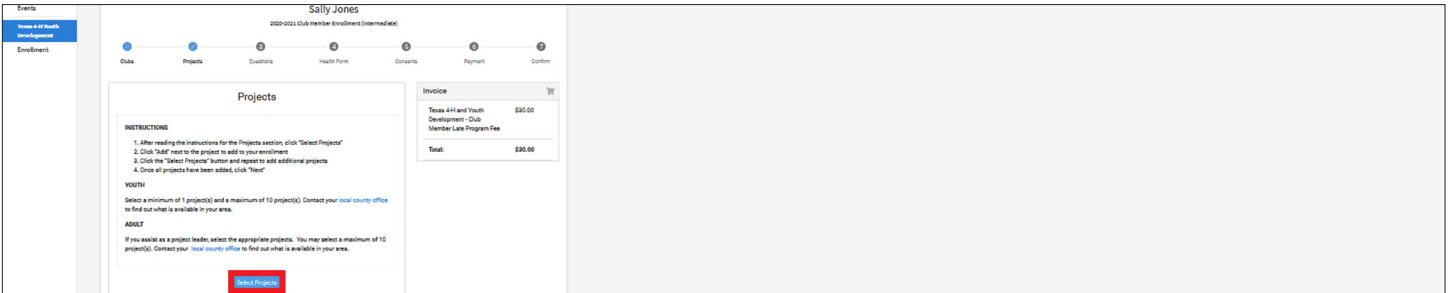


- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.



## PROJECTS

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



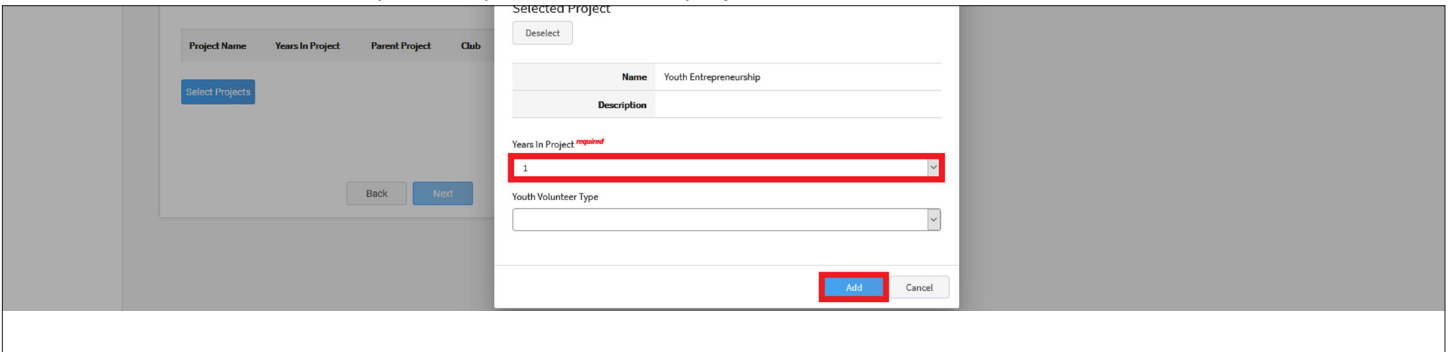
The screenshot shows the '2020-2021 Club Member Enrollment (Inter-mediate)' page for Sally Jones. It includes a progress bar with steps: Home, Projects, Consents, Health Form, Consents, Report, and Custom. The 'Projects' step is active. On the left, there are instructions for selecting projects. On the right, there is an 'Invoice' summary showing a total of \$30.00. A red box highlights the 'Select Projects' button at the bottom of the instructions.

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



The screenshot shows a list of projects. 'Youth Entrepreneurship' is selected, and its 'Select' button is highlighted with a red box. Other projects like 'Workforce Preparation and Careers' are also visible.

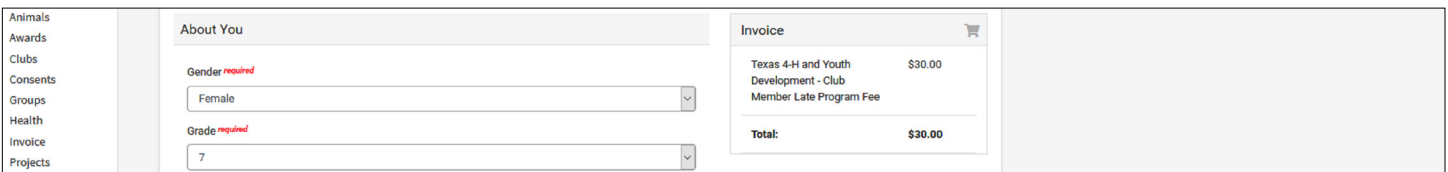
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



The screenshot shows the 'Selected Project' dialog box. The 'Name' is 'Youth Entrepreneurship' and the 'Description' is empty. The 'Years In Project' dropdown menu is set to '1' and is highlighted with a red box. The 'Add' button at the bottom right is also highlighted with a red box.

## ABOUT YOU

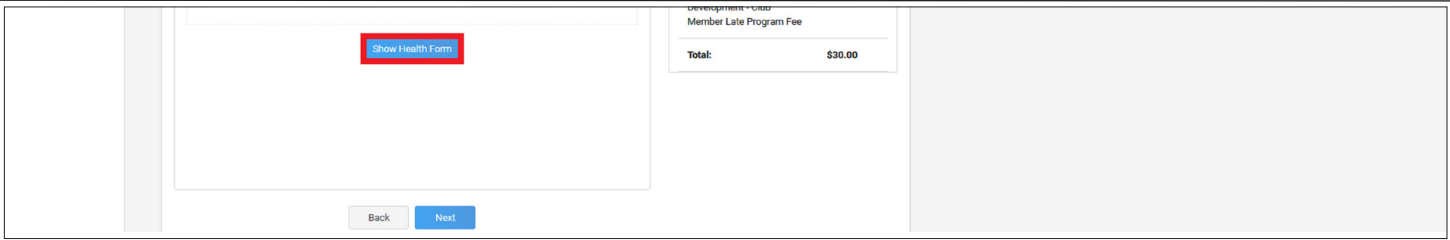
- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- Click the blue Next button.



The screenshot shows the 'About You' section with 'Gender' set to 'Female' and 'Grade' set to '7'. To the right, there is an 'Invoice' summary showing a total of \$30.00. A 'Next' button is visible at the bottom of the 'About You' section.

## 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

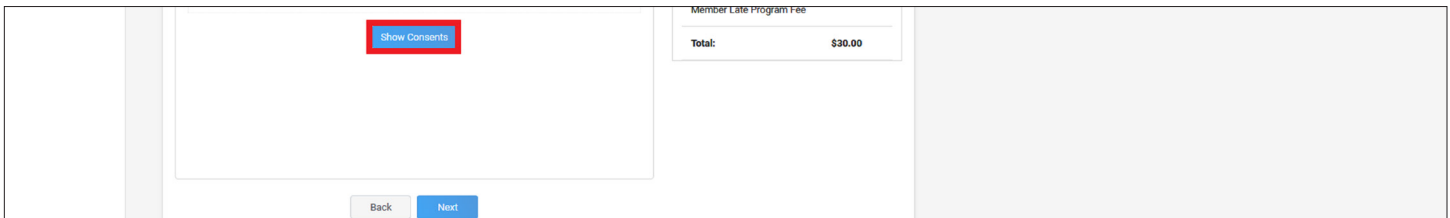
Total: \$30.00

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

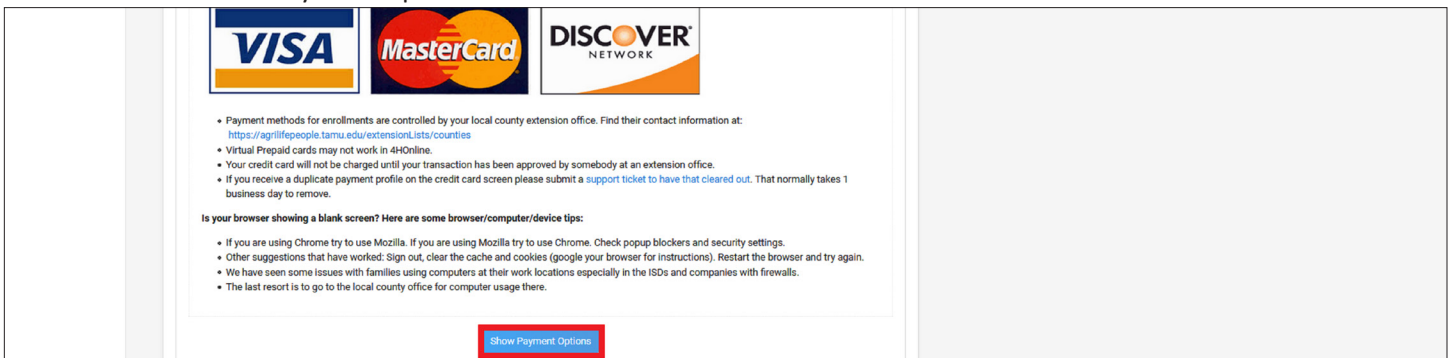
Total: \$30.00

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.

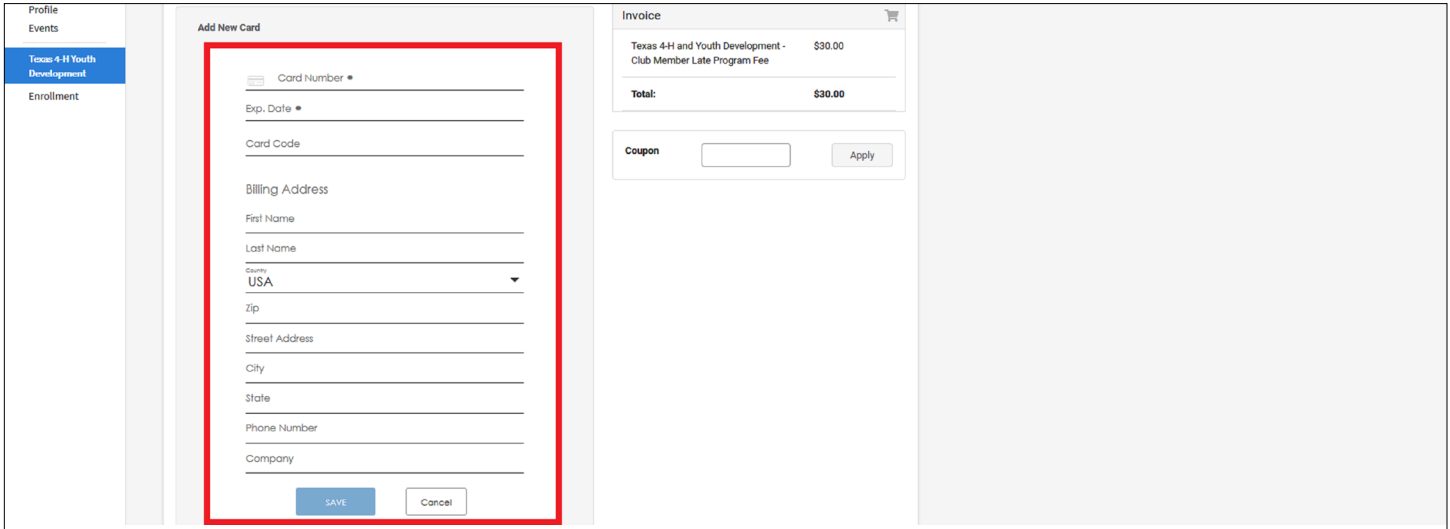
Is your browser showing a blank screen? Here are some browser/computer/device tips:

- 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.

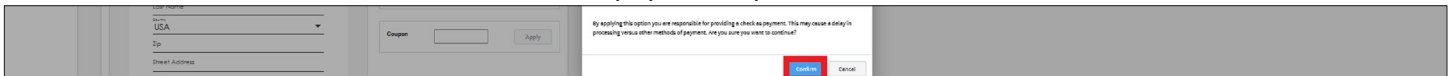


## Payment By 4H Check

Click the blue Pay By Check button.

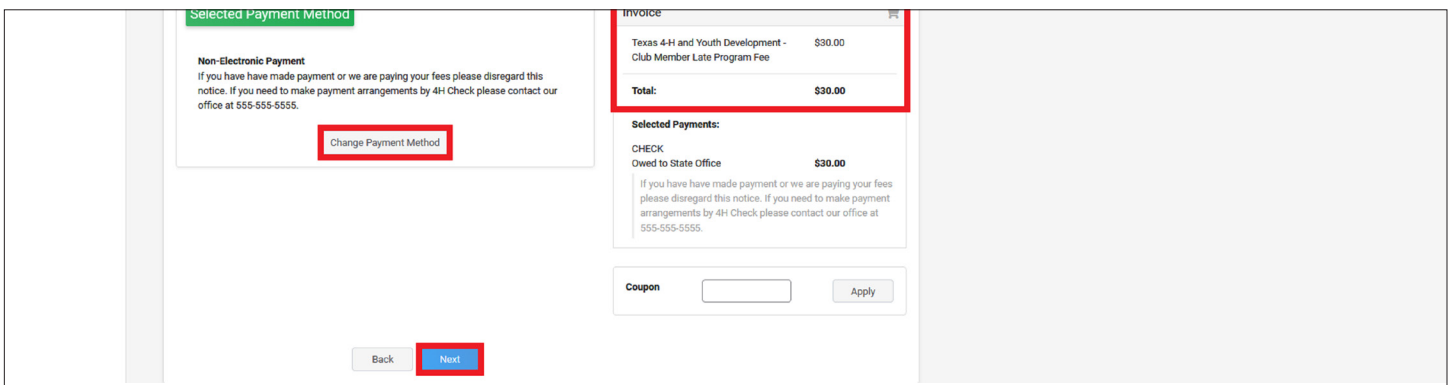


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



## 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 Club</p> <p>State 4-H Test Club, State Office - Primary</p> | <p>Development - Club<br/>Member Late Program Fee</p> <p><b>Total: \$30.00</b></p> <p><b>Selected Payments:</b></p> <p>CHECK<br/>Owed to State Office <b>\$30.00</b></p> <p>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.</p> |
| <p>Selected Projects</p> <p>Dairy Cattle - State 4-H Test Club</p>    |   |
| <p>Back <b>Submit</b></p>   |   |

## STATUS

### Active youth enrollments must have:

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

| Member  | Programs  |  |
|---|---|--|
| <p>0Johnny Smith #638652<br/>Aug 15, 2010</p> <p><a href="#">View</a></p> | <p>4-H<br/><b>ClubMember - Approved</b><br/>Enrolled for 2020-2021 program year</p> | <p>Welcome to the new version of 4-H Online!<br/>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> |