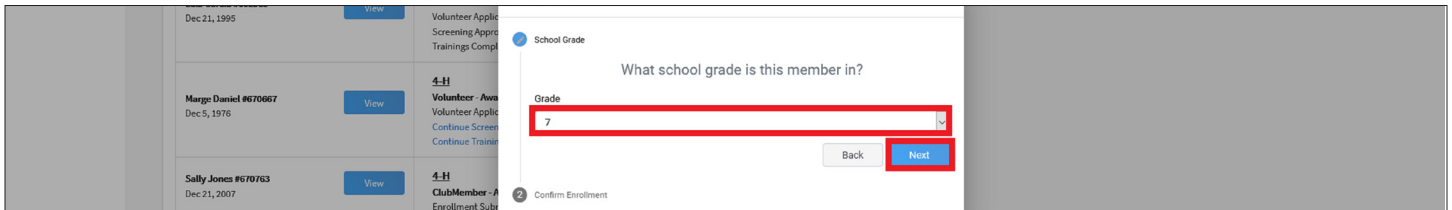


- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.



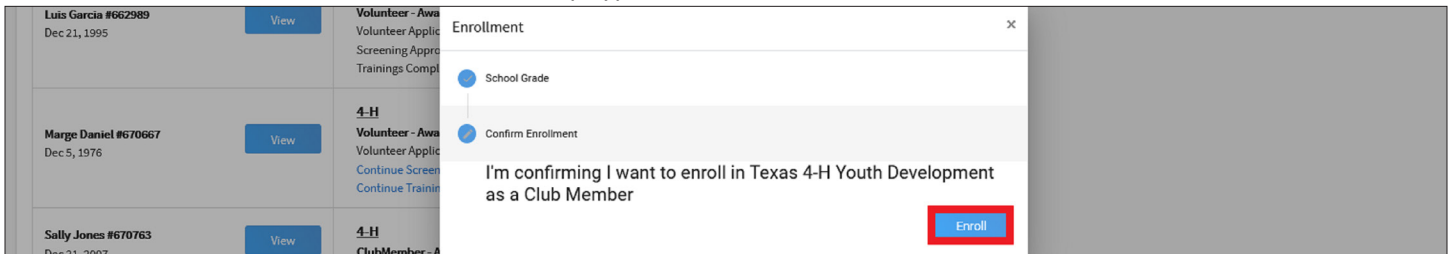
Member list showing 'Kid Test #628246' with an 'Enroll Now' button highlighted in red.

- Select the grade from the drop-down menu.
- Click the blue Next button.



Form titled 'What school grade is this member in?' with a dropdown menu showing '7' and a 'Next' button highlighted in red.

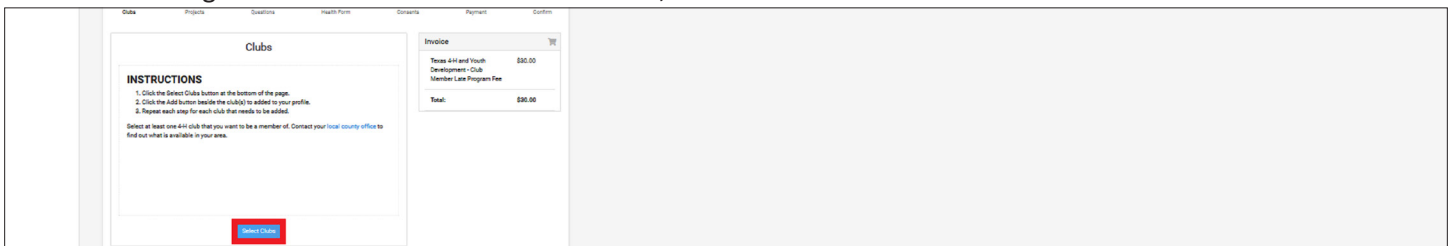
- Read the screen to confirm the membership type and click the blue Enroll button.



'Enrollment' confirmation screen with the text 'I'm confirming I want to enroll in Texas 4-H Youth Development as a Club Member' and an 'Enroll' button highlighted in red.

## CLUBS - UNITS

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



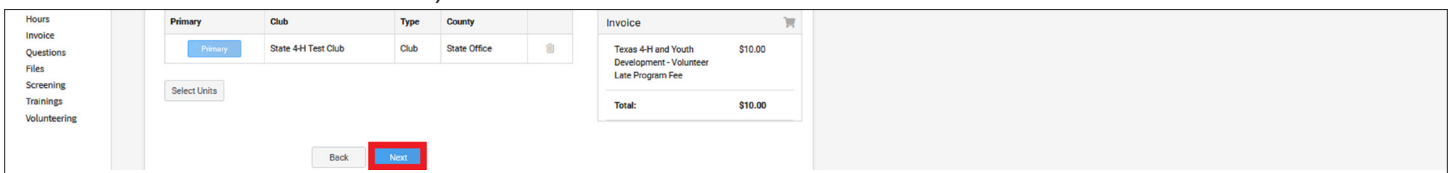
'Clubs' instructions page with a 'Select Clubs' button highlighted in red.

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



'Add Club' dialog box showing 'State 4-H Test Club' and an 'Add' button highlighted in red.

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



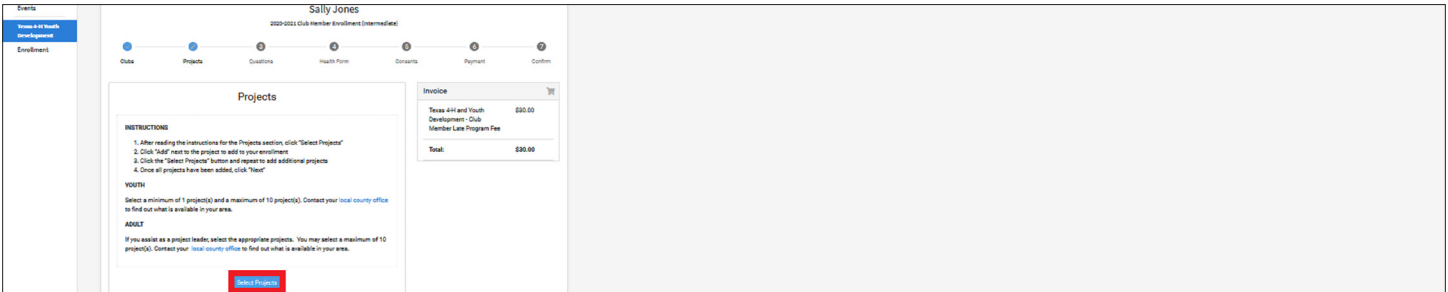
'Clubs' management page showing a table with 'State 4-H Test Club' and a 'Next' button highlighted in red.

[View Our YouTube Channel For Instructions](#)

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

## PROJECTS

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



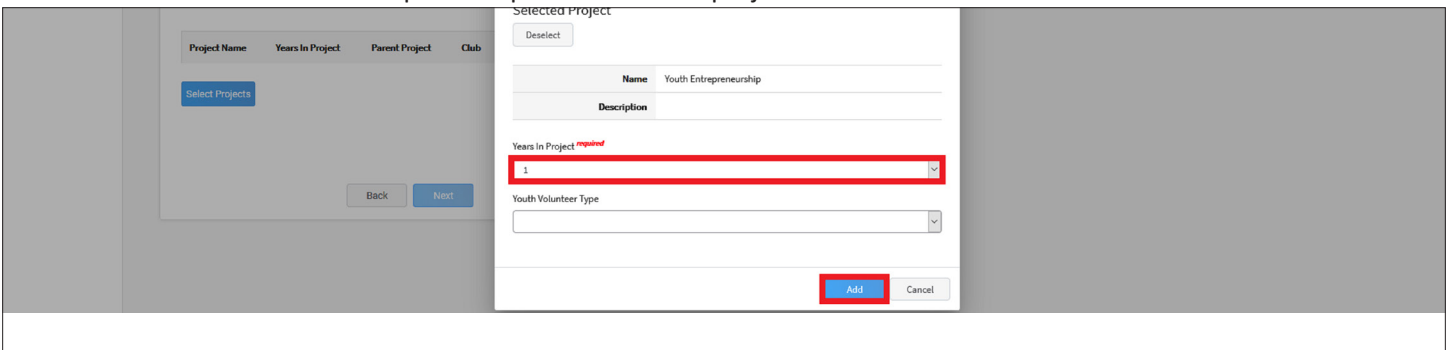
The screenshot shows the 'Projects' section of the enrollment process. It includes instructions for selecting projects, a list of available projects (Workforce Preparation and Careers, Youth Entrepreneurship), and an invoice showing a total of \$30.00. The 'Select Projects' button is highlighted in red.

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



The screenshot shows the project selection interface. The 'Select' button next to 'Youth Entrepreneurship' is highlighted in red.

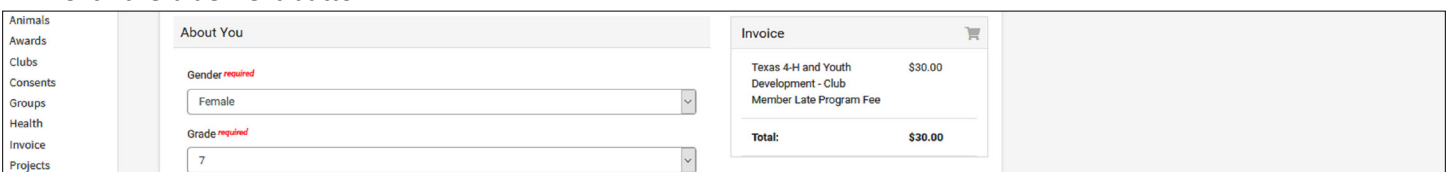
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



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 is set to 'Female' and the 'Grade' dropdown 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.

[View Our YouTube Channel For Instructions](#)

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



Development - User  
Member Late Program Fee

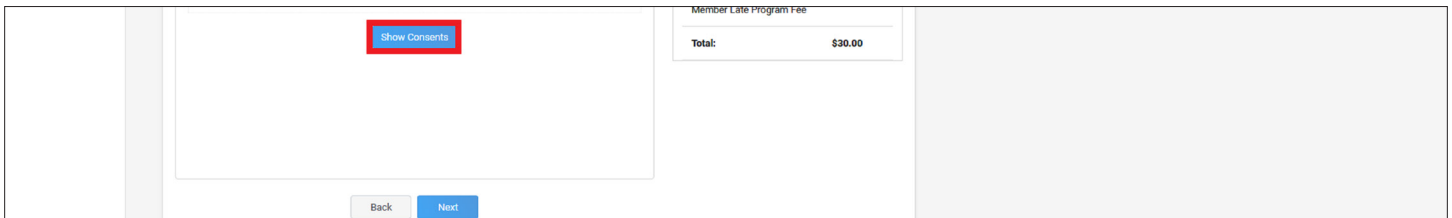
Total: \$30.00

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

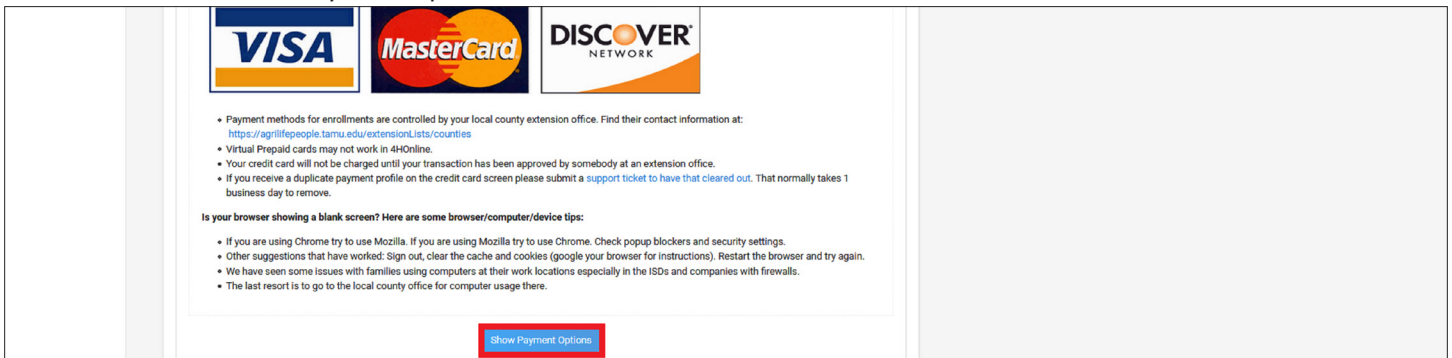
Total: \$30.00

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/lets/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.

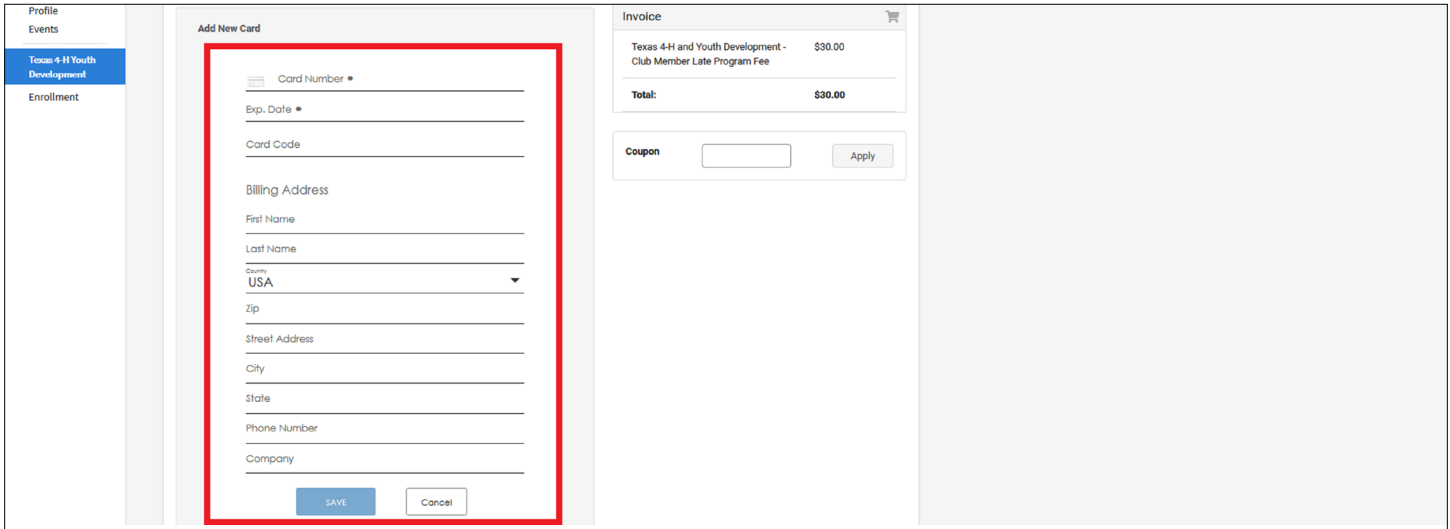
Show Payment Options

[View Our YouTube Channel For Instructions](#)

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

### 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.

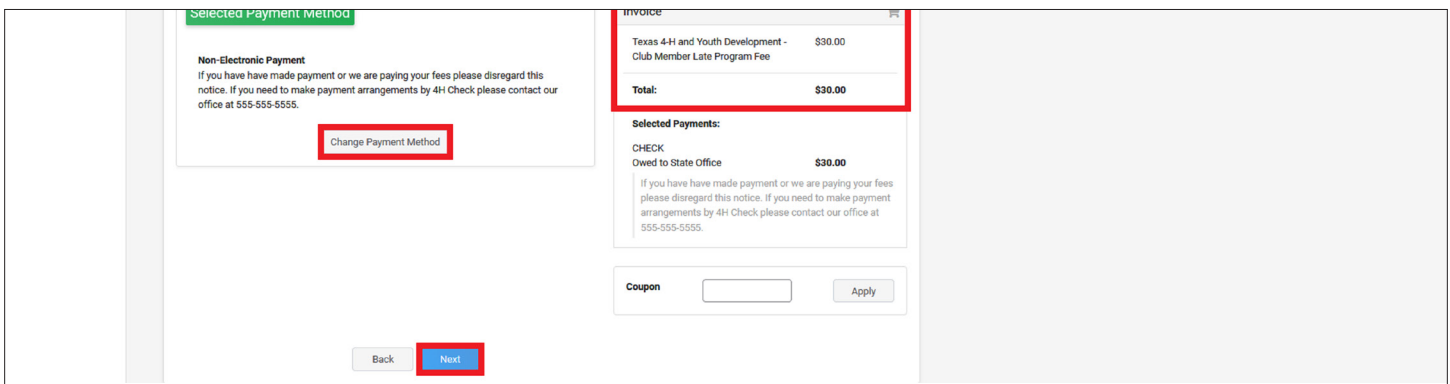


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



### 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.



[View Our YouTube Channel For Instructions](#)