

# COUNTY OFFICE

# 4H ONLINE NEW 4-H YEAR

## ENROLLMENT

- The 4-H year officially starts September 1 so the grade and age should be based on that for all youth. See Rules and Guidelines for more information.
- Enrollment opens earlier than September 1 to help with youth needing to be enrolled quickly. Focus on processing older youth in grades 5 and above needing to be enrolled quickly.
- Youth going into 3rd and 4th grade should CREATE their new year enrollment on or after September 1. This will help ensure that the correct fees are charged. Send enrollment back with a note to wait and then go in and delete out the current year for them.
- Prevent issues with member types by checking the age, grade and fees before approving. County approval locks in the Clover Kid or Club Member type and fee.
- Review the payment method to make sure it is correct before approval. County approval locks in the payment type.
- Review club manager access as volunteers are approved and assign where needed. Access is a roster download with basic contact information.



### **AVAILABLE RESOURCES**

- [Rules and Guidelines Document](#)
- [Membership Fee Schedule](#)
- [Enrollment Awaiting Review](#)
- [Granting Club Manager Access](#)
- [County 4HOnline Guides and Resources](#)
- [County 4HOnline Support Request](#)