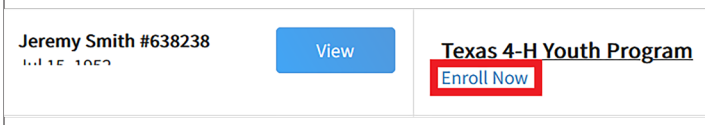
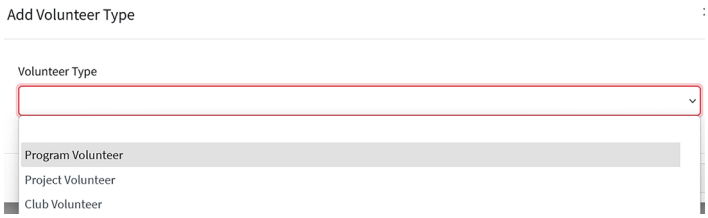
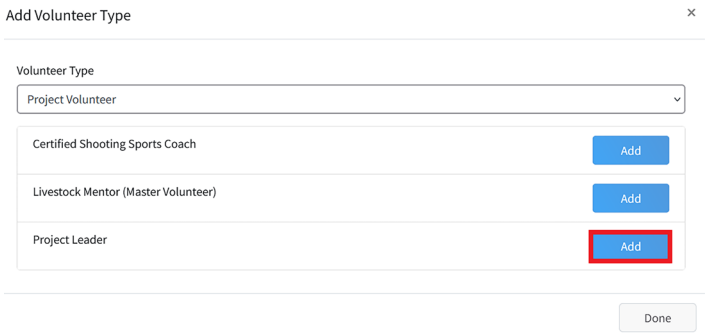
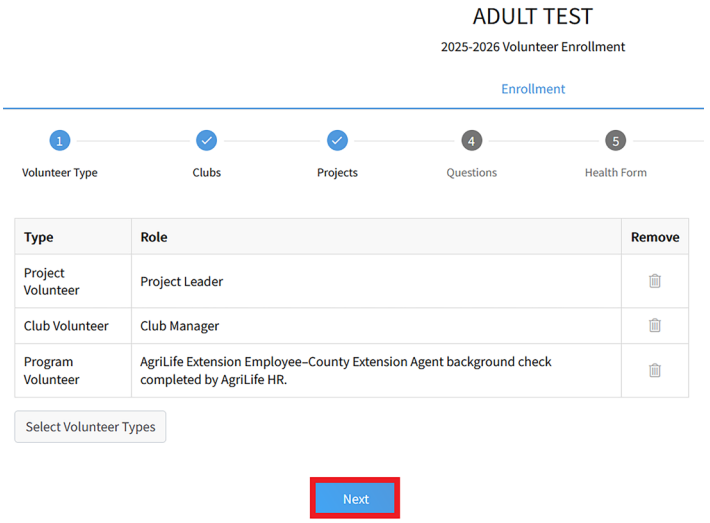
GUÍA FAMILIAR DE TEXAS 4HONLINE
RENEW ADULT ENROLLMENT

Log in to the family account. Find the member's name in the list and click the "Enroll Now" link.	
Read the screen to confirm the membership type and click the blue Enroll button.	
Select the Volunteer Type: • Program Volunteer (Employee) • Project Volunteer (Volunteer) • Club Volunteer (Volunteer)	

RENEW ADULT ENROLLMENT

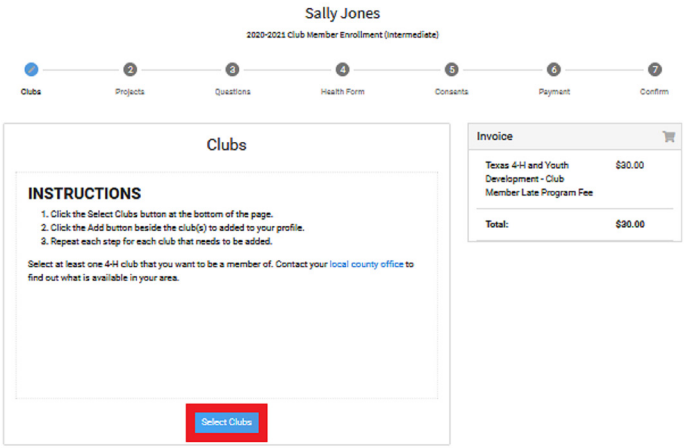
Click the blue Add button next to all volunteer types that apply Click the Done button to proceed.	
Once all types have been added, click the blue Next button.	

GUÍA FAMILIAR DE TEXAS 4HONLINE
RENEW ADULT ENROLLMENT

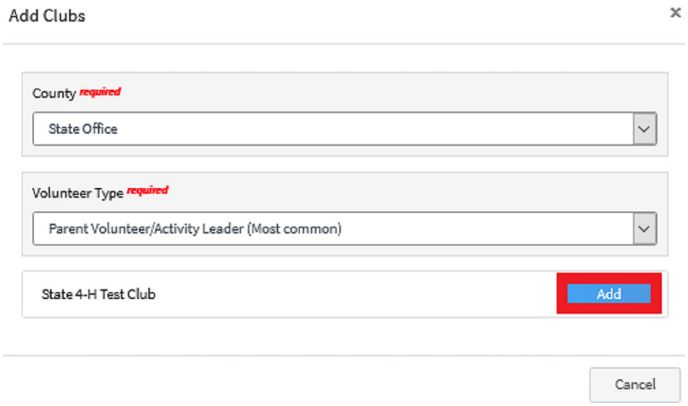
CLUBS – UNITS

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

Skip this step if there are no clubs associated with your volunteer role.

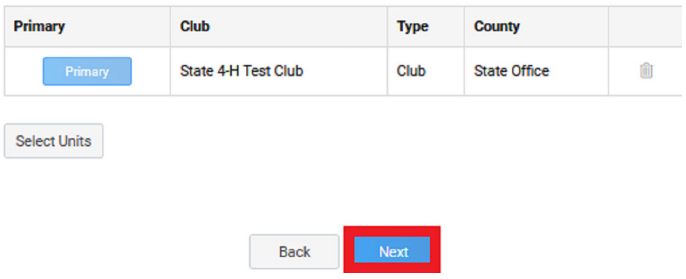


Click the blue Add button next to all the clubs you want to add to the profile.



Click the blue Select Units (Clubs) button to add additional clubs.

Once all clubs have been added, click the blue Next button.

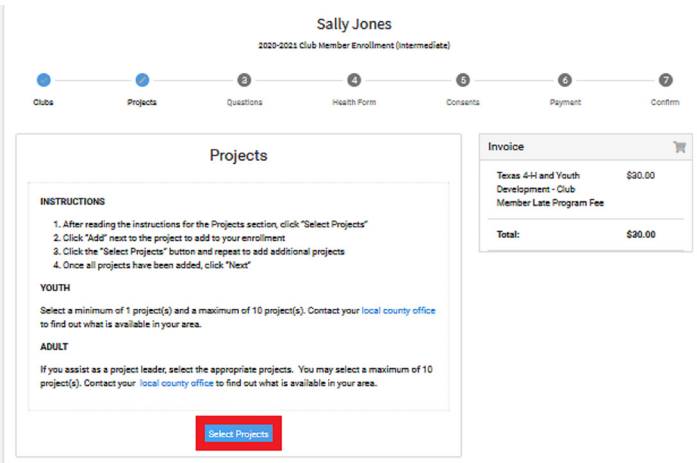


GUÍA FAMILIAR DE TEXAS 4HONLINE
RENEW ADULT ENROLLMENT

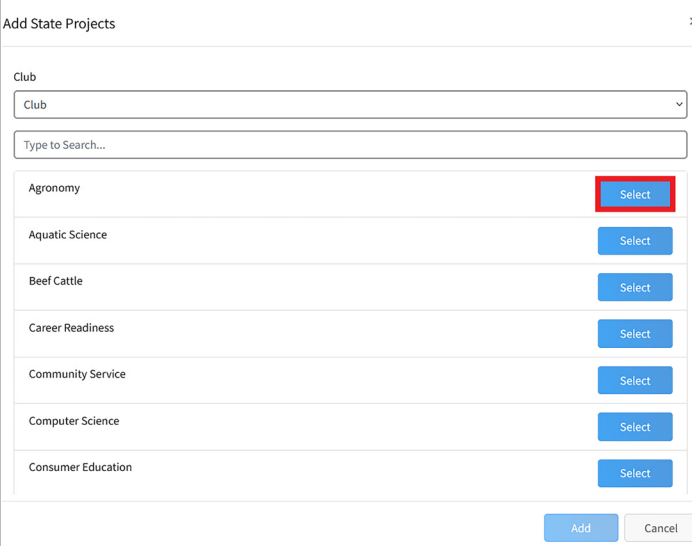
PROJECTS

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

Skip this step if there are no projects associated with your volunteer role.

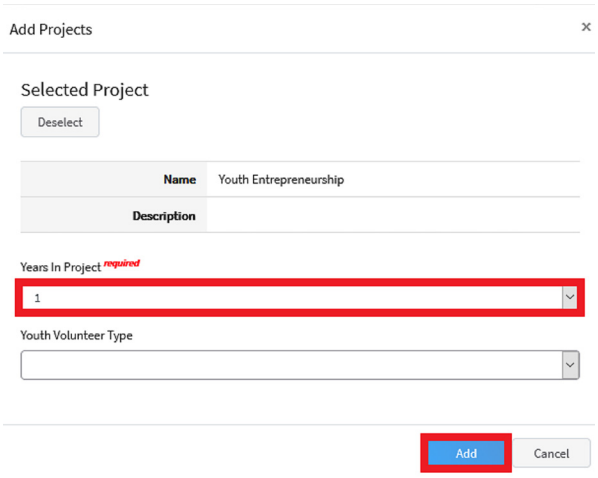


Click the blue Select button next to the project to add it to the enrollment.



Select the Years in the Project from the dropdown menu. The default value is 1.

Click the blue Add button. Repeat the process for each project.

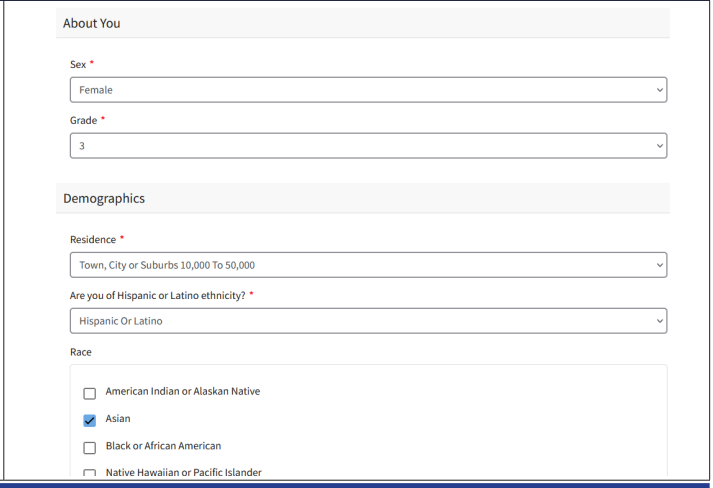


GUÍA FAMILIAR DE TEXAS 4HONLINE
RENEW ADULT ENROLLMENT

QUESTIONS

Click the blue “Show Questions” button to view and answer all the questions.

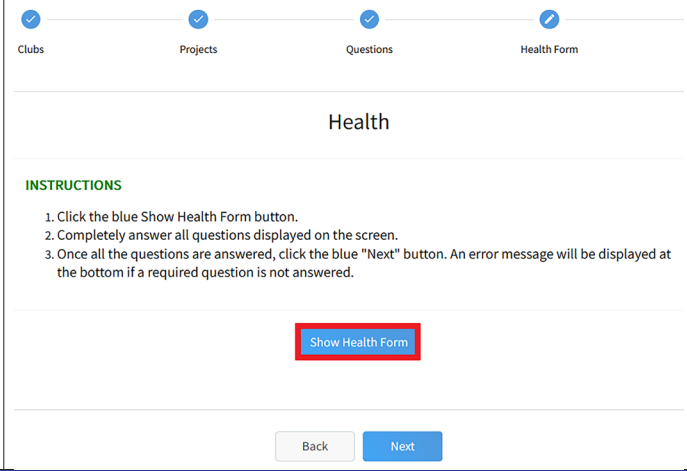
Click the blue Next button.



HEALTH SECTION

Click the blue “Show Health Form” button to view and answer all the questions, and sign where indicated.

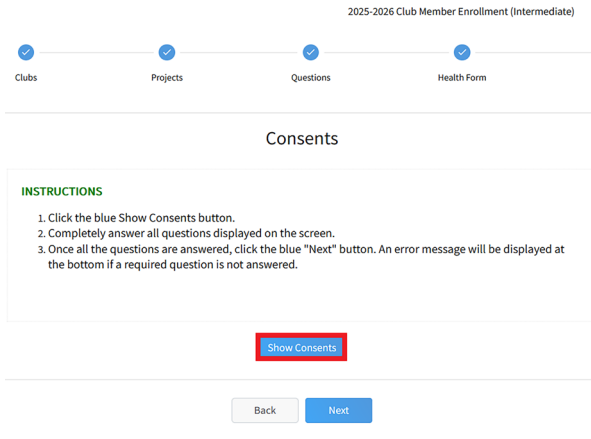
Click the blue Next button.



CONSENTS SECTION

Click the blue “Show Consents” button to view and answer all the questions, and sign where indicated.

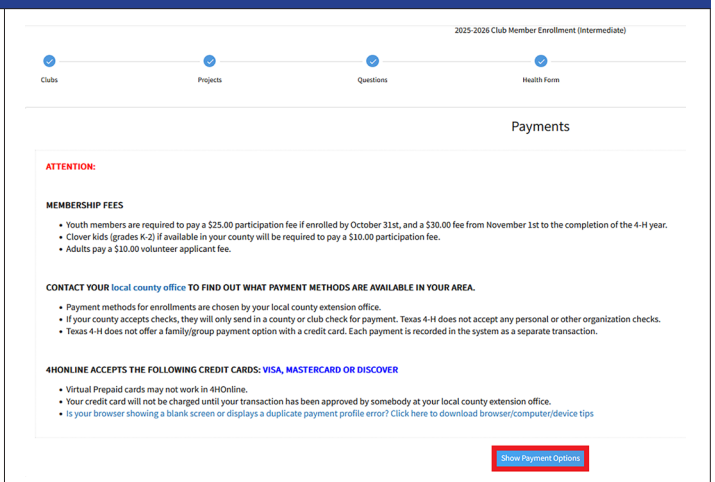
Click the blue Next button.



PAYMENT SCREEN

Click the blue button that says “Show Payment Options.”

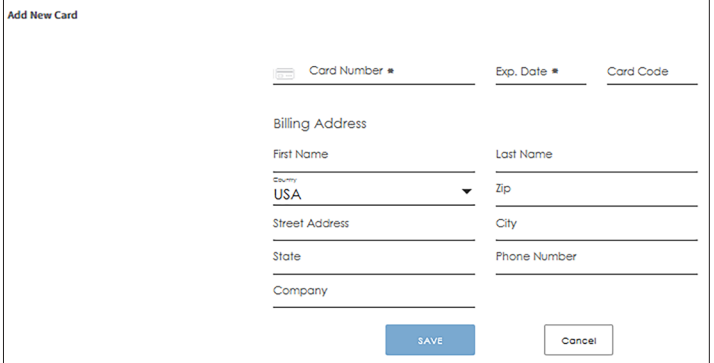
The local county office will decide which payment options are available.



Payment by Card

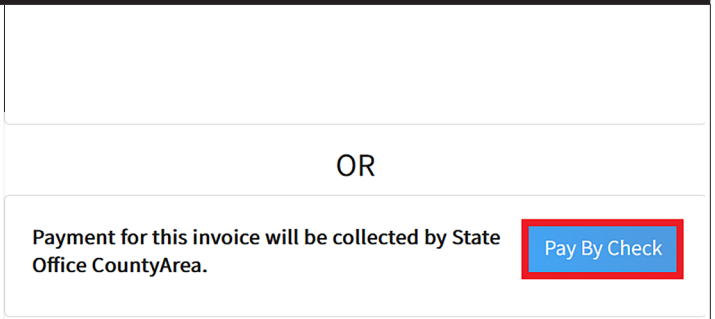
If there is no credit card saved in the family profile, enter the card information and click the blue button that says “Save.”

Click F5(or control F5) if the Add New Card screen does not appear.



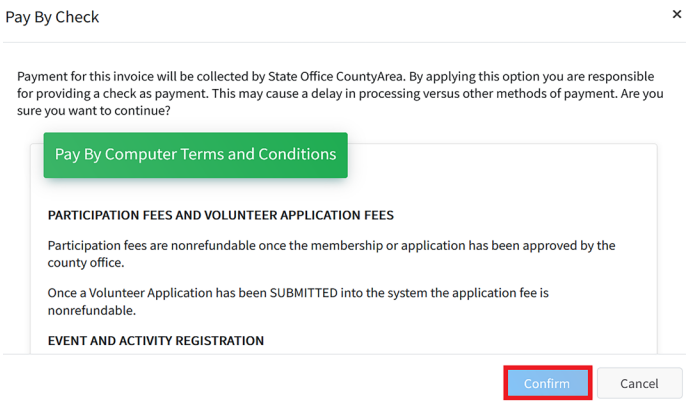
Payment by 4-H Check

Click the blue Pay by Check button.



GUÍA FAMILIAR DE TEXAS 4HONLINE
RENEW ADULT ENROLLMENT

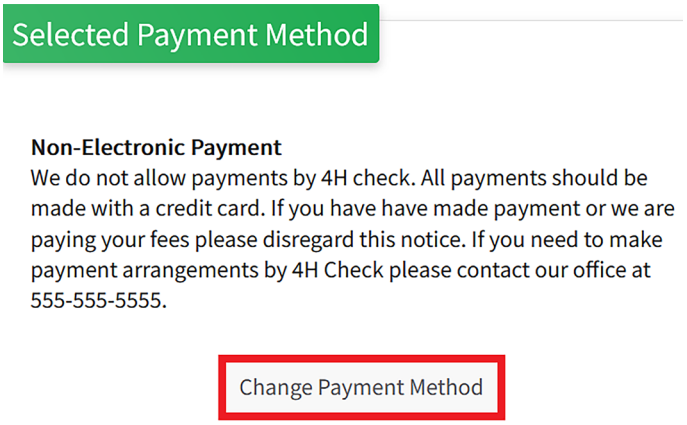
Carefully read the Terms and Conditions for Computer Payment, sign in the indicated space, and confirm your acceptance to continue.



Change the Payment Method

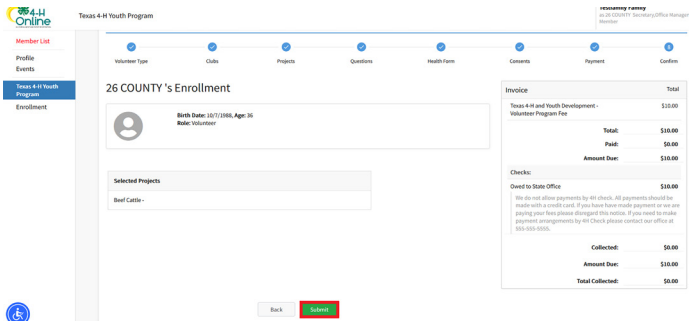
Click the blue button Next button to proceed to the submission screen.

If you need to change the payment method, click the button that says “Change Payment Method.” This is the only opportunity to make the change!



SUBMISSION SCREEN

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



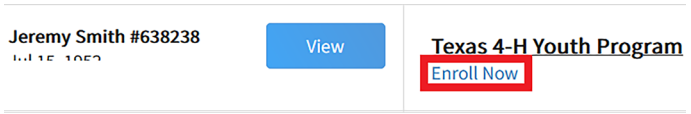
STATUS

The status appears on the family's members list screen.

Active memberships must have:

Enrollment approved by the county office

Enrollment fees received/paid

Screening submitted and approved

Two trainings completed