University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service
4-H Youth Development

Cooperative Extension Service
Warren County
5162 Russellville Road
Bowling Green, KY 42101
(270) 842-1681
www.warrencountyextension.org

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To: Warren County 4-H Members and Parents

From: Julie R. Brown   Janet Turley
        Warren County Extension Agents
        for 4-H Youth Development

Re: Information on enrolling your kids into 4-H

We prefer 4-H members to completely enroll online, but if you would prefer a paper enrollment form we can provide that at your request. Attached with this letter are step by step directions on how to complete the online enrollment process. If you have any questions or need help please contact the Warren County Extension Office at 270-842-1681 and ask for Julie, Janet, or Sara for help.

Quick Reference Guide:
- If you are a new 4-H Family: Start with Page 2 at **Creating a New 4-H Online Account**

- If you were a 4-H member last year: Start with Page 3 at **Re-enrolling into 4-H Online Account** and then go to Page 5 **Youth and Cloverbud Member Enrollment** *(the e-mail address will need to be the primary e-mail address you have used in the past)*

- If you are adding a New 4-H Member but already have sibling in 4-H: Start with Page 3 at **Re-enrolling into 4-H Online Account** and then go to Page 4 **Adding a New Member to the Family** *(the e-mail address will need to be the primary e-mail address you have used in the past)*

- If you are a 4-H Volunteer: Start with Page 3 at **Re-enrolling into 4-H Online Account** and then go to Page 9 **Adult Volunteer Enrollment** *(the e-mail address will need to be the primary e-mail address you have used in the past)*

**Every family will have to create a password for their account, just remember your password will need to be 10 characters with a letter, a number, and a symbol included.

Creating a New 4-H Online Account

1. Go to http://v2.4honline.com. 2. Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online. NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to Member Enrollment.	*NOTE: images may vary by Institution* **4-H Online** Email Password Sign in Don't have an account? Reset password?
3. Select Kentucky from the drop-down menu.	**4-H Online** Create Your Account Select Your State Select State
4. Click "Kentucky 4-H Youth Development"	**4-H Online** Create Your Account Select Your State Texas Select an Institution Texas A&M AgriLife Extension Prairie View A&M University
5. Choose Warren County from the drop-down menu.	**4-H Online** Create Your Account Texas A&M AgriLife Extension Select County Back Continue

6. Complete your family's information. 7. Click the Create Account button.	
8. Enter your family's address information. 9. Click the Verify button. NOTE: The verification process may require you to select an appropriate USPS format.	
10. If you create a new account and an existing account is found, click the Confirm button and continue to Logging in with an Existing 4-H Online Account.	

Logging in to an Existing 4-H Online Account

1. Log into: http://v2.4honline.com. 2. Enter the primary email address you have used on past 4-H enrollment forms. Click on *Reset password.* 3. The password will need to be 10 characters long and requires a letter, number, and symbol. 4. A link will be sent to your email address to be able to advance further in this system.	

Adding a New Member to the Family

1. Enter the member's information.
2. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

3. Complete the "About You" form with the requested information.
4. Click the Next button.

NOTE: Questions listed on this page may vary by Institution.

5. Make sure you click on "I want to join 4-H as a New or Returning 4-H Club Member"
6. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to Youth and Cloverbud Member Enrollment. If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.

If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions.

If you would like to enroll as a Club Member or Volunteer at any time, click "Enroll Now" from the Member List and continue to Youth and Cloverbud Member Enrollment or Adult Volunteer Enrollment.

Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.
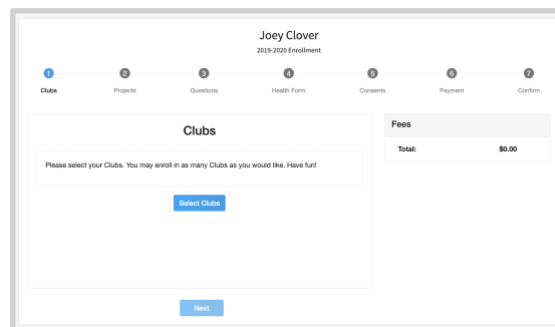
If you are a new member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," then continue to Step 1 below.
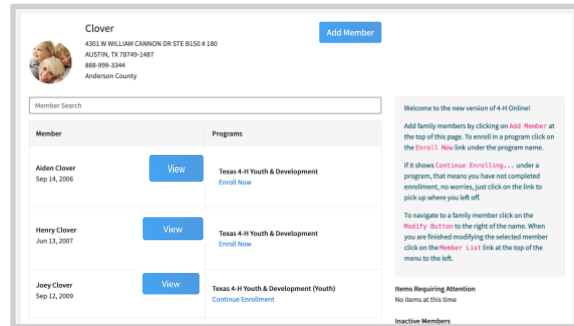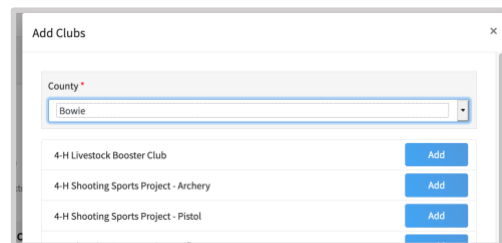

1. Select the member's Grade and click Next.

2. Select to Confirm that you would like to enroll as a Club Member.
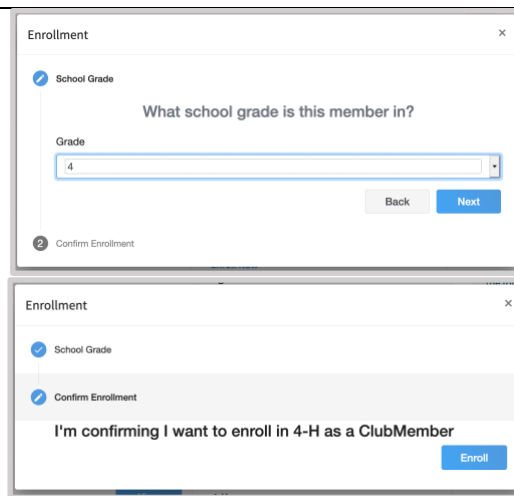
3. Click the Select Clubs button.

4. Select the County in which your Club is located.
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.

7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club. 8. Click the trash can icon to remove a Club from the list. 9. Once all of your Clubs are added, click Next at the bottom of the screen.	
7. Click Select Projects	
8. Select the Club with which you want your project to be associated. 9. Click the Add button next to the project you want to add to the member's enrollment. 10. Repeat steps 7-9 for each project in which you would like to participate.	
NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".	

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11. Click the trash can icon to remove any projects. 12. Click the Next button once all the member's projects have been added.	
13. Click "Show Questions" 14. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution. NOTE: Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload. Click the Next button at the bottom of the screen when you are finished.	
15. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents. 16. Click the Next button at the bottom of the screen when you are done.	

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17. Complete any Consents your Institution requires. 18. Click the Next button at the bottom of the page when you are finished.	
19. Review the enrollment information. 20. Once you have verified that the clubs and projects are listed correctly, click the Submit button. Congratulations, your enrollment is complete!	

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year. At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.	**Anna Clover** 2019-2020 Enrollment Registration ① Volunteer Type ② Questions ③ Health Form ④ Consents ⑤ Payment ⑥ Confirm Type Title Fees Select Volunteer Types Total: $0.00 Next
2. Select a Volunteer Type	Add Volunteer Type ✕ Volunteer Type Activity Volunteer Club Volunteer Project Volunteer Chaperone Coach Committee Member
3. Click Add next to your Volunteer Type Role. NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.	Add Volunteer Type ✕ Volunteer Type Club Volunteer Club Leader — Add Other Club Volunteer — Add Done

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Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.	
4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next.	
7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer. NOTE: If you did not select a Club Volunteer Type, you will not see this screen.	
8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	
11. If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.	

NOTE: If you did not select a Project Volunteer Type, you will not see this screen.	
12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement. 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County. 14. Click Add next to the Project that you will be working with.	
Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.	
15. Click Show Questions. 16. Complete the Questions section. 17. When you are finished, click the Next button. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution. Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload.	

18. If your Institution requires a Health Form, complete the Health Information and Consent. 19. Click the Next button at the bottom of the page.	
20. Complete the Consents required for your Institution. 21. Click Next at the bottom of the page.	
22. Click Submit	

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