

**Cooperative Extension Service** 

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

August 26, 2024

To: Warren County 4-H Members and Parents

Julie A. Braum Junet Jurley

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
- <u>If you were a 4-H member last year:</u> 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*)
- <u>If you are a 4-H Volunteer</u>: 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			
<ol> <li>Go to <u>http://v2.4honline.com</u>.</li> <li>Click "Don't have an account?" if you have never enrolled in 4-H before using 4-H Online.</li> <li>NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and skip to <u>Member</u></li> <li>Enrollment.</li> </ol>	Image: Sign in         Don't have an account?         Reset password?		
3. Select Kentucky from the drop-down menu.	Create Your Account Select Your State		
4. Click "Kentucky 4-H Youth Development"	Create Your Account Select Your State Select an Institution Texas A&M Agritufe Extension Prairie View A&M University		
5. Choose Warren County from the drop- down menu.	Create Your Account Texas A&M AgriLife Extension Select County		

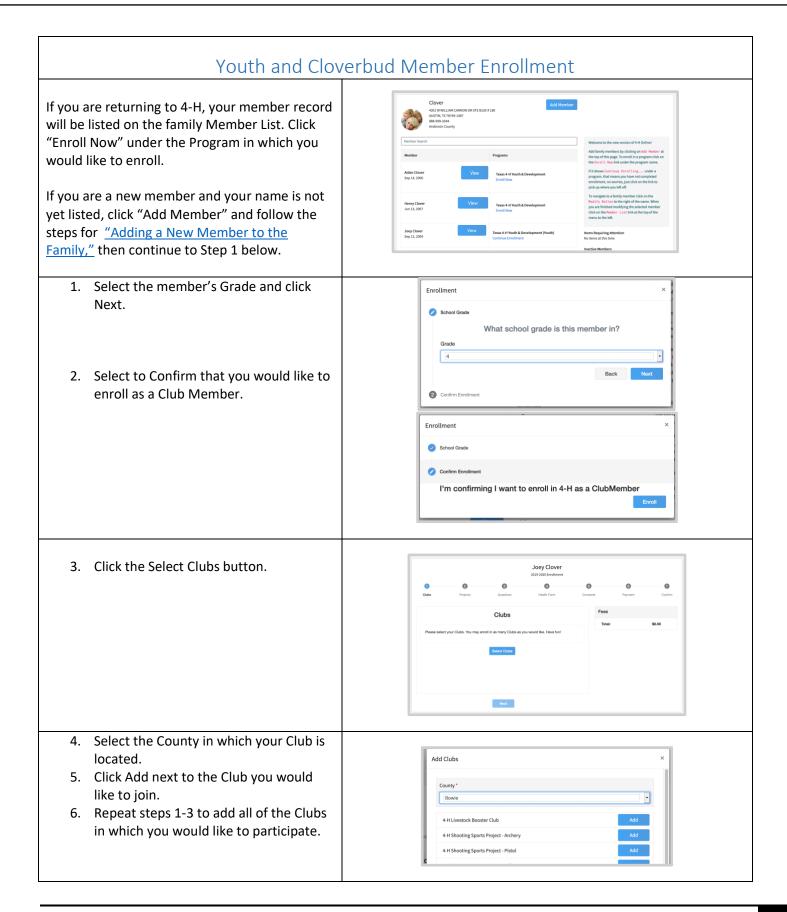


<ol> <li>Complete your family's information.</li> <li>Click the Create Account button.</li> </ol>	Citer Conline
7. Click the create Account button.	Create Your Account Texas A&M AgriLife Extension
	County Anderson
	Email clover@4honline.com
	Confirm Ernail clover@4honline.com
	Mobile Phone 888-999-3344 Number Format ##F-##F-###
	Password
	Confirm Password
	Back Create Account
8. Enter your family's address information.	Verify Your Address
9. Click the Verify button.	Address
,	Address 2
NOTE: The verification process may require you	City
NOTE: The verification process may require you	State Select State •
to select an appropriate USPS format.	Postal Code
	Country US
	Verly
10. If you create a new account and an	Existing Account X
existing account is found, click the	Existing Account ×
	An account with this email has already been found, please sign in or recover password
Confirm button and continue to Logging	
in with an Existing 4-H Online Account.	Confirm Cancel
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	
	€4-Ц
forms. Click on Reset password.	Online
3. The password will need to be 10	INTERNAMENT WEILIGT RELETION F
characters long and requires a letter,	
number, and symbol.	
4. A link will be sent to your email address	Email
	Decement
to be able to advance further in this	Password
system.	
	Sign in
	Don't have an account?
	Reset password?



Adding a Ne	w Member to the Family
<ol> <li>Enter the member's information.</li> <li>Click the Next button.</li> <li>NOTE: fields marked with a red asterisk (*) are required fields and must be completed.</li> <li>NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.</li> </ol>	Neter Lide         Profile         Profile         Contraction         Profile         Dread Condition         Frank Income         Exact Income         Dread Condition         Exact Income         Exact Income
<ol> <li>Complete the "About You" form with the requested information.</li> <li>Click the Next button.</li> <li>NOTE: Questions listed on this page may vary by Institution.</li> </ol>	Add Member   Profis   Nour You   Birth Gender*
<ul> <li>5. Make sure you click on "I want to join 4-H as a New or Returning 4-H Club Member"</li> <li>6. Click the Finish button.</li> <li>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.</li> </ul>	Add Member  Add Member  Add Member  Profile  About You  Beect Participation  How would you like to participate?  I will be participating but not as a Club Member  Back Finish
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 <u>Youth and Cloverbud</u> <u>Member Enrollment</u> or <u>Adult Volunteer Enrollment</u> .	Clover     Add Member       4301 W WILLAW CANNON DR STE B150 # 180     AUSTIN, TX 78749-1487       Austin, TX 78749-1487     Auderson County   Member Search       Member     Programs       Henry Clover     View     Texas 4-H Youth & Development       Jun 13, 2007     View     Texas 4-H Youth & Development

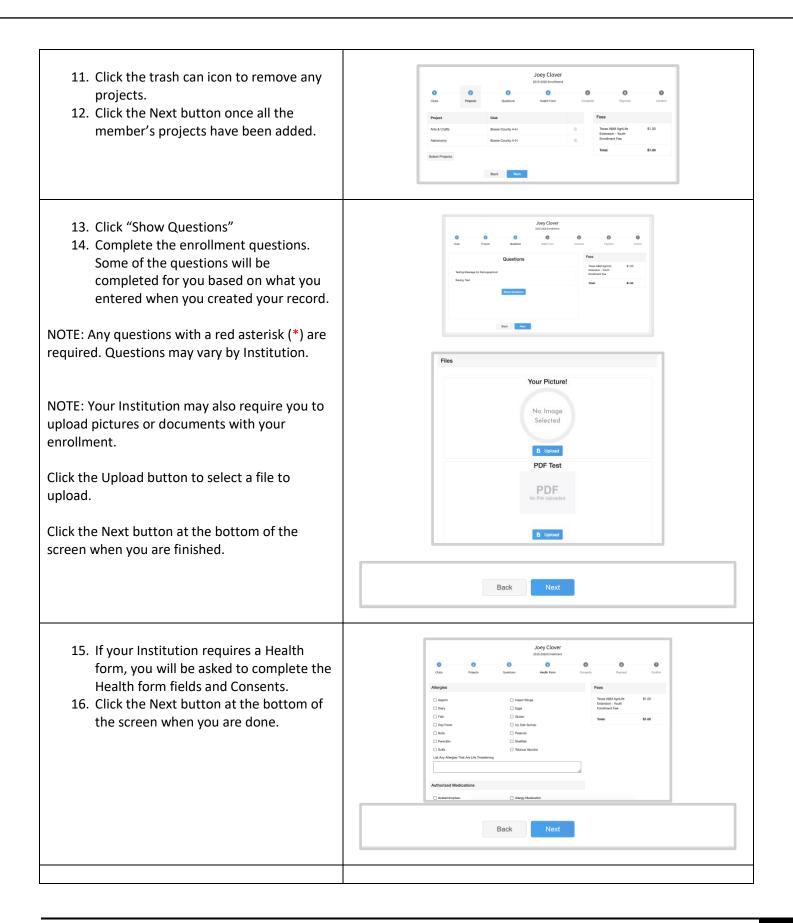






<ol> <li>If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.</li> <li>Click the trash can icon to remove a Club from the list.</li> <li>Once all of your Clubs are added, click Next at the bottom of the screen.</li> </ol>	Joey Clover       2015 2020 Externet       Cube     Pagets       Questions     Hall Form       Cube     Pagets       Questions     Hall Form       Connext     Pagets       Cube     Bowle       Cube     Bowle       Cube     Bowle       Stelect Cube     Stelect
7. Click Select Projects	Jory Clover And Market And Marke
<ol> <li>Select the Club with which you want your project to be associated.</li> <li>Click the Add button next to the project you want to add to the member's enrollment.</li> <li>Repeat steps 7-9 for each project in which you would like to participate.</li> </ol>	Add Projects       ×         Clobs       Image: Clobs         Breef Barrier       Add         Arinal Science       Add         Aris & Crafts       Add         Beef Market       Add         Dairy Catle       Add         Dogs       Add         Food Preparation       Add         Dom       Dom
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".	Project Consents x     Member Name *        Prent / Guardian Name *     Consent 4   Test 84   Member Name *     Prent / Guardian Name *    <







<ol> <li>17. Complete any Consents your Institution requires.</li> <li>18. Click the Next button at the bottom of the page when you are finished.</li> </ol>		Cone Code of Condi- L with future the Rules Mender Fages * Payer( / Guardier Payer( / Guardier	s at all times!	Cuestion	Joey Clover 2019-2025 transitions Haath Furn	Consents	-	De decen
<ul> <li>19. Review the enrollment information.</li> <li>20. Once you have verified that the clubs and projects are listed correctly, click the Submit button.</li> <li>Congratulations, your enrollment is complete!</li> </ul>	Selected	ortune, Charles - Primary	19 Back	Submit			University of Maryland - Youth Evoltment Fee Total: Selected Payments: VISA 4xxx-xxxx-100	\$10.00 \$10.00 0 \$10.00 (Pending)

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 <u>"Adding a</u> <u>New Member to the Family,"</u> then continue to Step 1 below.

<ol> <li>Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.</li> <li>At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.</li> </ol>	Anna Clover 2019-2020 Enrollment Registration Volunteer Type Questions Health Form Consents Payment Confirm Type Title Relact Volunteer Types Enrollment Type Title Relact Volunteer Types Enrollment Next
2. Select a Volunteer Type	Add Volunteer Type  Volunteer Type  Activity Volunteer  Club Volunteer  Chaperone  Chaperone  Chaperone  Coach  Committee Member
<ol> <li>Click Add next to your Volunteer Type Role.</li> <li>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.</li> </ol>	Add Volunteer Type     ×       Volunteer Type     •       Club Volunteer     •       Club Leader     Add       Odvar Club Volunteer     Add       Done     Done



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.	Follow the Rules Consent         Will you foliou the rules?         Member Name *         Area Clover         @ Yes         O No
<ol> <li>Repeat steps 1-4 for each Volunteer type that you would like to participate as.</li> <li>Click the small trash can icon to remove any Volunteer Types.</li> <li>Click Next.</li> </ol>	Anna Clover         Tegetation         Outcomer Type       Call         Outcomer       Call         Time       Call         Outcomer       Call
<ul> <li>7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.</li> <li>NOTE: If you did not select a Club Volunteer Type, you will not see this screen.</li> </ul>	Anna Clover 2013-2020 Genolment Prepartament Veloritierer Type Oakle Projects Ouerstons Health Form Conserts Payment Conferm Primary Obub Type County Fees Editect Chubs Back Meet
<ol> <li>Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.</li> <li>Click Add next to the Club.</li> <li>Repeat steps 8-10 for each Club in which you would like to participate.</li> </ol>	Add Clubs       ×         County*       Iboxie         Donie       I         Velunteer Type*       I         Club Leader       I         H H. Lvestock Bosster Club       Add         4 H. Lvestock Bosster Club       Add         4 H. Shooting Sports Project - Archery       Add         4 H. Shooting Sports Project - Patol       Add         4 H. Shooting Sports Project - Shotgun       Add         4 H. Shooting Sports Project - Shotgun       Add         Bowie County Harm Club       Add         Bowie County Harm Club       Add         CLOSED Details H H Club       Add
<ol> <li>If you have selected to participate as a Project leader, you will be prompted to select a Project. Click Select Projects.</li> </ol>	



NOTE: If you did not select a Project Volunteer Type, you will not see this screen.	Anna Clover 2013-2020 Enrolment Projects Projects Salent Progenis
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.	Back     Not         Add Volunteer Projects     ×       Club project volunteer     •       •     Club       •     Club       •     Club
<ul> <li>13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.</li> <li>14. Click Add next to the Project that you will be working with.</li> </ul>	4-H Rabbit Club         Volunteer Type *         Project Lasder         Project filter         Filter
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.	Member Name * Anna
<ol> <li>15. Click Show Questions.</li> <li>16. Complete the Questions section.</li> <li>17. When you are finished, click the Next button.</li> </ol>	Outloar Type     Outloar Type     Outloar Type       Questions     Frees       Testing Message for Demographed     Social Type       Serving Test.     Social Type
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.	Volunteer - Reference Letter PDF No File Uploaded  Upload



<ul> <li>18. If your Institution requires a Health Form, complete the Health Information and Consent.</li> <li>19. Click the Next button at the bottom of the page.</li> </ul>	Image: Column Sector (Column Sector
<ul><li>20. Complete the Consents required for your Institution.</li><li>21. Click Next at the bottom of the page.</li></ul>	O     O     O     O       Worknew Type     Outer     Prejecte     Outer       Code of Conduct     Fees     Teach       I valit follow the Rules at all stread     Teach     Teach       Menticer Name *
22. Click Submit	Anna Clover 203 2020 Excitions Vacrime Type Cuter Pages Quarters Hauth Press Pages Quarters Anna's Enrollment Fees Total 90.00

