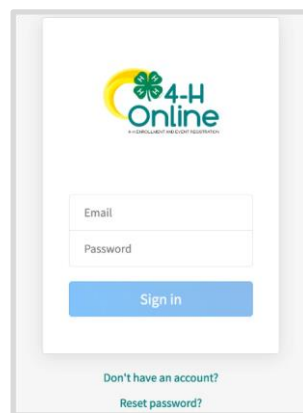


# Enrolling in 4-H Online as a Returning Youth Member

## Logging in to an Existing 4-H Online Account

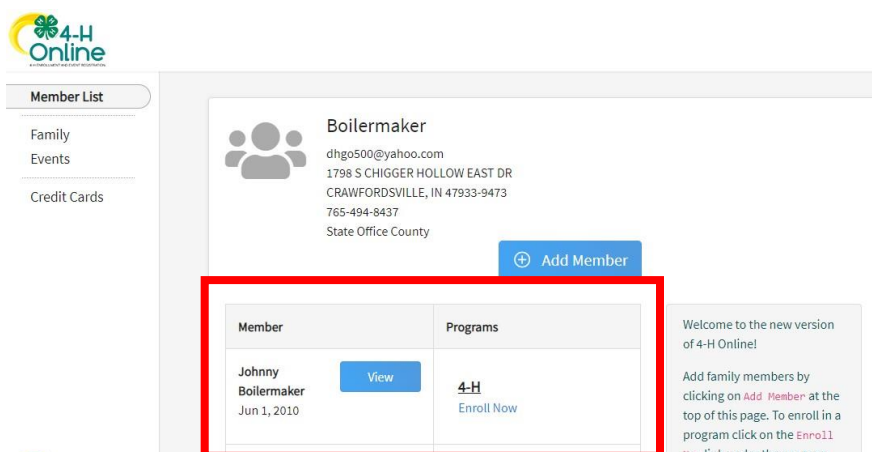
1. Go to <http://v2.4honline.com>
2. Enter your log in credentials, click 'sign -in'
3. Continue to **Youth and Mini 4-H Member Enrollment** to re-enroll youth members

**NOTE:** If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password



## Youth and Mini Member Enrollment

If you are returning to 4-H Online, your member record will appear on the Family 'Member List'. To re-enroll, go to the 'Programs' section on that page and click 'Enroll Now' under Purdue Extension/Indiana 4-H. The member you wish to re-enroll will be listed to the left under the 'Member' section on the same page; the red box indicates the area you will find these.



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

**Note:** If you do not know what club to elect at this time, choose **Contact Me to Learn About Clubs** and someone from your county will contact you to choose a club.

Grade refers to the child's current school grade as of January 1 of the 4-H Year. The program year begins on October 1, 2025. When selecting a grade, choose the grade the member will be enrolled in as of January 1, 2026.

Enrollment

1 School Grade

What school grade is this member in?

Grade

4

Back Next

2 Confirm Enrollment

Enrollment

1 School Grade

2 Confirm Enrollment

I'm confirming I want to enroll in 4-H as a ClubMember

Enroll



Member List  
Profile  
Events  
**4-H**  
Enrollment



Amelia Boilermaker

2020-2021 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

Clubs

**NEW Youth Members:** Each 4-H youth member must enroll in at least one 4-H Club. Contact your county Purdue Extension Office if you need assistance in selecting a club or to find out a club's meeting location. Select the Club Name from the drop-down menu and click Add Club. If you need to enroll in an additional club(s) select the name of the next club and click Add Club. When finished click the Continue button.

**Adult 4-H Club Leaders:** 4-H Club Volunteers must enroll in the club for which you have assigned volunteer responsibilities. Select the name of your 4-H Club from the drop-down menu. Select your Volunteer Type for this club and click Add Club. If you have volunteer responsibilities for an additional club(s) select the name of the next club and click Add Club. When finished click the Continue button.

**Adult 4-H Project Leaders:** 4-H Project Leaders must select your County's 4-H Adult Project Leaders' as their club from the drop-down menu. Select 4-H Club Leader as the Volunteer Type and click Add Club. When finished, click the Continue button.

If your 4-H Adult Volunteer responsibilities are not associated with a 4-H Club or Project, click the Continue button.

Select Clubs

**Fees**

Indiana 4-H Youth Development - Club Member Program Fee	\$15.00
<b>Total:</b>	<b>\$15.00</b>



4. Select the county in which your club is located (St. Joseph County)
5. Click 'add' next to the club you would like to join for the program year
6. Repeat until all clubs in which you would like to participate for the current program year are added
7. Click 'next' at the bottom of the screen to continue

**Note:** 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. Clubs can be removed by clicking the 'trash' icon.

The screenshot shows the 'Add Clubs' modal with a dropdown menu for 'County' set to 'Adams'. Below the dropdown are several clubs listed with 'Add' buttons: Adams County 4-H Adams Central Mini 4-H, Adams County 4-H Adult Project Leaders, Adams County 4-H Archery Club, Adams County 4-H BB Gun, and Adams County 4-H Blue Creek Sodbusters.

Below the modal, the main enrollment screen for 'Amelia Boilemaker' is shown. The progress bar indicates the current step is '1 Clubs'. The 'Clubs' table has columns: Primary, Club, Type, County, and an icon column. The first row shows 'Adams County 4-H Blue Creek Sodbusters' as the primary club. A 'Select Units' button is below the table. To the right, the 'Fees' section shows 'Indiana 4-H Youth Development - Club Member Program Fee' for \$15.00, with a 'Total' of \$15.00. A 'Next' button is at the bottom.

8. Click 'select projects'
9. Select the Club with which you want your project to be associated with

The screenshot shows the 'Projects' step of the enrollment process. The progress bar indicates the current step is '2 Projects'. The 'Projects' section contains instructions for new youth members, returning youth members, and new adult 4-H project leaders. A 'Select Projects' button is at the bottom.

To the right, the 'Fees' section shows 'Indiana 4-H Youth Development - Club Member Program Fee' for \$15.00 and 'Adams - Club Member Program Fee' for \$5.00, with a 'Total' of \$20.00.

10. Click the 'add' button next to the project you want to add to the member's enrollment
11. Repeat for each project in which you would like to participate
12. Click the trash can icon to remove any projects
13. Click the 'next' button once all the member's projects have been added

14. Click 'show questions'
15. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your account.

**NOTE:** Any questions with a red asterisk (\*) are required. Questions may vary by Institution

16. Complete the Health form fields and Consents

17. Click the 'next' button at the bottom of the screen when you are done

**Note:** this is optional to fill out at this time, but it will still prompt you to sign the bottom of the screen.

Amelia Boilemaker  
2020-2021 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

**Allergies**

Other Allergies (i.e. dust, pollen, animals)  
☐ Yes  
☐ No

List any food allergies or dietary restrictions  
☐ Yes  
☐ No

**Authorized Medications**

Tylenol may be administered by 4-H Youth Development personnel  
☐ Yes  
☐ No

Benadryl may be administered by 4-H Youth Development personnel  
☐ Yes  
☐ No

**Fees**

Indiana 4-H Youth Development - Club Member Program Fee	\$15.00
Adams - Club Member Program Fee	\$5.00
<b>Total:</b>	<b>\$20.00</b>

Back

Next

18. Complete the Consents

19. Click the 'next' button at the bottom of the page when you are finished

Joey Clover  
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Payment 7 Confirm

**Code of Conduct**

I will follow the Rules at all times!

Member Name \*

Parent / Guardian Name \*

☐ Yes - I will \*

**Fees**

Texas A&M AgriLife Extension - Youth Enrollment Fee	\$1.00
<b>Total:</b>	<b>\$1.00</b>

If no fees are due, click the Next button and skip to step 23.

2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Consents 5 Payment 6 Confirm

**No Payment Necessary, all set!**

Back Next

20. If applicable, review the fees for the member

21. Select preferred method of payment: In-office (Step 22) or card (Step 23)

**Note:** If you are choosing to pay with credit card, you will need to 'Add New Card'. This will redirect you to a new site. This site is not mobile friendly so you will need to be on a computer for this step using either Mozilla Firefox, Google Chrome, or Safari web browsers (**skip to step 23**)

22. If choosing to pay with check to your County Extension Office, select 'Payment for this invoice will be collected at St. Joseph County' (**skip to step 24**)

Please make checks payable to:

Purdue CES Education Fund—St. Joseph County

***Fees must be received for enrollment to be approved***

23. If you selected to pay with credit card you will be redirected to enter that information. Fill out all the required fields noted with an \* and then click Continue. Upon completion you will be returned to 4-H Online.

24. Review the enrollment information

25. Once you have verified that the clubs and projects are listed correctly, click the 'submit' button

**Congratulations, you have completed re-enrollment for the St. Joseph County 4-H Program!**

### Amelia's Enrollment

Selected Units

Adams County 4-H Blue Creek Sodbusters, Adams - Primary

Selected Projects

Aerospace - Adams County 4-H Blue Creek Sodbusters

Fees	
Indiana 4-H Youth Development - Club Member Program Fee	\$15.00
Adams - Club Member Program Fee	\$5.00
<b>Total:</b>	<b>\$20.00</b>
<b>Selected Payments:</b>	
CHECK: Owed to Adams	\$20.00

You will receive an email confirming your enrollment submission. Another email will be sent once your County Extension Office has approved it. You can also check the status of your enrollment on the Member List. Please note that any enrollments requiring credit card payment will be processed once approved. If the payment transaction is declined, you will receive a notification via email.

**If you opted to pay at the Extension Office**, the office location, hours, and contact information are provided below. Enrollment fees must be received before we approve enrollment.

**Please direct questions to:**

Purdue Extension—St. Joseph County  
 125 S. Lafayette Blvd, 2<sup>nd</sup> Floor  
 South Bend, IN 46601  
 Monday-Friday | 8:00 AM-4:30 PM  
 574-235-9605

**Please make checks payable to:**

Purdue CES Education Fund—St. Joseph County  
***Fees must be received for enrollment to be approved***