

# 4-H Enrollment Fact Sheet

Everyone should read the General Information section.

In addition, there are specific sections for New Members, Returning Members, and Volunteer Leaders.

## General Information

- The 4-H Online system will open for enrollment beginning on Sept 23, 2019.
- The **deadline** to enroll, if you wish to compete in the 2019 Asotin County Fair, is **Nov 1<sup>st</sup>, 2019**.
- Carefully review all your information before submitting. We often send out informative emails through 4-H Online so **it is important that your email is correct**.
- After submitting your enrollment, it will be pending approval by the Extension Office. The enrollment fee must be paid before your enrollment is approved and you are considered active. Fees can be paid at the Extension Office directly or by mail (to PO Box 9 in Asotin) using either cash or check. Please make checks payable to **Asotin County 4-H**. Some club leaders will collect fees for the group and send them to our office.
- The enrollment fee will be \$35 for all members except Cloverbuds, which will be \$25. Volunteer leaders do not pay enrollment fees.
- If you need assistance with the enrollment fee, scholarship request forms are available. The 4-H Leader's Council provides and approves all scholarship requests.
- To enroll a new person under your family profile, go to the Add Member tab on the member page then chose youth or adult from the drop-down menu.

## New Families

- Always get approval from the 4-H leader before enrolling in a club
- You may join more than one club
- Families new to 4-H must set-up a profile using a valid email and a secure password.
- Passwords must be a minimum of 8 characters and include at least one number and one symbol or capital. **Save your password**.
- Carefully follow the directions for enrolling
- All required fields must be filled in to continue to the next page

- If you need assistance, contact the Extension Office by phone or email.
- Once you have completed the enrollment, it will be sent to the Extension Office for approval.

## Returning Families

- Log on using your email and password from last year.
- If you have forgotten your password, you can re-set it by checking “I forgot my password” button on the login screen. The Extension Office can also re-set it for you.
- **You must use the email that you enrolled with last year.** If this has changed, log in with the old email and then change the information once you have logged in.
- If you cannot log in, **DO NOT CREATE A NEW PROFILE!!!!!!** Contact the Extension Office for assistance.

## Leaders

- **If you are an adult volunteer leader, you must check the “I am a volunteer” button at the bottom of Page 1.**
- Leaders need to list the projects that they participate in and indicate what type of volunteer you are; general leader, project leader, activity leader
- Volunteer leaders do not pay enrollment fees
- All volunteers are required to complete training.
- Once you are **enrolled and approved**, you can log in as a leader and manage your club member data.

First, log in under your family profile, then go to the link at the bottom and log in as a leader. If you do not know the club leader login, contact the Extension Office.

See Club Leader Login instructions under Leader enrollment on the web page:

[https://extension.wsu.edu/asotin/4h-youth-development/4h\\_members\\_page/](https://extension.wsu.edu/asotin/4h-youth-development/4h_members_page/)