

# 4-H Online Enrollment

We are glad you are interested in participating in the Washington State 4-H Youth Development Program!

If you are a new family that has not found a local 4-H club, please contact your Extension Office before enrolling in 4-H through 4-H Online. Your local Extension Office can help you find a club and guide you during the enrollment process. You can find your local Extension Office by visiting <https://extension.wsu.edu/locations>

The rest of this guide will walk you through the process of signing up for or reenrolling in 4-H using 4-H Online, our online enrollment system. If at any point you need assistance with this process, please contact your local Extension Office.

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WASHINGTON STATE UNIVERSITY  
EXTENSION

## Signing Up for 4-H Online

1. Go to <https://v2.4honline.com> (please note there is no "www" in the web address).
2. Click "Don't have an account?"
3. Select Washington from the drop-down.
4. Select "Washington 4-H Youth Development" under "Select an Institution".
5. Select your County of Residence (where you get your mail) from the "Select County" drop-down.
6. On the next screen, fill in the remaining information which includes:
  - A valid email address
  - Family Name (Usually last name)
  - A phone number (mobile preferred)
  - A password
7. Your password must meet these requirements:
  - A minimum of 10 characters
  - A number
  - A symbol
  - A capital letter
8. Click "Create Account"
9. On the next screen you will be asked to provide your address. If you are asked to verify your address, choose the correct option from the addresses provided on the pop-up screen.

2 →

Don't have an account?

3 →

Select Your State *required*

Washington

4 →

Select an Institution

Washington 4-H Youth Development

5 →

Select County *required*

Back

Continue

6 →

County *required*

Adams

Email *required*

email@email.com

Confirm Email *required*

email@email.com

Family Name *required*

Smith

Mobile Phone Number *required*

555-555-5555

Format ###-###-####

Password *required*

.....

Confirm Password *required*

.....

7 →

Back

Create Account

← 8

### - Take Note -

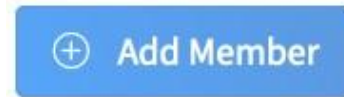
It is important that you use an email address that is valid and that you have access to. Much of the correspondence sent out from the local Extension Office, as well as the State 4-H Office, will come to your email address. You would not want to miss out on an amazing 4-H learning opportunity!

## Adding A Member Profile

This first part of the enrollment process is called “Adding Your Member Profile.” After completing this first piece you will be taken to the “Enrollment Record” section where you will choose the clubs/projects. If you are not enrolling in 4-H you do not need to complete a Member Profile or Enrollment Record.

1. If you have just created your Family profile, you will be taken to this section automatically.

2 →



2. If you are adding a new member to an existing Family Profile, you will click the “Add Member” button in the top right corner of the Home Page.

3 →

3. Click “4-H” under “Which program would you like to join?” then click “Next”

Which program would you like to join?

4-H

Add Member

4. Fill in the member’s personal information. If you have a preferred name, please provide it here as well.

4 →

Progress bar: 1. Join a Program (selected), 2. Profile, 3. About You, 4. Select Participation

First Name *required*: John

Middle Name: R

Last Name *required*: Doe

Preferred Name: Johnny

Birth Date *required*: 1/1/2005

Next

5. On the next screen, fill in the remaining information then click next. Questions include:

- **About You:** Gender and Grade (if youth member)
- **Demographics:** Residence, Ethnicity, and Race
- **Emergency Contact:** Who should we contact in an emergency if we cannot get ahold of the listed parent(s)/guardian(s)?

5 →

About You

Gender *required*: [dropdown]

Grade *required*: [dropdown]

Demographics

Residence *required*: [dropdown]

Are you of Hispanic or Latino ethnicity? *required*: [dropdown]

Race *required*: [dropdown]

Emergency Contact

Full Name *required*: [text box]

Relationship to member *required*: [text box]

Contact Phone *required*: [text box]

6. Next, you will be asked how you are participating with 4-H:

- “I want to join 4-H as a New or Returning 4-H Club Member”: Choosing this option will take you to the enrollment screen.
- “I want to participate in a 4-H activity, but I do NOT want to join 4-H at this time”: Choosing this option will take you back to the Family Home Page. You will have the option to enroll later if you decide to.

6 →

How would you like to participate?

I want to join 4-H as a New or Returning 4-H Club Member

I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.

7. Click “Finish”

7 →



### - Take Note -

Completing this step is only the first part in the enrollment process. To be considered an enrolled 4-H member or volunteer, you must complete an enrollment record. If you are ever unsure about your enrollment status, you can contact your local Extension Office for assistance.

**For Youth: Skip to page 5 for instructions on the next step: Completing Your Enrollment Record**

**For Volunteers: Skip to page 10 for the next step: Enrolling/Reenrolling as a Certified Volunteer**

# How to Begin the Reenrollment Process

If you were enrolled in 4-H prior to the 2020-2021 4-H year, you are in luck! Your enrollment information has been transferred into the new version of 4-H Online!

To log into 4-H Online to reenroll, you will need your previous login credentials (email and password). If you do not know what email address you used in the original 4HOnline, please contact your local Extension Office for assistance. **DO NOT create a new family!** If you do not remember your password, you can use the “Forgot Password” option on the login screen.

1. Log into your family profile at <https://v2.4honline.com>
2. You will be taken to your member list upon logging in.
3. Your family information is listed at the top, including the **Family Name, Email Address, Address, Phone Number, and Primary County.**
4. Below your family information is a list of all members in your family with inactive profiles.
  - If there are members who have been inactive for a while, check the bottom right corner under “Inactive Members.”
  - Profiles listed under “Inactive Members” need to be reactivated by your local 4-H Extension staff.
5. To begin reenrolling a returning member, click “Enroll Now” in the member’s row.
6. You will be asked to confirm that you are enrolling in 4-H as a volunteer or youth. Click “Enroll” to confirm.

The screenshot shows the 'Family Information' page in 4-H Online. It includes a table of family members and a section for inactive members. Numbered arrows indicate the following steps:

- 3**: Points to the 'Family Information' header.
- 4**: Points to the 'Member' table.
- 5**: Points to the 'Enroll Now' link in the 'Programs' column of the 'Member' table.
- 6**: Points to the 'Confirm Enrollment' section below the table.

The 'Member' table has the following structure:

Member	Programs
Member Name Mar 22, 2002	4-H Enroll Now
Member Name Oct 15, 2003	4-H Enroll Now
Member Name Jun 1, 1969	4-H Enroll Now

The 'Inactive Members' section shows a list of members with a status of 'Archived'.

The 'Confirm Enrollment' section has two options:

- I'm confirming I want to enroll in 4-H as a ClubMember** (with an 'Enroll' button)
- I'm confirming I want to enroll in 4-H as a Volunteer** (with an 'Enroll' button)

## - Take Note -

With the transition to the new version of 4-H Online, you will need to reenroll in your clubs and/or projects. This is a great chance to see all the club and project opportunities you may have missed before! If you are not sure what you were enrolled in last year, your local Extension Office can help you.

**For Youth:** Continue to page 5 for instructions on the next step: **Completing Your Enrollment Record**

**For Volunteers:** Continue to page 10 for instructions on the next step: **“Enrolling/Reenrolling as a Certified 4-H Volunteer”**

## Completing Your Enrollment Record

The next steps are the part of your enrollment we call the “Enrollment Record.” A 4-H Youth Member or Certified 4-H Volunteer are not considered enrolled until the Enrollment Record is completed, submitted for review, AND approved by the 4-H program staff. **All requirements must be met prior to being approved.**

Throughout the Enrollment Record process, you will see a running total of any Fees charged on the right side of your screen. This will list the State Enrollment Fee and any local Programming fees (if applicable). If you need assistance paying your fees, contact your local Extension Office.

### Fees

Washington 4-H Youth Development - Club Member Program Fee	\$25.00
<b>Total:</b>	<b>\$25.00</b>

### - Take Note -

Each section of the Enrollment Record has a **page message** with important information about that part of the enrollment. Please take the time to read these messages. They contain important information you won't want to miss!

**For instructions on starting a Volunteer Enrollment, skip to page 10.**

### Select Your Club(s)

1. You will select your clubs by clicking the “Select Units” button in the bottom left corner. A pop-up box will appear.

2. The “County” drop-down will default to the Primary County indicated on the Family Profile. Use the drop-down to change the county if needed.

- Changing the county will change the clubs listed below.

3. If you are acting in a youth leadership role for your club or are a volunteer, use the “Volunteer Type” drop-down to indicate your role.

4. Click “Add” to add the club to your list.

5. Repeat this process for any additional clubs you want to add. You are not limited to a single county or location and may add clubs from multiple counties.

6. The clubs screen will list all the clubs you have added.

7. Your Primary Club is notated with a blue “Primary” flag. Use the “Change to Primary” button to adjust your Primary Club if needed.

8. If you need to delete a club, use the **Delete Button** to remove the club from your list.

9. Once you have added all your clubs, click “Next.”

Primary	Club	Type	County	
<b>Primary</b>	4 Corners	Club	Asotin	
Change to Primary	Belfair Clovers	Club	Mason	
Change to Primary	Blue Ribbon 4-H	Club	King	

Select Units

Next

### - Take Note -

If you aren't sure which club to join, contact your local Extension Office. They can help you find a club that will support your 4-H goals!

## Select Your Project(s)

1. You will select your clubs by clicking the “Select Projects” button in the bottom left corner.
2. Use the “Units” drop-down to select the club you want to view the available projects for. This drop-down will default to the first club **alphabetically**.
3. Once you have selected the club, the available projects will show up below in alphabetical order.
4. The “Project Filter” box allows you to type in the project name or keywords to easily find your project.
5. Click “Add” to add your project.
6. Repeat this process for any additional projects you want to add. Verify the correct club is listed in the “Units” drop-down to prevent adding a project to the wrong club.
7. To delete a project, click the **Delete Button**.
8. Once all your projects are added, click “Next” to continue to the next section.

2 →

4 →

5 →

7 →

8 →

### Add Projects

Units

4 Corners

Project filter

Filter...

Adventures in Family Living

Add

Ag in the Classroom

Add

Amphibians

Add

Project	Club	
Aerospace	4 Corners	
Beef	4 Corners	

Select Projects

Back Next

### - Take Note -

If a project you're looking for is not available, check with your local Extension Office. Not all clubs offer all projects, and some projects have age limitations.

## Questions

1. The “Questions” section will ask you to answer some questions about yourself.
2. Some of these you will pre-populate from the information provided during the “Member Profile” process.
3. The additional questions you must answer are:
  - Guardian Information
  - School Information
  - Family Members in the Military
  - Preferred Pronouns
  - Preferred Method of Contact
4. Fill in all the information and click “Next” to continue to the next section.

### Pronouns Used

Please indicate your pronouns used. If you would prefer to Self-Describe, select that option and put your pronouns in the corresponding text field.

### Select Your Pronouns *required*

- ☐ They / Them / Theirs  
☐ She / Her / Hers  
☐ He / Him / His  
☐ Prefer Not to Respond  
☐ Prefer to Self-Describe

### Self-Described Pronoun:

Describe pronoun here

### Preferred Method of Contact

Please indicate the best way(s) for the County Extension Office or State 4-H Office to contact you regarding 4-H matters. If you choose Other, please describe in the text field below how we can contact you. The 4-H Youth Development Program will do our best to accommodate your contact preferences.

### Select Your Preferred Method(s) of Contact: *required*

- ☐ Email  
☐ Text  
☐ Phone Call  
☐ Mail  
☐ Other

## Health Form

1. The next section contains the **Health Form**. Please answer these questions honestly as it is important for WSU 4-H Faculty/Staff and Certified 4-H Volunteers to know this information.

- If you answer “Yes” to any questions in this section, a box will appear asking for additional details.
- If you do not wish to share additional details, please type “Prefer Not to State” in the additional details box.

2. The first section is about **Allergies**. Please answer each question by choosing “Yes” or “No.”

3. The second section asks for the contact information of your **Primary Care Doctor or Preferred Health Provider**. If you have more than one, you can provide information for a second doctor.

4. Next is the **Conditions** section. You can provide information about any health conditions you have that may affect your ability to participate in 4-H Programming.

- If you need a Reasonable Accommodation to participate in 4-H, please fill out and submit a “Reasonable Accommodation Form” to your local Extension Office. You can find this at <https://extension.wsu.edu/4-h/member-resources>

5. The next section asks about your **Health Insurance** coverage. If you would like to provide your insurance information, you can do that here as well.

6. The **Remarks** section gives you an opportunity to provide any other health information that may be important for WSU faculty/staff and/or Certified 4-H Volunteers to know that does not fit within any of the previous questions.

7. Last, you will read and agree to the **Medical Release**. This agreement is required to enroll in 4-H.

8. Click “Next” to move on to the Consents section.

### Allergies

Please answer these “Yes/No” questions truthfully. If you mark “Yes” but do not wish to share details, please put “Prefer Not to State” in the required text field.

Do you have any allergies that are life threatening? *required*

- ☒ Yes  
☐ No

*required*  
I am allergic to penicillin.

Do you have any additional, non-life threatening allergies? *required*

- ☐ Yes  
☒ No

Do you have any dietary needs that are not considered an allergy? *required*

- ☐ Yes  
☒ No

### Conditions

If you are in need of a Reasonable Accommodation to participate in 4-H Programming, please submit the Reasonable Accommodation Form to your local Extension office. The policy and form can be found at <https://extension.wsu.edu/4h/member-resources/>

Are there any health conditions that may affect your ability to participate in 4-H programming as a member or volunteer? *required*

- ☐ Yes  
☐ No

### Remarks

Is there any additional health information that may be important for WSU faculty and staff, and/or certified 4-H Volunteer Leaders to know? *required*

- ☐ Yes  
☐ No

### Medical Release

In an emergency requiring medical attention or a situation reasonably believed to be an emergency by Washington State University (WSU) authorized agents including enrolled 4-H volunteers or event staff, I authorize WSU and its authorized agents to obtain emergency medical care for me. I will be responsible for any expenses incurred in so doing including, but not limited to, care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my health record from providers who treat me and these providers may talk with the program's staff about my health status.

Member Name *required*

John Doe

Parent / Guardian Name *required*

Jane Doe

- ☒ I hold harmless and agree to indemnify Washington State University, its authorized agents, and employees from decisions to seek emergency treatment.



## Consents

1. This next section contains all of the **Consents** that are required to Enroll in 4-H.

2. For each consent, **read the text fully and carefully**. Once you understand the information provided, sign each **Name Box** with the appropriate name and click the **"We agree"** radio button.

- If the youth member is 18 at the time these consents are signed, they can sign both the **"Member"** and **"Parent/Guardian"** boxes.

3. On the **"Photo, Image, & Voice Recordings Consent"** you can opt out of allowing the use of digital images or voice recordings by selecting the second radio button.

4. Once all consents are signed, click **"Next"** to continue.

Member Name **required**

Parent / Guardian Name **required**

☐ We agree to the 4-H Youth Code of Conduct

### Photo, Image, & Voice Recordings Consent

I understand that, unless noted below, photos, video, or audio recordings made of me or my enrolled child/ward at 4-H events may be used by WSU Extension and Washington State 4-H, without compensation, to promote the 4-H Youth Development Program. I understand that my name may be revealed in descriptive text or commentary.

Member Name **required**

Parent / Guardian Name **required**

☐ We agree.

☐ No, we do not agree to use of digital images or voice recordings as set forth above.

## Payment

1. The last section contains the **Payment** screen. Here is where you will provide payment for your invoice.

2. The right-side **Fees** box outlines your fees including the State Enrollment Fee and any County Programming Fees.

3. To pay by credit card, use the **"Add New Card"** box.

4. If you would like to pay by check, use the **"Payment for this invoice will be collected."** box at the bottom. Click **"Apply"** and confirm your intention to pay by check.

- You will provide your check to the Extension Office where your **Primary Club** is located.

5. Your enrollment will not be completed until your payment is received.

6. If you need to change your payment method, click **"Change Payment Method."**

7. Click **"Next"** to continue.

### Add New Card

Cardholder Name

Card Number

Expiration Month

Year

Validation (CVV)

Add Credit Card

Payment for this invoice will be collected by State Office CountyArea.

Apply

### - Take Note -

If you need assistance paying your enrollment or local programming fees, reach out to your local Extension Office. Many county and tribal programs have fee assistance available upon request!



## Confirm Your Enrollment

1. The very last step is confirming your enrollment.
2. You will be provided with an overview of your enrollment including:

- Your selected clubs
- Your selected projects
- Any fees charged and your chosen payment method.

3. If you need to make any edits to your enrollment, now is the time! Click the “Back” button to move to previous sections.

- Once your enrollment is submitted, you cannot make changes! However, the Extension Office can return your enrollment if needed.

4. Once you have verified everything is correct, click “Submit.”
5. Once you return to your Family Home Page, you will see “EnrollmentSubmitted” as your status.
6. When you have been approved, this status will change to “Enrolled for the XXXX-XXXX program year”.

### John's Enrollment

Selected Units
4 Corners, Asotin - Primary
Belfair Clovers, Mason
Blue Ribbon 4-H, King

Selected Projects
Aerospace - 4 Corners
Beef - 4 Corners

Back
Submit

Fees	
Washington 4-H Youth Development - Club Member Program Fee	\$25.00
<hr/>	
<b>Total:</b>	<b>\$25.00</b>

Selected Payments:	
CHECK	
Owed to State Office	\$25.00

---

<b>Jane Doe</b> Jan 1, 2005	<span style="background-color: #00a651; color: white; padding: 5px;">View</span>	<b>4-H</b> <b>ClubMember - Awaiting Review</b> Enrollment Submitted
<b>John Doe</b> Jan 1, 2005	<span style="background-color: #00a651; color: white; padding: 5px;">View</span>	<b>4-H</b> <b>ClubMember - Approved</b> Enrolled for 2020-2021 program year

## CONGRATULATIONS!

Once your enrollment is submitted, you are done for now! If there are any issues with your enrollment or payment, your local Extension Office will let you know what needs to be addressed.

Repeat the steps on page 3 to add additional Member Profiles.

Repeat the steps on pages 5 - 9 to complete additional Enrollment Records.

## Enrolling/Reenrolling as a Certified 4-H Volunteer

Thank you for enrolling to be a Certified 4-H Volunteer! 4-H would not be the program it is today without the dedication of our volunteers. Thank you!

If you are signing up as a volunteer for the first time, contact your local Extension Office before beginning this process. The volunteer screening process requires some pieces to be completed before enrolling.

The volunteer enrollment process closely resembles the youth enrollment process with a few key differences, such as **Volunteer Type and Role**. Volunteer Roles have been changed for the 2020-2021 4-H year. Please review these before enrolling so you can confidently select the correct **Volunteer Type and Role**.

1. **Club Volunteers:** These volunteers are given the option to choose clubs. The roles within this type are:
  - **General Club Leader:** This individual is responsible for the overall management of each 4-H club.
  - **Club Activity Leader:** This individual is responsible for various activities including fund raising, record keeping, community service, etc. This can be done for a club or program. The individual will be working with youth.
  - **Club Resource Volunteer:** This individual is responsible for assisting with various 4-H events and activities but has no direct supervision of, or unsupervised access to, 4-H youth.
2. **Program Volunteers:** These volunteers are given the option to choose projects. The roles within this type are:
  - **Project Leader:** This individual is responsible for leading the various projects within each 4-H club.
  - **Project Activity Leader:** This individual is responsible for various activities including fund raising, record keeping, community service, etc. This can be done for a club or program. The individual will be working with youth.
  - **Project Resource Volunteer:** This individual is responsible for assisting with various 4-H events and activities but has no direct supervision of, or unsupervised access to, 4-H youth.
3. **Program Volunteers:** These volunteers do not choose a club or project as they act in an administrative capacity for the program. The role within this type is:
  - **Administrative Volunteers:** This individual is responsible for the overall organization and leadership of general program areas, organization of county-wide events, etc.
4. **New Applicant:** New Applicants do not choose clubs or projects as they are not returning Certified 4-H Volunteers. The role within this type is:
  - **New Applicants:** This individual has not been accepted as a volunteer.

The next page provides instructions on how to choose the Volunteer Type and Role during the enrollment process. For instructions on how to select clubs/projects, fill out the health form, or sign the consent forms, please see the instructions on pages 4-8.

To view instructions on how to complete the Volunteer Screening process, please skip to page 12.

### - Take Note -

Volunteers are not charged a State Enrollment fee. Some volunteers may be charged a local Programming fee. If you are charged a local Programming fee, you will be taken through the **Payment** process. If you are not charged a local Programming fee, you will not see the **Payment** screen.

## Volunteer Type

- These steps will begin after the Member Profile has been created or reenrolled:
  - If you are a **new volunteer** (enrolling for the first time) review the “Adding A Member Profile” steps on page 2.
  - If you are a **returning volunteer**, see the “How to Begin the Reenrollment Process” on page 3.
- First, select your Volunteer Types by clicking “**Select Volunteer Types**” and selecting the appropriate Type from the drop-down.
- You will then be presented with a list of Roles within that Volunteer Type. Select the Volunteer Role by clicking the “**Add**” button.
- Repeat steps 2 & 3 for each Volunteer Type and Role.
- Your list will show each Volunteer Type and Role.
- If needed, click the Delete Button to remove Volunteer Types or Role.
- Click “**Next**” to continue to the next step.

2 →

Add Volunteer Type ×

Volunteer Type

Program Volunteer  
Club Volunteer  
Activity Volunteer

Done

3 →

Add Volunteer Type ×

Volunteer Type

Club Volunteer

Club Activity Leader	Add
Club Project Leader	Add
Club Resource Volunteer	Add
General Club Leader	Add

5 →

6 →

7 →

Type	Title	
Club Volunteer	General Club Leader	
Project Volunteer	Project Leader	

Select Volunteer Types

Next

## Completing the Enrollment Record

Follow the instructions on pages 5-9 to complete your Enrollment Record.

### - Take Note -

Volunteers are not charged a State Enrollment fee. Some volunteers may be charged a local Programming fee. If you are charged a local Programming fee, you will be taken through the **Payment** process. If you are not charged a local Programming fee, you will not see the **Payment** screen.

Continue to page 12 for instructions on completing the Volunteer Screening process.

## Completing the Volunteer Screening Process

**Coming Soon!**

## Glossary of Terms

<b>Certified 4-H Volunteer:</b>	An adult volunteer for the 4-H Youth Development Program who has completed all required screening and training and has a Completed Enrollment in 4-H Online.
<b>Cloverbud:</b>	An enrolled youth member between the ages of 5 and 7. Cloverbuds may participate in age-appropriate activities and projects.
<b>Club:</b>	An organized group which meets the Club Definition as outlined in section 5.2 in the 4-H Youth Development Policies and Procedures. Clubs may be chartered or non-chartered.
<b>Completed Enrollment:</b>	A Completed Enrollment is an Enrollment Record that has been submitted and approved by the local Extension Office. Your enrollment is not considered completed until all local requirements and fees have been paid, and the local Extension Office has marked your enrollment as "Approved."
<b>Consent:</b>	Formerly called "Authorizations." These are the agreements that must be signed in order to submit a 4-H Enrollment.
<b>Delivery Mode:</b>	A classification of the ways in which members (both enrolled and not) participate in the 4-H Program. See section 5.2 in the 4-H Youth Development Policy and Procedures
<b>Electronic Payment:</b>	A debit or credit card payment.
<b>Enrolled 4-H Youth Member:</b>	Any 4-H youth member who is aware of their ongoing involvement with 4-H and has a Completed Enrollment in 4-H Online.
<b>Enrollment Fee:</b>	The fee charged statewide for participating in 4-H as an Enrolled 4-H Youth Member. The Enrollment fee is \$25 per youth.
<b>Enrollment Record:</b>	The part of the enrollment process where an Enrolled 4-H Youth Member or Certified 4-H Volunteer selects clubs and projects, signs the consent forms, completes the health form, and submits payment.
<b>Family Profile:</b>	The profile under which all Member and Enrollment Records are housed for a single-family group.
<b>Health Form:</b>	Basic health information required on all Enrollment Records.
<b>Home Page:</b>	The main page of the Family Profile. Here you can view and edit your Member Profile, complete the Enrollment/Reenrollment process, view your Enrollment Records (past and present), register for event, manage payments, and more.
<b>Inactive Members:</b>	Previously Enrolled youth and/or adults who have had a gap in their Enrollment Record. These are visible on the Home Page but must be reactivated by your local Extension Office.
<b>Member Profile:</b>	The first step when adding a new member to 4-H Online. You will be asked to provide your name, birthdate, gender, grade (if youth), demographic data, and emergency contact information. You will not be considered an Enrolled 4-H Youth Member or Certified 4-H Volunteer until your Enrollment Record is also completed.
<b>Payment:</b>	The section of 4-H Online where you will select your payment method for Enrollment and/or Programming fees. You can pay with an Electronic Payment or Physical Payment.
<b>Physical Payment:</b>	A payment made with a check, cash, or money order.

## Glossary of Terms, cont.

Primary Club:	The club you consider your Primary Club is the one you do most of your 4-H programming with. Your Programming Fees are determined by the location of your Primary Club.
Programming Fee:	Fees charged for local 4-H programming as determined by the local Extension Office. Not all counties/locations charge a Programming Fee. Programming Fees are determined by the location of the primary club listed on the Enrollment.
Project:	The way in which an Enrolled 4-H Youth Member or Certified 4-H Volunteer notates their project participation in 4-H Online. Not all clubs offer every project. Cloverbuds may participate in age-appropriate projects. Some projects require additional training and/or certification in order to participate as a Certified 4-H Volunteer.
Status:	<p>Your enrollment status in the 4-H program as notated in 4-H Online. These include:</p> <ul style="list-style-type: none"><li>• <i>Approved</i>: all requirements have been met, reviewed, and approved. Formally called “Active.”</li><li>• <i>Awaiting Review</i>: all requirements have been submitted and are ready to be reviewed.</li><li>• <i>Incomplete</i>: members have started the enrollment but have not yet submitted it.</li><li>• <i>Not Enrolled</i>: members have not begun the enrollment process for the current year. Formally called “Inactive.”</li><li>• <i>Participant</i>: members who have created a Member Profile but have chosen not to enroll in the program by completing an enrollment record.</li><li>• <i>Payment Due</i>: an enrollment has been submitted, but payment has not been completed. This status occurs when we are either waiting on a physical payment to arrive or an electronic payment has been declined and needs to be resubmitted.</li><li>• <i>Resubmit</i>: an enrollment record that was previously sent back and then resubmitted. Before submitting again, enrollments are listed as “incomplete.”</li><li>• <i>Screening Pending Approval</i>: a volunteer Enrollment Record and Screening have been submitted but the Screening has not been reviewed yet.</li><li>• <i>Submitted</i>: members of this status have submitted their Enrollment Record but have not completed all requirements for approval (i.e., a volunteer has submitted the Enrollment Record but has not yet submitted their Screening).</li><li>• <i>Trainings Not Complete</i>: members need to complete additional required trainings prior to being Approved.</li></ul>
Unit:	An organized group in with an Enrolled 4-H Youth Member and/or Certified 4-H Volunteer participates. Typically, these are referred to as “Clubs” though units can participate under a variety of different Delivery Modes.
Youth Member:	An Enrolled 4-H Youth Member between the ages of 8 and 18.