

4-H Online Enrollment

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.
 - 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.

The screenshot shows a multi-step registration form. Step 2 points to a button labeled "Don't have an account?". Step 3 points to a dropdown menu for "Select Your State" with "Washington" selected. Step 4 points to a list box for "Select an Institution" with "Washington 4-H Youth Development" selected. Step 5 points to a dropdown menu for "Select County" which is currently empty. Below this are "Back" and "Continue" buttons. Step 6 points to a set of input fields: "County" (with "Adams" selected), "Email", "Confirm Email", "Family Name" (with "Smith" entered), "Mobile Phone Number" (with "555-555-5555" entered), "Password", and "Confirm Password". Step 7 points to the "Password" and "Confirm Password" fields. Step 8 points to a "Create Account" button. A "Back" button is also visible.

- 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. If you are adding a new member to an existing Family Profile, you’ll click the “Add Member” button in the top right corner of the Home Page.
3. Click “4-H” under “Which program would you like to join?” then click “Next”
4. Fill in the member’s personal information. If you have a preferred name, please provide it here as well.
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)
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.
7. Click “Finish”

- 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

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
Total:	\$25.00

- 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 will not 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.”

County *required*
 Asotin

Volunteer Type

4 Corners	Add
Anaton 4-H	Add
Animal Crackers	Add

Primary	Club	Type	County	
Primary	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.

The screenshot shows the 'Add Projects' window. Callout 2 points to the 'Units' dropdown menu showing '4 Corners'. Callout 4 points to the 'Project filter' input field. Callout 5 points to the 'Add' button next to the 'Ag in the Classroom' project. Callout 7 points to the 'Delete' button (trash icon) next to the 'Aerospace' project in the table. Callout 8 points to the 'Next' button at the bottom right.

Project	Club	
Aerospace	4 Corners	
Beef	4 Corners	

- Take Note -

If a project you are 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

- 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.
- The first section is about **Allergies**. Please answer each question by choosing “Yes” or “No.”
- 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.
- 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>
- 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.
- 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.
- Last, you will read and agree to the **Medical Release**. This agreement is required to enroll in 4-H.
- 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.

2 →

Member Name *required*

 Parent / Guardian Name *required*

 We agree to the 4-H Youth Code of Conduct

3 →

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.

3 →

Add New Card

Cardholder Name

 Card Number

 Expiration Month Year Validation (CVV)

Add Credit Card

4 →

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
Total:	\$25.00

Selected Payments:

CHECK Owed to State Office	\$25.00
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<p>Jane Doe Jan 1, 2005</p> <div style="text-align: right; margin-top: 5px;"> View </div>	<p>4-H ClubMember - Awaiting Review Enrollment Submitted</p>
<p>John Doe Jan 1, 2005</p> <div style="text-align: right; margin-top: 5px;"> View </div>	<p>4-H ClubMember - Approved Enrolled for 2020-2021 program year</p>

CONGRATULATIONS!

Once your enrollment is submitted, you're 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.