**For Returning *Families*—How to Enroll in 4H Online**

**2018-19 Cowlitz County Instructions**

**Please use these instructions---as they are the most updated instructions for enrolling in 4H Online rather than the instructions on the WSU 4-H website.**

**These instructions also include how to pay by credit card, which is the preferred method of paying the membership fees for your children in Cowlitz County. The fee is $25.00 per youth member and non-refundable. However, we do accept cash/money order, or 4-H club check at the Cowlitz County Extension office. Your main club leader has the information/details for this.**

**If you need technical assistance, please contact Carlee Dowell, Cowlitz County Extension office administrative assistant. She can be reached Monday through Friday, 9 am to 12 noon. Or via email at** [**DowellC@co.cowlitz.wa.us**](mailto:DowellC@co.cowlitz.wa.us)

**If you have questions about the purpose of the membership fees and/or information about projects, project requirements, county/state requirements, 4-H policy, etc., contact Jennifer Leach, WSU Extension Faculty 4-H Youth Development/Cowlitz County at** [**jleach@wsu.edu**](mailto:jleach@wsu.edu) **or 577-3014 Ext. 4.**

**Logging into 4HOnline**

1. The best way to access 4H Online enrollment system is to go to the national 4HOnline site located at <https://www.4honline.com>
2. You will see a screen that lists all the states doing 4HOnline. Scroll down to Washington and click on that icon.
3. A screen will come up that says “Welcome to 4-H Online” and then **“Welcome to Washington 4-H”**
4. Scroll down to the button that says ***“I Have A Profile***”
5. Then enter your email address that you used last year in the 4H Online system. It needs to be an active email address. If you can’t remember it…contact Carlee….as she can see what you had last year and knows how to change it if it is not an active email address.
   * If you forgot your password and you have an active email address then press “I forgot my password” and the 4-HOnline system will send you a temporary password so that you can then change your password. However, you need to do this in a timely fashion—to re-set your password.
6. Role will be “Family”
7. Click “Login”
   * **Special Note: If you can’t remember or are unsure of you log in information…contact Carlee and she can help you. DO NOT SET UP A SECOND PROFILE—THIS CAUSES A DUPLICATE AND WE HAVE TO HAVE THE 4-H STATE OFFICE REMOVE IT!!**

Once you have logged in, you will be taken to your home screen. This a place where our Extension office can share important information.

To re-enroll your member(s), click the large orange button “**Continue to Family”**

**This will take you to the home page logged in as Family Name that says “Welcome to Washington State 4-H”**

This will take you to a screen that has information for returning families including how to add a credit card for the enrollment fee.

And also has the screen that has your family name and address and a button that says “Edit Family”. This is where you can add your credit card if you did not use a credit card last year. See instructions under heading “**1. Adding Members “** in this document.

Also on this screen/page has “Member/Volunteer List” that has each child that was enrolled in previously and the enrollment status will say “inactive” and the last year that they were enrolled.

Click the button that says **“edit”.**

This will then take you to a screen of the personal information for that child. Scroll down all of the personal information and click the button that says **“Enroll for 2018-19”.**

This will reactivate the member from “inactive” to “incomplete”.

Special Note: If you have been inactive for longer for more than one 4-H year, there is a chance that your profile has been archived automatically. If you don’t see your member in the profile on the Member/Volunteer list, then click the “ReActivate an Archived Family Member” dropdown list located above the active/inactive list. Your name should appear there. If it doesn’t then contact Carlee and she will be able to help you.

If it is there, then select either youth or adult and then click “re-activate” button.

**Completing the Enrollment Process**

Once you have clicked the “Enroll for 2018-19”, you will follow the enrollment process when you originally enrolled. The information your provided last year will automatically populate in each section. You will be asked to:

* verify/update your **Personal Information**
* read and sign all the waivers under the **Additional Information**
* verify/update health information on the **Health form**
* verify your club and project enrollment under **Participation** including deleting or adding projects
* then **invoice**
* **payment** method
* And finally **confirm/submit enrollment.**

Please follow instructions for each of the above headings in the rest of this document.

1. **Adding Members**

The purpose of this section is to add any child that was not enrolled last year who want to be in 4-H in Cowlitz County and also for you if you are a certified 4-H leader in Cowlitz County. With 4H Online—“members” means both youth and adults.

You can also **add** your **credit card information on this page** in preparation for paying the $25.00 required state 4-H membership fee.

***This is the recommended area to add your credit card information to your family profile rather than the later in the payment portion of the system. For instructions, it is helpful to watch the video and the link is:*** <https://www.youtube.com/watch?v=iwGBG3kMtrU&feature=youtu.be>

How to add your credit card information if you did not pay by credit card last year. If you did…then verify that it is correct for this year.

1. On the left side of this *“adding members”* page, you will see information that has your family name and address; phone number; and email that came from the previous screen/page when you “registered your family information”.
2. On this same left side of page, there will be box that says **“Edit Family”**
3. Press **“Edit Family”** and this takes you to the **“Manage Family Credit Cards**” screen
4. Then click **“Add New Credit Card”** button, and box/screen will pop up to add your credit card information.
   1. When done—be sure to press “SAVE” at the bottom of this box/screen. This will take you to another screen and press *“close*” at the bottom of this screen.
5. When you press “Close” it will then return you to the **“Manage Credit Cards**” screen.
   1. When you are in this screen (Manage Credit Cards), you will see at the top several tabs/buttons from left to right—Credit Card; Email History; Family; etc.
   2. Press any one of the links/buttons ***EXCEPT*** “Credit Card”.
   3. Then click back to the “Credit Card” tab/button and your credit card information will show. *This is a very important step because the system needs time to populate the credit card information.*
   4. You will then go back to the “Adding Members” section/page to begin specific information for each of your children enrolling in 4-H.
6. Under this “Adding Members” heading, you will see a “Member List” area that has a drop down menu that it titled “Add a New Family Member”.
   1. You will then select “member type”. The two choices are either a youth member or an adult (the only adult that can be added is a certified/screened Cowlitz County 4-H volunteer). Special note: In 4H online—“member” means either youth or adult.
   2. Once you make that choice from the drop down menu, you will then press *“Add Member”.*
   3. Once you press “add member”….it will then take you to the next screen called “Personal Information”. This is where you complete profile information for the child that you entered or yourself if you are a 4-H volunteer. When you press “**continue”** at the bottom of the screen it will take you to the next section called “Additional Information”

* Special Note: If you are parent only and NOT a 4-H leader---do not create profile for yourself. If you are a 4-H leader you **will** create a profile.

1. **“Additional Information”**

This page includes 4-H Youth Code of Conduct (for members) or 4-H Volunteer Behavior Guidelines (for leaders); Assumption of Risk; Photo Release; WSU Release of Claims and Liabilities; Permission to do Surveys/Evaluations. Special Note: Please read these thoroughly and carefully. For younger children—you may need to read to them the respective areas that require their “signature”, especially the 4-H Youth Code of Conduct.

Once you read and understand each document, click the box “yes, we agree” and then “sign” by typing member’s name in the “member signature” box and the parent/guardian’s name in the “parent/guardian Signature” and then press **“continue”** and the next page/screen will be “health form”

* *Special Note: “Signing” these areas verifies that you understand and you and your child agree to all of above expectations. Please do not allow anyone else to do this. It is in violation of WSU 4-H policy and will jeopardize your 4-H enrollment.*

1. **Health Form**

This is a required form with required requested information. Be sure to read the instructions carefully. There will be certain fields that will require information and will not allow you to continue if you don’t complete these required fields.

If your child needs an accommodation request…please click the box that says “WSU Reasonable Accommodation” and follow the directions. If you need clarification, please contact Jennifer Leach, Cowlitz County 4-H Youth Faculty via email or phone call. This is needed if you are requesting special accommodations either at the club, county, or state level activities and/or events

As usual, press **“continue”** when finished and this will take you to the “participation” screen.

1. **Participation**

In this section you will sign up for what club and then the project(s) that you want your child to participate in. For returning members it will show what Club and Project that they were enrolled in last year. This is where you can add more or delete. There are three tabs: Club; Projects; and Groups. You need to sign up for club and projects only. The group tab is not used for enrollment purposes in Cowlitz County.

Clubs

* Click the drop down list that says “select a club”. This is a list of all clubs in Cowlitz County. Be sure to know the correct name of the 4-H club that you are joining!!
* Then click “Add Club” button
* Repeat for each club that you want to enroll in. You can be in multiple clubs…but you cannot be in the same project in multiple clubs. For example: If you do beef in one club-you cannot do beef in another club. Or if you do photography in one club, you can’t do photography in another club
* If you enter multiple clubs—then you must choose your primary club
* You can only enroll in clubs in Cowlitz County
* When finished, as usual click **“continue”** and this will take you to “projects”. ***If you don’t click continue after adding your club, it will not show as available on the projects screen.***

Projects

* Click “Select a club” and choose the club that you had selected in the previous section
* Click “Select a project” and choose the project. If the project is not listed, that usually means that project is not offered in that club. Check with your main club/organizational leader to ask him/her about that project status. Projects can only be added by the Cowlitz County 4H Online administrators (Dowell or Leach) as per the request of the main club/organizational leader.
* Indicate how many years you have been in the project in the “years in project” dropdown. If this is your first year, select “1”.
* Then click the “add project” button
* Repeat for each project that your child wants to participate in. There is no limit in the amount of projects…but be reasonable in the project selection….so that you know your child can do them.
* Some projects have additional requirements—so check with your main club leader about those requirements.
* Then click **“continue”.** *If you don’t click “continue”, after selecting your project, your enrollment in that project will not be saved.*
* Once you click continue you get to the “Invoice Page”

1. **Invoice**

This pages talks about the payment fee and is invoice (aka: “bill). For leaders the invoice total will be $ 0.00. For members the invoice total will be $25.00.

Press **“continue”** to the “Payment” page

1. **Payment**

This is the page where payment method is to be chosen. If you did not enter your credit card information at the beginning under the Adding Members--“edit family” tab, you can enter your credit card information here.

**BUT be sure to read the instructions on thoroughly before proceeding** and view the video which <https://www.youtube.com/watch?v=iwGBG3kMtrU&feature=youtu.be>

If you need help—contact Carlee Dowell in the Cowlitz County Extension office before you start the enrolling process and the payment process!!!

1. Start by clicking the **“Add New Credit Card”** Button, about 2/3 down the page.
2. A window will pop up to add the Credit Card information. Be sure to click **“Save”** at the bottom of the window. Then another screen will appear, and press *close*, before exiting the window.
3. Your Credit Card information will not show on the payment screen.
4. ***VERY IMPORTANT***: You must click the **“Previous”** Button at the bottom of the payment screen, which takes you back to the **“invoice”** screen. ***THIS IS VERY IMPORTANT!!!*** Then, click the **“Continue”** button which is located at the bottom of the “invoice” screen, which will take you back to the **“payment”** tab. Your Credit Card information will now appear on the payment screen.
   * Critical Note: For the credit card information to work, you must go back to the “invoice screen”, and *wait a few seconds*, and then move forward to the “payment screen”. If you don’t do this, the credit card will not get entered into the enrollment system and the payment method will default to “4-H check”. In other words…the 4H Online system with credit cards….needs time to respond to get the credit card information populated into the system.
   * When it defaults to the “4-H Check” this means that you will need to pay by cash/money order or 4-H club check to the Cowlitz County Extension office. Your main club leader has information/details on how to do this.
5. Now you are ready to click the **“bubble”** next to the Credit Card you wish to use to pay with.
6. Then click **“Continue”** to finish the payment process. This will then take you to the “confirm screen”
7. **Confirm**

* The purpose of this screen/section is to be sure that all the information that you entered for your child is correct. Be sure to review it because once you press “confirm/submit enrollment tab—YOU CANNOT GO BACK!!
* Once submitted, the enrollment goes to the Cowlitz County Extension office for approval including payment of membership fee. If you discovered that you pressed “confirm/submit” tab too quickly or discovered a mistake, contact Carlee or Jennifer and they can work to with you to change the information and/or how to re-submit.
* You will then receive an email from 4H Online that states “*Your enrollment is being processed and you will be notified about the status of your membership as it progresses. Your enrollment may be listed as “pending” until you have completed any state and county enrollment requirements. Once your enrollment has been accepted, your membership status will be listed as “active”*
  + For Cowlitz County, your enrollment will be in a pending status until reviewed by the Cowlitz County 4H online administrator (Leach) and verification of membership fee being paid. **If paid by credit card—it can be approved** immediately. If paid by cash/money order or 4-H club check the funds need to come the Cowlitz County Extension office before the youth member can be approved. Once the office receives the funds, then the membership status will be approved. Your main club leader has the instructions/details on how to pay with cash/money order/ or 4-H club check.
  + For the certified 4-H leaders, the enrollment will be approved, usually within several days.
* Once your enrollment is approved-you will receive a notification via 4-H Online that it has been “active” which means that it has been approved.

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Congratulations…you got it done unless you have more than one child. If that is the case, you will need to go back and enter their own information for under the following screens:

* **Adding Members**
* **Additional Information**
* **Health Form**
* **Participation—Clubs and Projects**
* **Invoice**
* **Payment**
* **Confirm**

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Saved as: 2018-19.CowlitzCounty.4HOnline.newfamilies.instructions.