



4-H Online 2.0 Family Enrollment Guide

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Creating a New 4-H Online Account (not re-enrolling in 4-H)

- Go to <http://v2.4honline.com>.
- Click “Don’t have an account?” if you have never enrolled in 4-H before.

If you have been enrolled in Wallowa County 4-H before you will have a 4-H Online account. Skip to “Logging in to an Existing 4-H Online Account” Use the email address that you entered on last year’s enrollment form.

NOTE: images may vary by Institution

- Select Oregon from the drop-down menu.

- If there is more than one Institution in your state, select your Institution.
OREGON does not have more than one institution.

- Choose **Wallowa County** from the drop-down menu.

- Complete your family’s information.
- Click the Create Account button.

- Enter your family’s **MAILING** address information.
- Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.

- If you create a new account and an existing account is found, click the Confirm button and continue to [Logging in with an Existing 4-H Online Account](#).

Logging in to an Existing 4-H Online Account

1. If you were enrolled in 4-H previously, go to <http://v2.4honline.com>.
2. Enter your email address and password.
3. Click Sign-In
4. Click on your “**Member List**” to check your Family information. If you need to make changes click the “**Family**” link on the left.
5. Then go back to member list and click “**Enroll Now**” link next to the member’s name.
6. Skip to Youth or Adult Enrollment depending on type you are enrolling.

Adding a New Member to the Family

1. Once you are in the logged in and have clicked on Member list and then Family, click the “+Add Member” button.
2. Choose “4-H” as the program you would like to join and click next.
3. Enter the member’s information.
4. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, you will have see an additional step to select your program.

5. Complete the “About You” form with the requested information.
6. Click the Next button.

NOTE: Questions listed on this page may vary by Institution.

7. Select your method of participation.
8. Click the Finish button.

If you have selected that you will be participating as New or Returning Club Member, continue to [Youth and Cloverbud Member Enrollment](#).

If you are participating as an Adult Volunteer, continue to the [Adult Volunteer Enrollment](#) instructions.

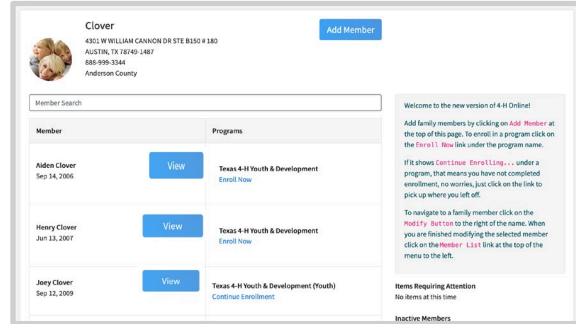
If you have selected that you will be participating, but not as a Club Member or Volunteer, your record is complete. You may register for events that are available to participants. Please see the Event Registration instructions.

If you would like to enroll as a Club Member or Volunteer at any time, click “Enroll Now” from the Member List and continue to [Youth and Cloverbud Member Enrollment](#) or [Adult Volunteer Enrollment](#).

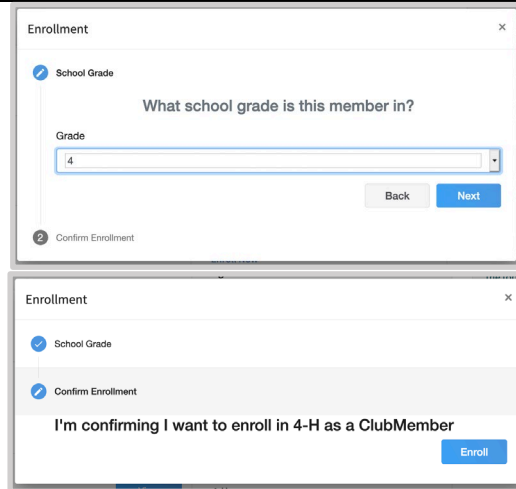
Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

If you are a new member and your name is not yet listed, click “Add Member” and follow the steps for [“Adding a New Member to the Family.”](#) then continue to Step 1 below.

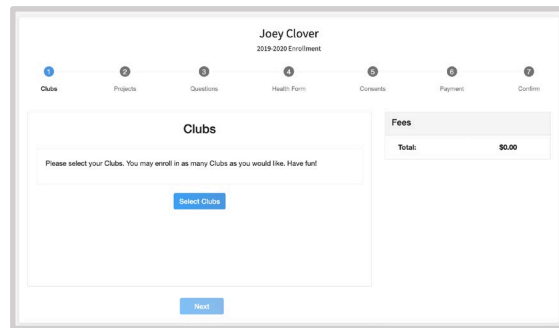


1. Select the member’s Grade and click Next.
2. Select to Confirm that you would like to enroll as a Club Member.



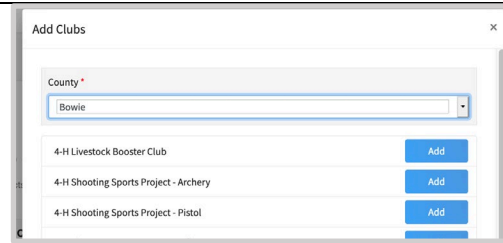
3. Click the Select Clubs button.

Make sure you have talked with the club leader before enrolling in a club.

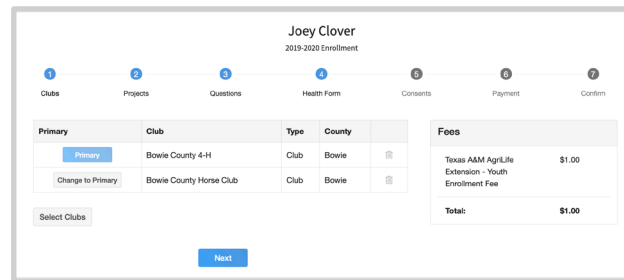


4. Select Wallowa County as the location of your Club.

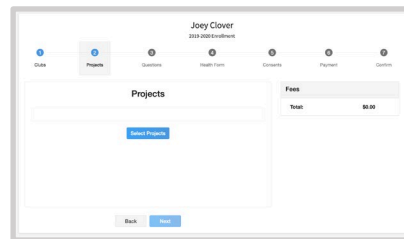
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate.



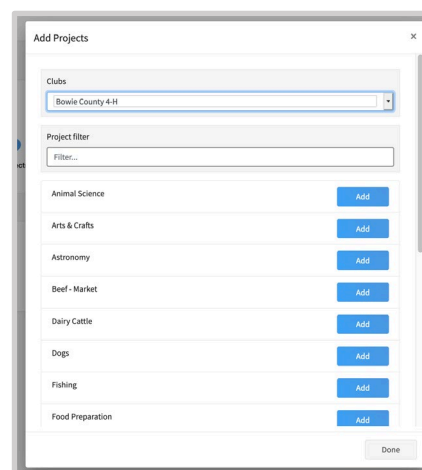
7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
8. Click the trash can icon to remove a Club from the list.
9. Once all of your Clubs are added, click Next at the bottom of the screen.



10. Click Select Projects



11. Select the Club with which you want your project to be associated.
12. Click the Add button next to the project you want to add to the member's enrollment.
13. Repeat steps 7-9 for each project in which you would like to participate.



NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click “Add”.

14. Click the trash can icon to remove any projects.
15. Click the Next button once all the member’s projects have been added.

Tip: If you are on a mobile device it may be helpful to turn your device horizontally to see the entire screen.

Project	Club	Fees
Arts & Crafts	Bowie County 4-H	Texas 4-H Ag/Life Extension - Youth Enrollment Fee \$1.00
Astronomy	Bowie County 4-H	
Total:		\$1.00

16. Click “Show Questions”
17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

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

NOTE: Your Institution may also require you to upload pictures or documents with your enrollment. **Wallowa County does not require this.**

Click the Upload button to select a file to upload.

Click the Next button at the bottom of the screen when you are finished.

The screenshot shows a 'Files' section with two upload areas. The first area is titled 'Your Picture!' and contains a circular placeholder with the text 'No Image Selected' and an 'Upload' button. The second area is titled 'PDF Test' and contains a rectangular placeholder with the text 'PDF No File Uploaded' and an 'Upload' button.

Back Next

18. Complete the Health form fields and Consents.
19. Click the Next button at the bottom of the screen when you are done.

The screenshot shows the 'Health Form' section for 'Joey Clover 2019-2020 Enrollment'. It features a progress bar at the top with steps: Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Allergies' section has checkboxes for Aspirin, Dairy, Fish, Hay Fever, Nuts, Pesticides, Sulfa, Insect Stings, Eggs, Gluten, Ivy Oak Sumac, Peanuts, Shellfish, and Tetanus Vaccine. There is a text input field for 'List Any Allergies That Are Life Threatening'. The 'Authorized Medications' section has checkboxes for Acetaminophen and Allergy Medication.

Back Next

20. Complete any required Consents.
21. Click the Next button at the bottom of the page when you are finished.

The screenshot shows the 'Consents' section for 'Joey Clover 2019-2020 Enrollment'. It features a progress bar at the top with steps: Clubs, Projects, Questions, Health Form, Consents, Payment, and Confirm. The 'Code of Conduct' section has a checkbox labeled 'I will follow the Rules at all times!'. Below this are text input fields for 'Member Name' and 'Parent / Guardian Name', and a radio button labeled 'Yes - I will'.

If no fees are due, click the Next button and skip to step 25.

The screenshot shows the 'Payment' section for '2019-2020 Enrollment'. It features a progress bar at the top with steps: Clubs, Projects, Questions, Consents, Payment, and Confirm. The 'Payment' step is highlighted. Below the progress bar, it says 'No Payment Necessary, all set!'. At the bottom are 'Back' and 'Next' buttons.

22. Review the fees for the member and select "Pay by Check".

23. Payment may be dropped off or mailed to the Wallowa County Extension Office.

Fees can't be paid online.

NOTE: Your state may allow offline payment options such as check/cash submitted to the County Office, Coupon Code or Waiver Request. Proceed per the instructions of your County office.

Make checks payable to: Wallowa Co. 4-H Leaders

24. Complete the Payment Terms.
25. Click the Next button.

26. Review the enrollment information.
27. Once you have verified that the clubs and projects are listed correctly, **click the Submit button.**
Congratulations, your enrollment is complete!

You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. Please remember to submit payment to the **Wallowa County 4-H Leaders at the Extension Office 668 NW 1st ST, Enterprise, OR 97828**

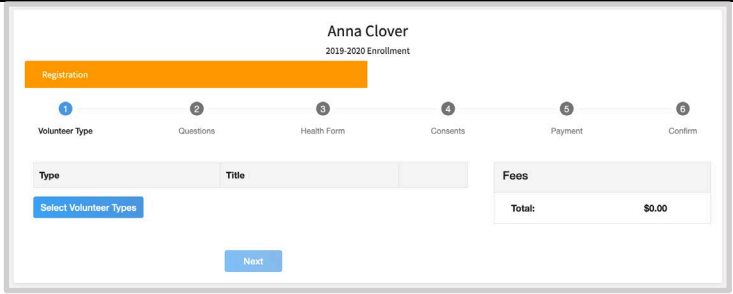
Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click **“Enroll Now”** under the Program in which you would like to enroll.

If you are a new volunteer and your name is not yet listed, click **“Add Member”** and follow the steps for **“Adding a New Member to the Family,”** then continue to Step 1 below.

1. Click Select Volunteer Types to indicate how you are planning to participate in the program throughout the year.

At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.



Descriptions of some volunteer types

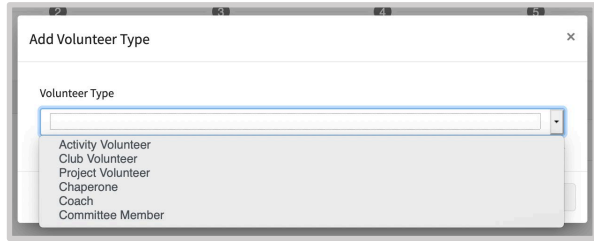
Activity Volunteer: Examples include Fair superintendents, chaperone, fundraiser, community service organizer, in-school or after school instructor)

Camp Volunteer: Examples include retreat, day camp or overnight camp instructor, director or counselor advisor.

Project Volunteer: Examples include assisting with a project in a club or Co-leader.

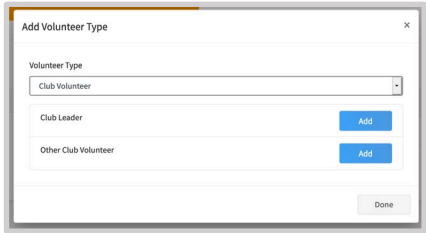
Club Volunteer: MAIN leader for a club. This is the address that is used as the primary club contact.

2. Select a Volunteer Type

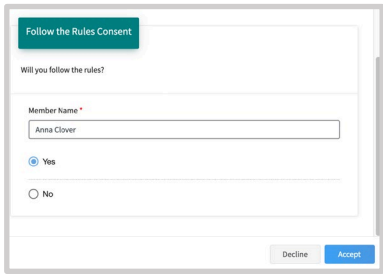


3. Click Add next to your Volunteer Type Role.

NOTE: If you are a Project Leader for a specific Club, you will need to select a Club Volunteer Type and a Project Volunteer Type.



Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.

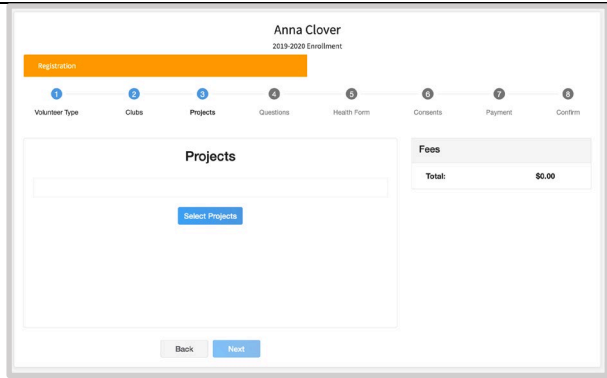


4. Repeat steps 1-4 for each Volunteer type that you would like to participate as.
5. Click the small trash can icon to remove any Volunteer Types.
6. Click Next.

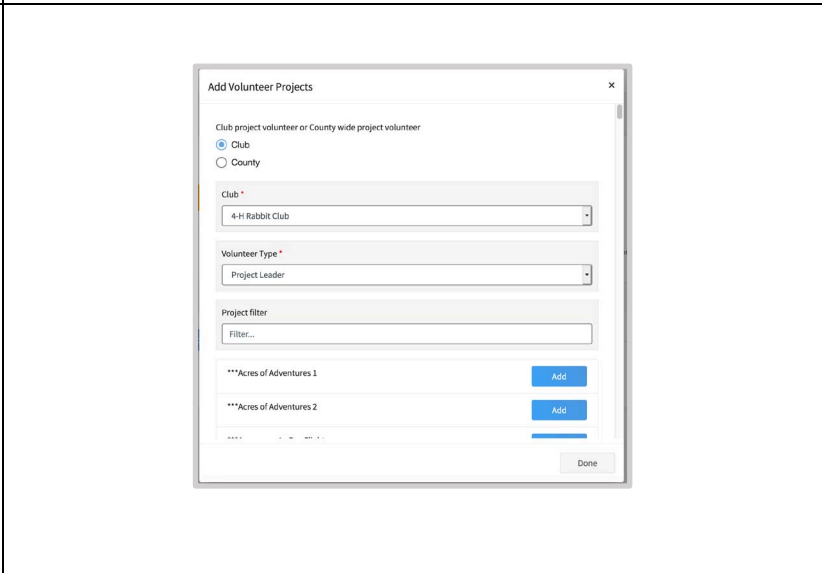
7. If you have selected a Club Volunteer Type, click "Select Clubs" to choose the Clubs with which you would like to Volunteer.

8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate.
9. Click Add next to the Club.
10. Repeat steps 8-10 for each Club in which you would like to participate.

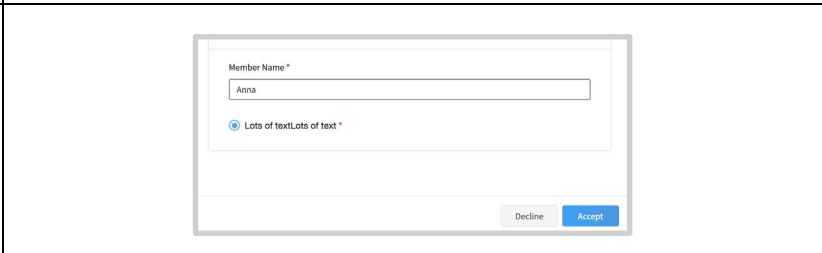
11. Click Select Projects.



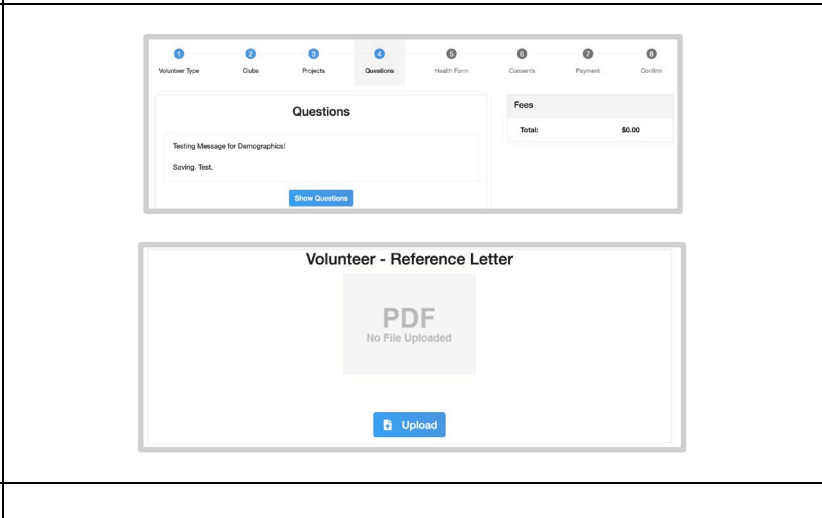
- 12. Select Club if you are a project leader for a specific Club, and select the Club. Then select the Project Volunteer Type that best describes your involvement.
- 13. If you are a Project Volunteer for the entire County associated with your Family Profile, select County.
- 14. Click Add next to the Project that you will be working with.



Some projects require additional Consents in order to participate. If an additional Consent is needed, you will be prompted to enter your signature and acceptance before the Project will be added to your record.



- 15. Click Show Questions.
 - 16. Complete the Questions section.
 - 17. When you are finished, click the Next button.
- NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution.
- Your Institution may also require you to upload pictures or documents with your enrollment. Click the Upload button to select a file to upload.



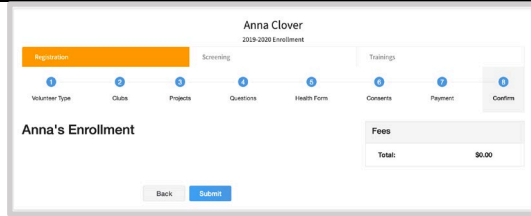
18. If your Institution requires a Health Form, complete the Health Information and Consent.
19. Click the Next button at the bottom of the page.

20. Complete the Consents required for your Institution.
21. Click Next at the bottom of the page.

22. If payment is necessary, enter payment type.
23. Complete the Terms of Payment.
24. Click Next.

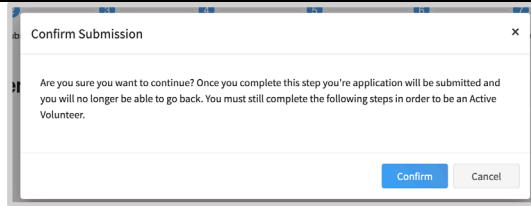
25. If payment is not necessary, click the Next button.

26. Click Submit.



27. Additional information (Screening and Training) is required for Adult Volunteers. Click Confirm to continue to any additional steps.

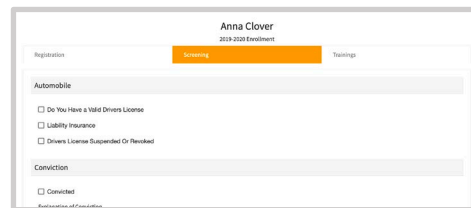
The additional steps may be completed at any time and in any order. This training could take up to 45 minutes.



Volunteer Screening

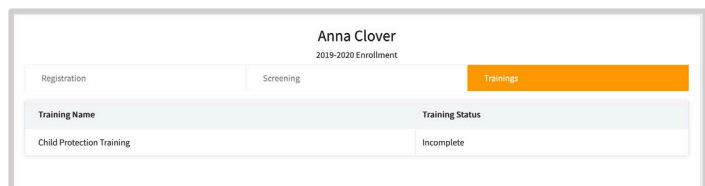
Wallowa County requires volunteer screening, complete the screening form and associated Consent. *Only fields with red are required.*

Click Continue to Submit your screening form for approval.

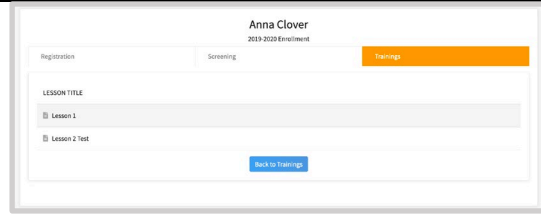


Volunteer Training

Wallowa County requires online Volunteer training, you will see a Training tab. Click the title of the training to select a lesson.



Click on the lesson title to open the lesson and begin the training.



Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.

