

TEXAS 4HONLINE FAMILY GUIDE

ADULT RE-ENROLLMENT

- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.

| Member | Programs | |
|---------------------------------------|----------|------------|
| Bobby Flahive #394923 Aug 16, 2000 | 4-H | Enroll Now |

Welcome to the new version of 4-H Online!
Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name.
If it shows **Continue Enrolling** under a program, that means you have not completed

- Click the blue Enroll button to confirm enrollment information.

Enrollment

Confirm Enrollment

I'm confirming I want to enroll in Texas 4-H Youth Development as a Volunteer

Enroll

VOLUNTEER TYPE

All adults must select at least one Volunteer Type during enrollment. The most common type will be Club Volunteer - Parent Volunteer/Activity Leader. If the volunteer would like to add projects, he/she must add Project Volunteer - Project Leader as a Volunteer Type.

- Click the Select Volunteer Types button.

| Type | Title | Invoice |
|----------------|--|---|
| Club Volunteer | Parent Volunteer/Activity Leader (Most common) | Texas 4-H and Youth Development - Volunteer Late Program Fee |

Select Volunteer Types

- Select the Volunteer Type category from the drop-down menu.

Volunteer Type

Program Volunteer

Project Volunteer

Club Volunteer

- Click the blue Add button next to all volunteer types that apply and click the Done button if needed to proceed.

Volunteering

Next

Club Manager

Parent Volunteer/Activity Leader (Most common)

Add

Add

Done

- Once all types have been added, click the blue Next button.

| Files | Select Volunteer Types | Late Program Fee |
|-----------|------------------------|------------------|
| Screening | | Total: \$10.00 |

Next

CLUBS - UNITS

- After reading the instructions for the Clubs section, click the blue Select Units (Clubs) button.

| Primary | Club | Type | County | INVOICE |
|---------|------|------|--------|---|
| | | | | Texas 4-H and Youth Development - Volunteer Late Program Fee |

Select Units

- Click the blue Add button next to all clubs to add to the profile.

Volunteering

Back

Next

Volunteer Type required

Parent Volunteer/Activity Leader (Most common)

State 4-H Test Club

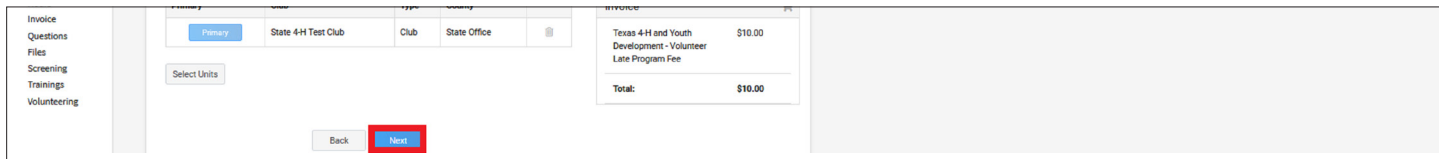
Add

Cancel

- Click the blue Select Units (Clubs) button to add additional clubs.
- Once all clubs have been added, click the blue Next button.

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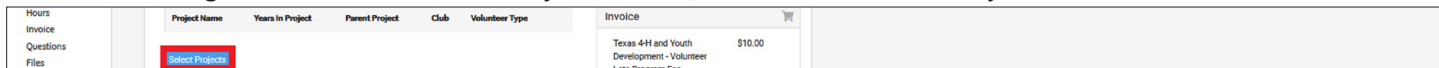
The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.



The screenshot shows the 'Primary' tab selected. The 'Select Units' button is highlighted. The invoice summary on the right shows: Texas 4-H and Youth Development - Volunteer Late Program Fee \$10.00, Total: \$10.00. The 'Next' button is highlighted in red.

PROJECTS

- After reading the instructions for the Projects section, click the blue Select Projects button.



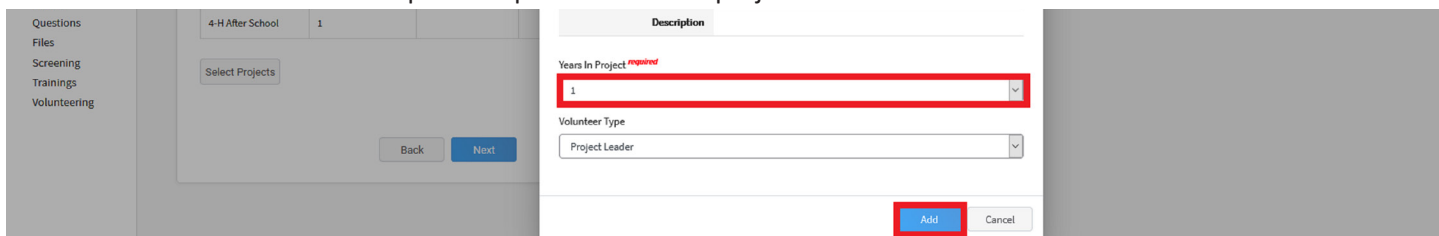
The screenshot shows the 'Projects' tab selected. The 'Select Projects' button is highlighted. The invoice summary on the right shows: Texas 4-H and Youth Development - Volunteer Late Program Fee \$10.00. The 'Next' button is highlighted in red.

- Click the blue Select button next to the project to add to the enrollment.



The screenshot shows the 'Projects' tab selected. The 'Select Projects' button is highlighted. The invoice summary on the right shows: Texas 4-H and Youth Development - Volunteer Late Program Fee \$10.00. The 'Next' button is highlighted in red.

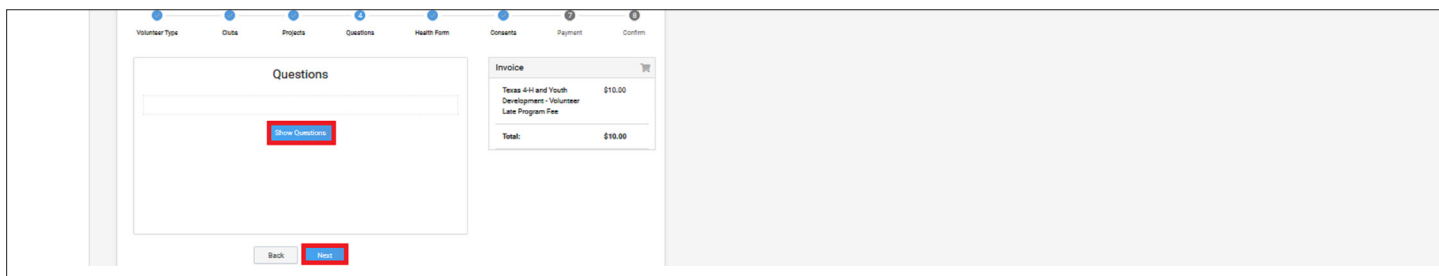
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



The screenshot shows the 'Description' tab selected. The 'Years In Project' drop-down menu is set to 1. The 'Add' button is highlighted in red.

QUESTIONS

- Click the blue Show Questions button to display and answer all questions.
- Click the blue Next button.



The screenshot shows the 'Questions' tab selected. The 'Show Questions' button is highlighted. The invoice summary on the right shows: Texas 4-H and Youth Development - Volunteer Late Program Fee \$10.00, Total: \$10.00. The 'Next' button is highlighted in red.

HEALTH SECTION

- Click the blue Show Health Form button to display and answer all questions and sign were designated.
- Click the blue Next button.



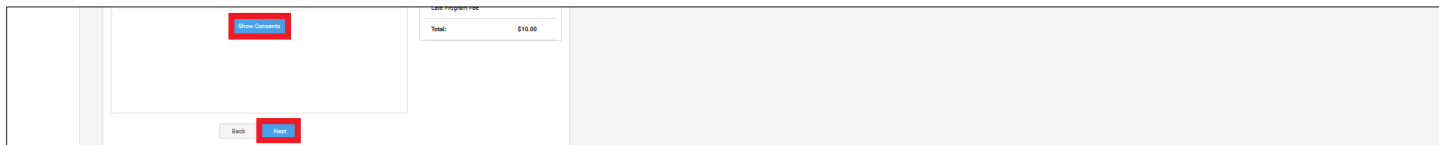
The screenshot shows the 'Health Form' tab selected. The 'Show Health Form' button is highlighted. The invoice summary on the right shows: Late Program Fee \$10.00, Total: \$10.00. The 'Next' button is highlighted in red.

CONSENTS SECTION

- Click the blue Show Consents button to display and answer all questions and sign were designated.
- Click the blue Next button.

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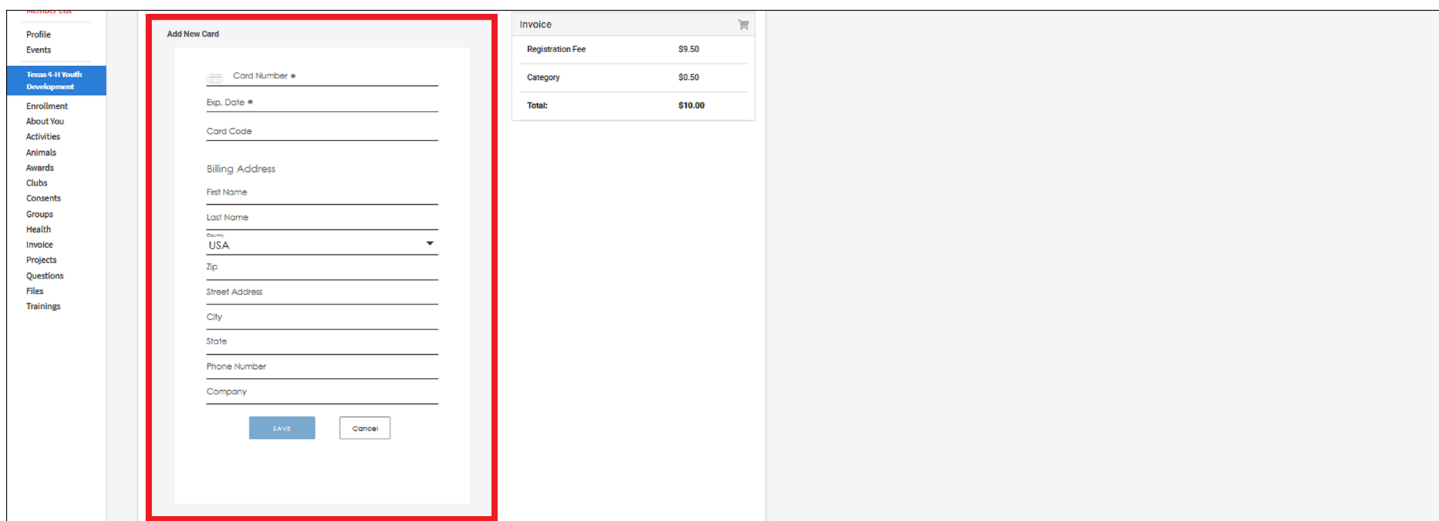
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PAYMENT SCREEN

Payment By Card

If there is not a credit card saved in the family profile, add the card information and click the blue Save button.



Payment By 4H Check

Click the blue Pay By Check button.

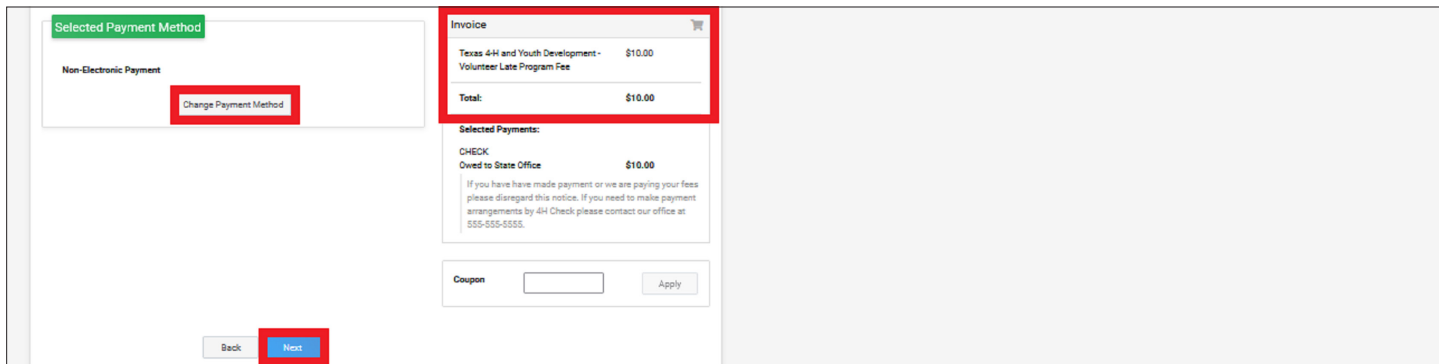


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



Changing Payment Method

- If the payment method needs to be changed, click the Change Payment Method button. This is the only time a payment method can be changed.
- Click the blue Next button to advance to the submission screen.

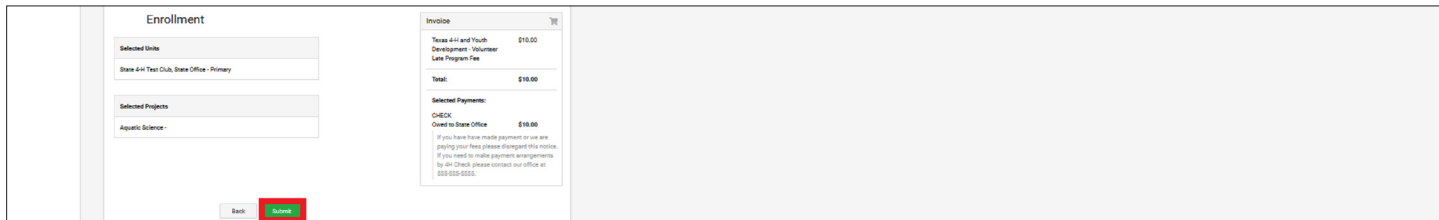


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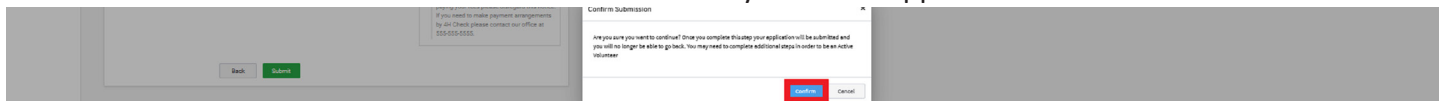
SUBMIT SCREEN

- Click the blue Submit button at the bottom of the screen.



The screenshot shows the 'Enrollment' form with fields for 'Selected Unit' (State 4-H Test Club, State Office - Primary) and 'Selected Projects' (Aquatic Science). At the bottom, the 'Submit' button is highlighted in red.

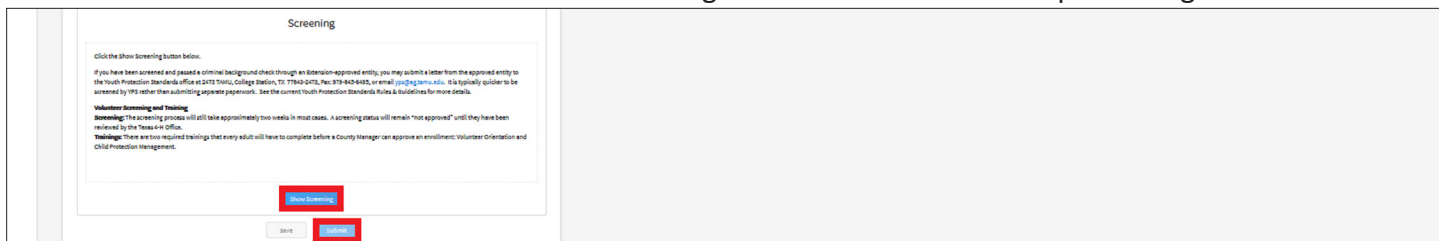
- Click the blue Confirm screen to submit to the county office for approval.



The screenshot shows the 'Confirm Submission' screen with a message: 'Are you sure you want to confirm? Once you complete this step your application will be submitted and you will no longer be able to go back. You may need to complete additional steps in order to be an active volunteer.' The 'Confirm' button is highlighted in red.

VOLUNTEER SCREENING (If screening is due for the current 4-H year)

- Click the blue Show Screening button to display and answer all questions and sign were designated.
- Click the blue Submit button to send the screening to the state 4-H office for processing.



The screenshot shows the 'Screening' screen with instructions and a 'Show Screening' button highlighted in red.

VOLUNTEER TRAINING (If trainings are required for the current 4-H year)

There are two required trainings that each volunteer needs to take in order to enroll.

- Click the title of the training to bring up the scorm training window.
- Complete the entire training and submit at the end.



The screenshot shows the 'Trainings' screen with two training titles highlighted in red: 'Child Protection Training - Incomplete' and 'Volunteer Orientation - Incomplete'.

VOLUNTEER STATUS

Active volunteer enrollments must have:

- Approved enrollment by the county office
- Screening completed and passed
- 2 required trainings completed and passed
- Application Fees Received/Paid

| | | |
|--|---|--|
| <p>William George #639022 Aug 20, 1965</p> | <p>4-H Volunteer - Approved Volunteering for 2020-2021 program year Screening Approved Trainings Complete</p> | <p>enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the View button to the right of the name. When you are finished viewing the selected member click on the Member List link at the top of the menu to the left.</p> |
|--|---|--|

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