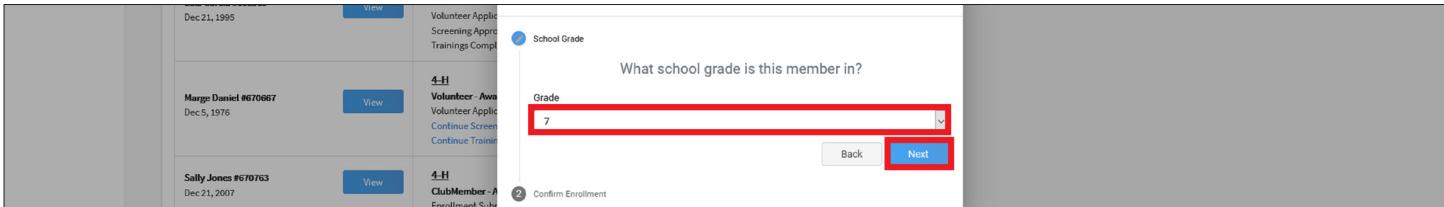


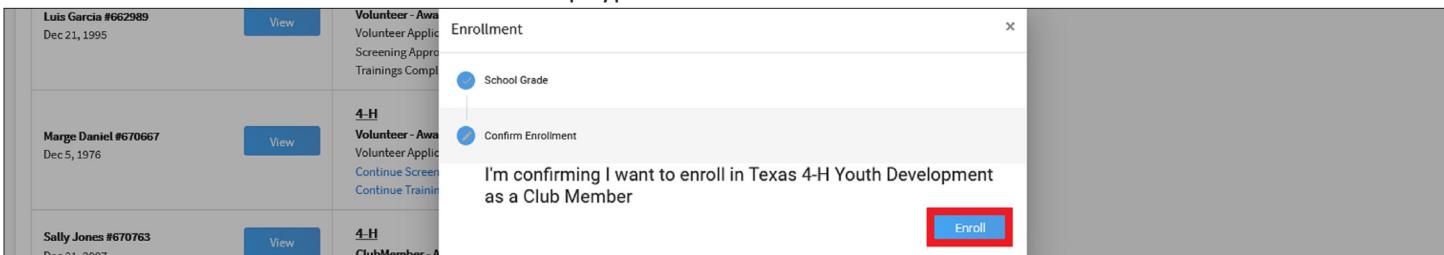
- Login to the family account
- Locate the member's name from the list and click the Enroll Now link.



- Select the grade from the drop-down menu.
- Click the blue Next button.

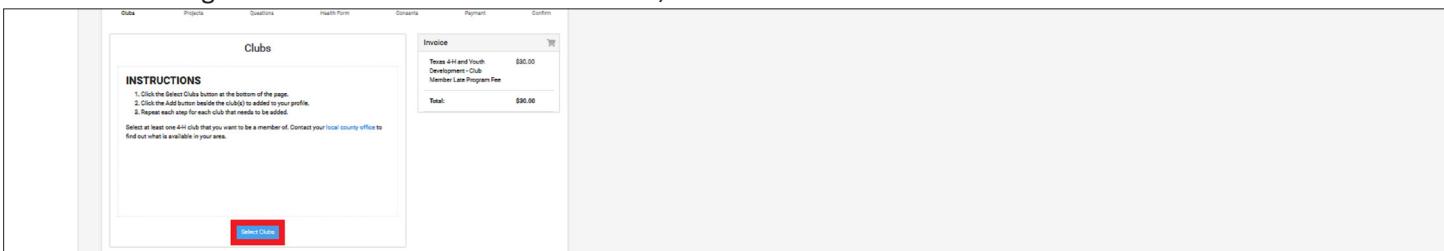


- Read the screen to confirm the membership type and click the blue Enroll button.

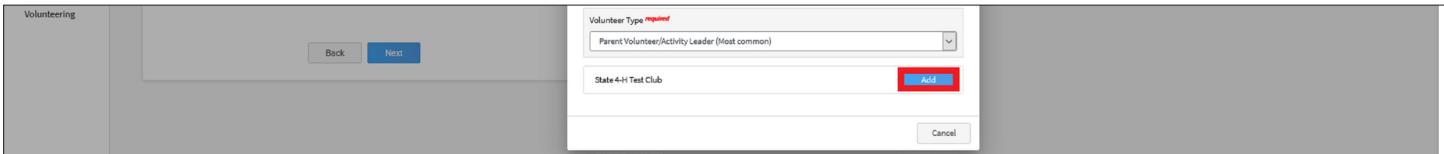


## CLUBS - UNITS

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



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



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

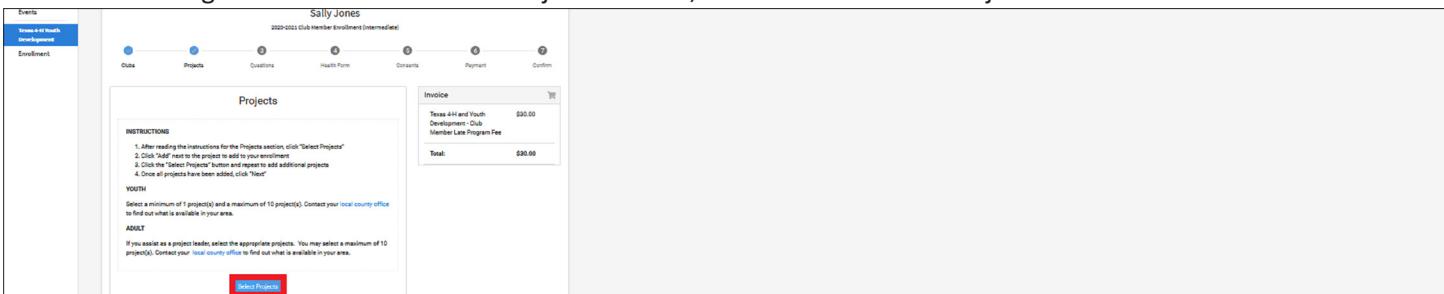


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## PROJECTS

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



Sally Jones  
2020-2021 Club Member Enrollment (Intermediate)

Events  
Texas 4-H Youth Development  
Enrollment

Projects

INSTRUCTIONS  
1. After reading the instructions for the Projects section, click "Select Projects".  
2. Click "Next" to the project to add to your enrollment.  
3. Click the "Select Projects" button to repeat to add additional projects.  
4. Once all projects have been added, click "Next".

YOUTH  
Select a minimum of 1 project(s) and a maximum of 10 project(s). Contact your local county office to find out what is available in your area.

ADVISER  
If you are a project leader, select the appropriate projects. You may select a maximum of 10 project(s). Contact your local county office to find out what is available in your area.

Select Projects

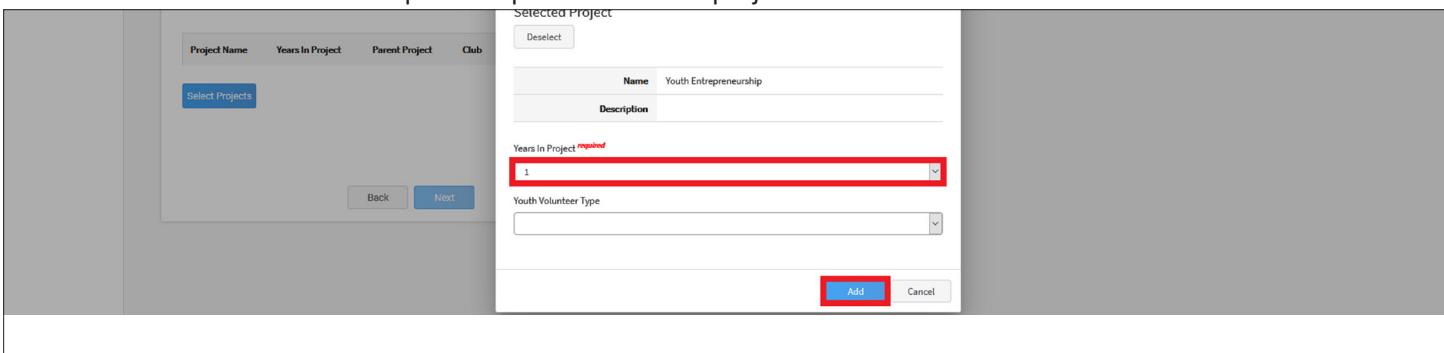
- Click the blue Select button next to the project to add to the enrollment.



Workforce Preparation and Careers  
Select

Youth Entrepreneurship  
Select

- 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.



Selected Project  
Deselect

Name: Youth Entrepreneurship  
Description:

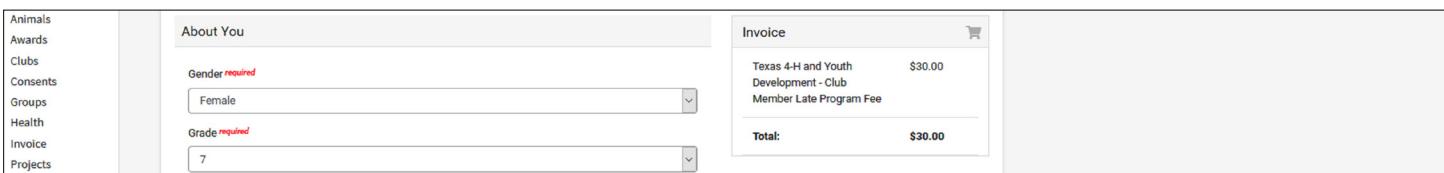
Years in Project Required  
1

Youth Volunteer Type:

Add Cancel

## ABOUT YOU

- Complete the About You, Demographics, Address, Emergency Contact, Parent/Guardian, Second Family, School, Military and Other information.
- Click the blue Next button.



Animals  
Awards  
Clubs  
Consents  
Groups  
Health  
Invoice  
Projects

About You  
Gender Required  
Female  
Grade Required  
7

Invoice  
Texas 4-H and Youth Development - Club Member Late Program Fee  
Total: \$30.00

## HEALTH SECTION

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

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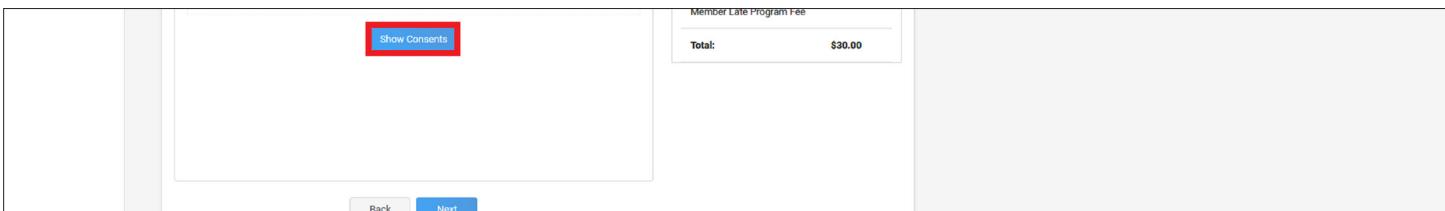
Development - Club  
Member Late Program Fee

Total:	\$30.00
--------	---------

Back Next

### CONSENTS SECTION

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



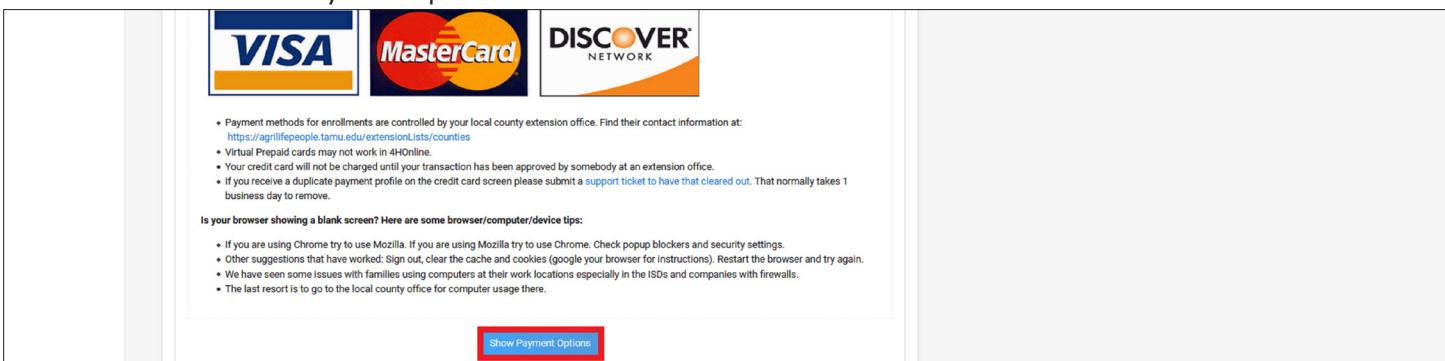
Member Late Program Fee

Total:	\$30.00
--------	---------

Back Next

### PAYMENT SCREEN

- Click the blue Show Payment Options button.



VISA | MasterCard | DISCOVER<sup>®</sup> NETWORK

Payment methods for enrollments are controlled by your local county extension office. Find their contact information at: <https://agrilifepeople.tamu.edu/extension/ists/counties>

- Virtual Prepaid cards may not work in 4HOnline.
- Your credit card will not be charged until your transaction has been approved by somebody at an extension office.
- If you receive a duplicate payment profile on the credit card screen please submit a support ticket to have that cleared out. That normally takes 1 business day to remove.

Is your browser showing a blank screen? Here are some browser/computer/device tips:

- If you are using Chrome try to use Mozilla. If you are using Mozilla try to use Chrome. Check popup blockers and security settings.
- Other suggestions that have worked: Sign out, clear the cache and cookies (google your browser for instructions). Restart the browser and try again.
- We have seen some issues with families using computers at their work locations especially in the ISDs and companies with firewalls.
- The last resort is to go to the local county office for computer usage there.

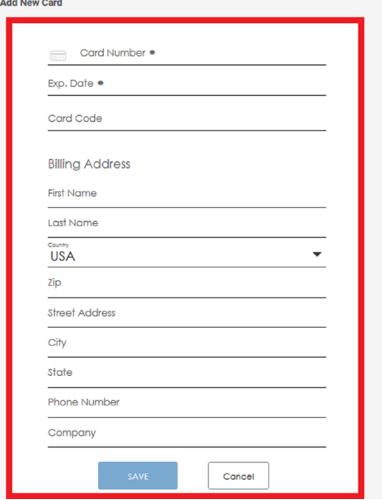
Show Payment Options

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### 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.



The screenshot shows a 'Add New Card' form. On the left, a sidebar lists 'Profile', 'Events', 'Texas 4-H Youth Development' (which is selected and highlighted in blue), and 'Enrollment'. The main form area has a red box around the 'Card Number' input field. Other fields include 'Exp. Date', 'Card Code', 'Billing Address' (with fields for 'First Name', 'Last Name', 'Country' set to 'USA', 'Zip', 'Street Address', 'City', 'State'), 'Phone Number', and 'Company'. At the bottom are 'SAVE' and 'Cancel' buttons.

### Payment By 4H Check

Click the blue Pay By Check button.



The screenshot shows a payment method selection screen. It includes a note 'Payment for this invoice will be collected by State Office' and a 'CountyArea' dropdown. A red box highlights the 'Pay By Check' button. Other buttons include 'Pay By Credit Card' and 'Pay By Debit Card'.

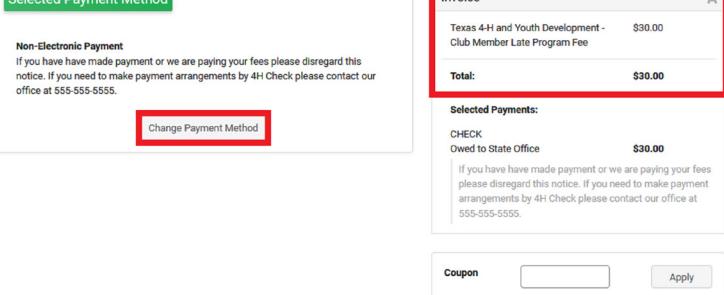
- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



The screenshot shows a payment confirmation screen. It includes a note 'By applying this option you are responsible for providing a check as payment. This may cause a delay in processing versus other methods of payment. Are you sure you want to continue?', a 'Country' dropdown set to 'USA', a 'Zip' input field, a 'Coupon' input field, and an 'Apply' button. A red box highlights the 'Change Payment Method' button. Other buttons include 'Change' and 'Cancel'.

### 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.



The screenshot shows the 'Selected Payment Method' and 'Invoice' screens. The 'Selected Payment Method' screen on the left has a red box around the 'Change Payment Method' button. The 'Invoice' screen on the right shows a list of fees: 'Texas 4-H and Youth Development - Club Member Late Program Fee' and 'Total: \$30.00'. The 'Selected Payments' section shows 'CHECK' and 'Owed to State Office \$30.00'. A note at the bottom says 'If you have made payment or we are paying your fees please disregard this notice. If you need to make payment arrangements by 4H Check please contact our office at 555-555-5555.' The 'Coupon' and 'Apply' buttons are also visible. At the bottom, 'Back' and 'Next' buttons are shown, with 'Next' highlighted with a red box.

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