


# TEXAS 4HONLINE FAMILY GUIDE

## NEW ADULT ENROLLMENT

- Login to the family account.
- Click the blue Add Member button.

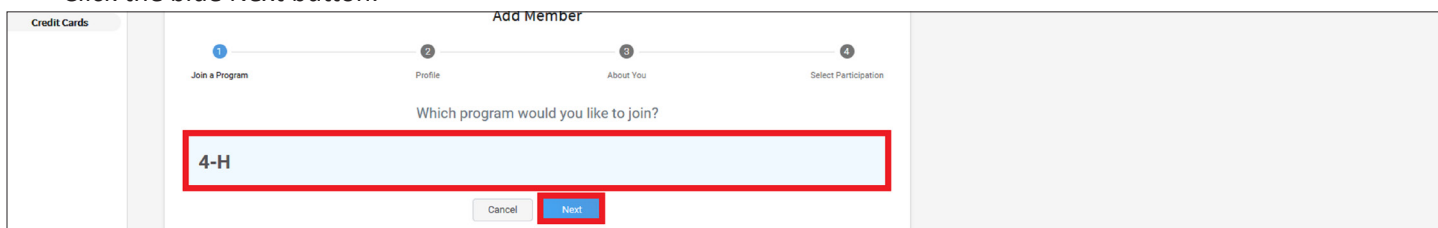


Credit Cards

Testing  
4hevents@ag.tamu.edu  
3321 LONGLEAF CIR  
COLLEGE STATION, TX 77845-5958  
111-111-1111

**Add Member**

- Click the shaded box labeled with the words to join the 4-H program.
- Click the blue Next button.



Credit Cards

**Add Member**

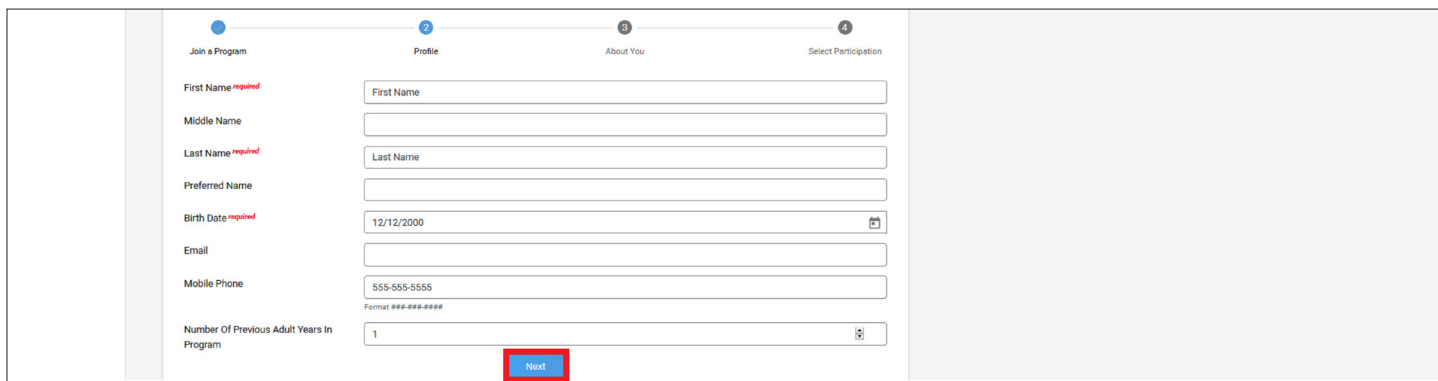
1 Join a Program 2 Profile 3 About You 4 Select Participation

Which program would you like to join?

**4-H**

Cancel **Next**

- Complete the blanks as accurate as possible. The birthdate field helps to determine the membership type.
- Click the blue Next button.



Credit Cards

**Add Member**

1 Join a Program 2 Profile 3 About You 4 Select Participation

First Name *required* First Name

Middle Name

Last Name *required* Last Name

Preferred Name

Birth Date *required* 12/12/2000

Email

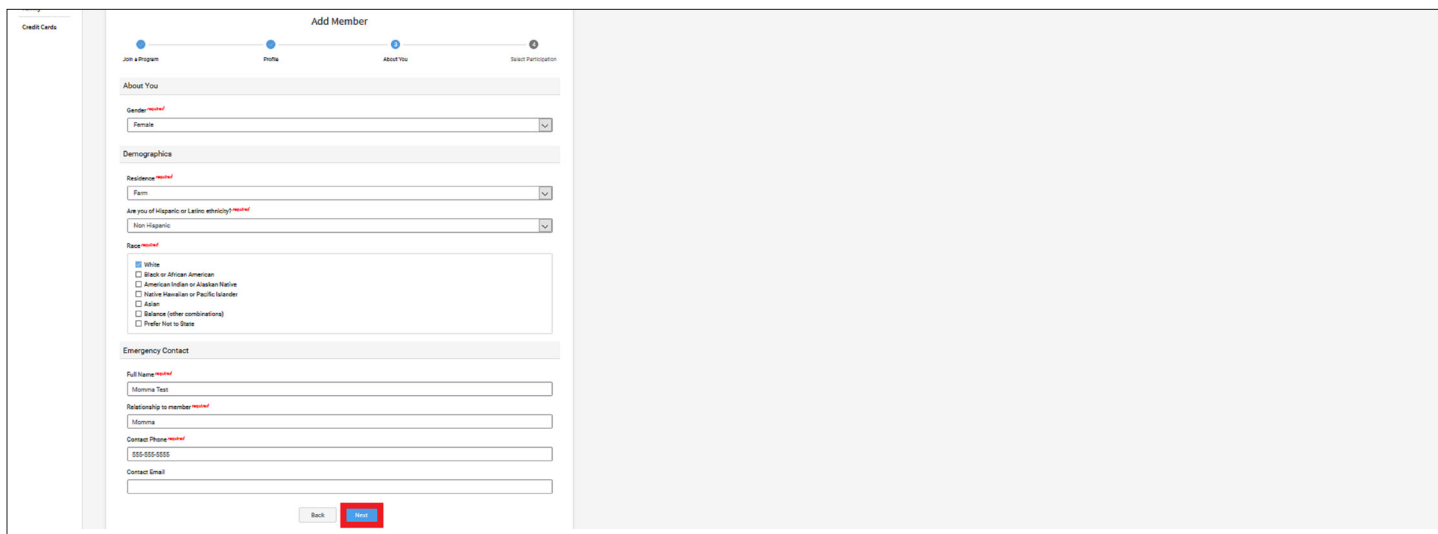
Mobile Phone 555-555-5555

Format ###-###-####

Number Of Previous Adult Years In Program 1

**Next**

- Complete the blanks as accurate as possible.
- Click the blue Next button.



Credit Cards

**Add Member**

1 Join a Program 2 Profile 3 About You 4 Select Participation

**About You**

Gender *required* Female

**Demographics**

Residence *required* Farm

Are you of Hispanic or Latino ethnicity? *required* Non Hispanic

**Race** *required*

☒ White  
☐ Black or African American  
☐ American Indian or Alaskan Native  
☐ Native Hawaiian or Pacific Islander  
☐ Asian  
☐ Balance (other combinations)  
☐ Prefer Not to State

**Emergency Contact**

Full Name *required*

Relationship to member *required*

Contact Phone *required* 555-555-5555

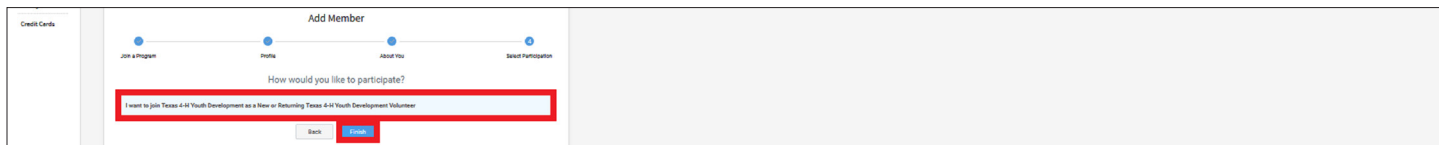
Contact Email

Back **Next**

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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.

- Click the shaded box labeled with the words to join the 4-H program as a Volunteer.
- Click the blue Finish button.



## 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 blue Select Volunteer Types button.



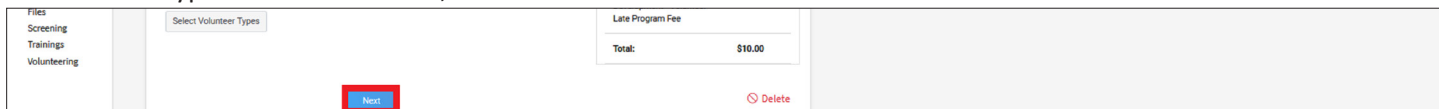
- Select the Volunteer Type category from the drop-down menu.



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



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

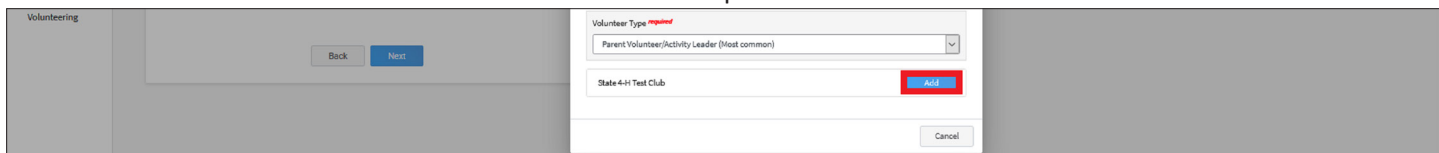


## CLUBS - UNITS

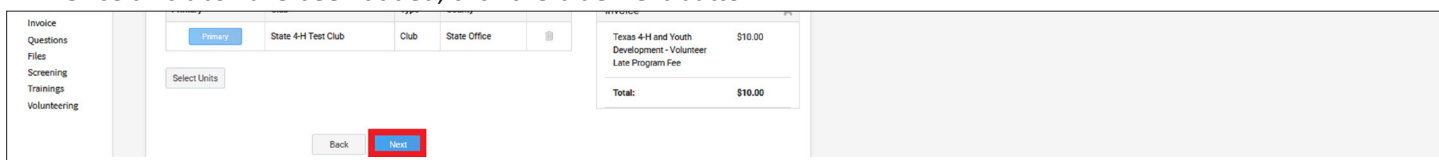
- After reading the instructions for the Clubs section, click the blue Select Units (Clubs) button.



- 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.

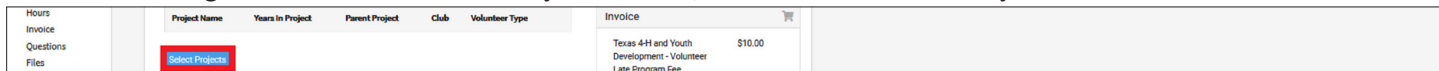


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### PROJECTS

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



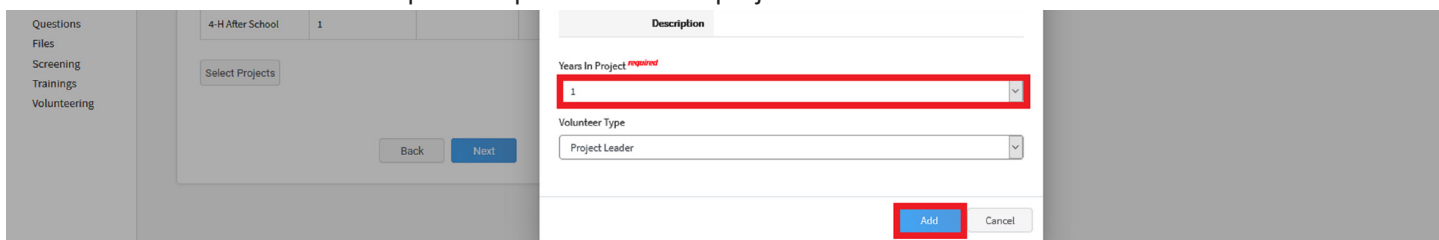
The screenshot shows the 'Projects' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

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



The screenshot shows the 'Projects' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

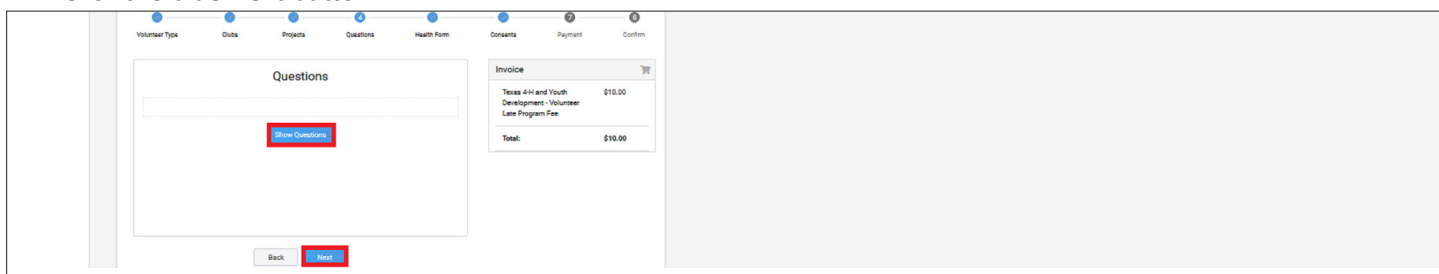
- Select the Years In Project from the drop-down menu. The default value is set to 1.
- Click the blue Add button. Repeat the process for each project.



The screenshot shows the 'Projects' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

### QUESTIONS

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



The screenshot shows the 'Questions' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

### 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' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

### CONSENTS SECTION

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



The screenshot shows the 'Consents' section of the Texas 4H Online Family Guide. On the left, there is a sidebar with 'Hours', 'Invoice', 'Questions', and 'Files'. The main area has a table with columns: Project Name, Years In Project, Parent Project, Club, and Volunteer Type. Below the table, there is a 'Select Projects' button highlighted in red. To the right, there is an 'Invoice' section showing 'Texas 4-H and Youth Development - Volunteer' for \$10.00 and 'Late Program Fee'.

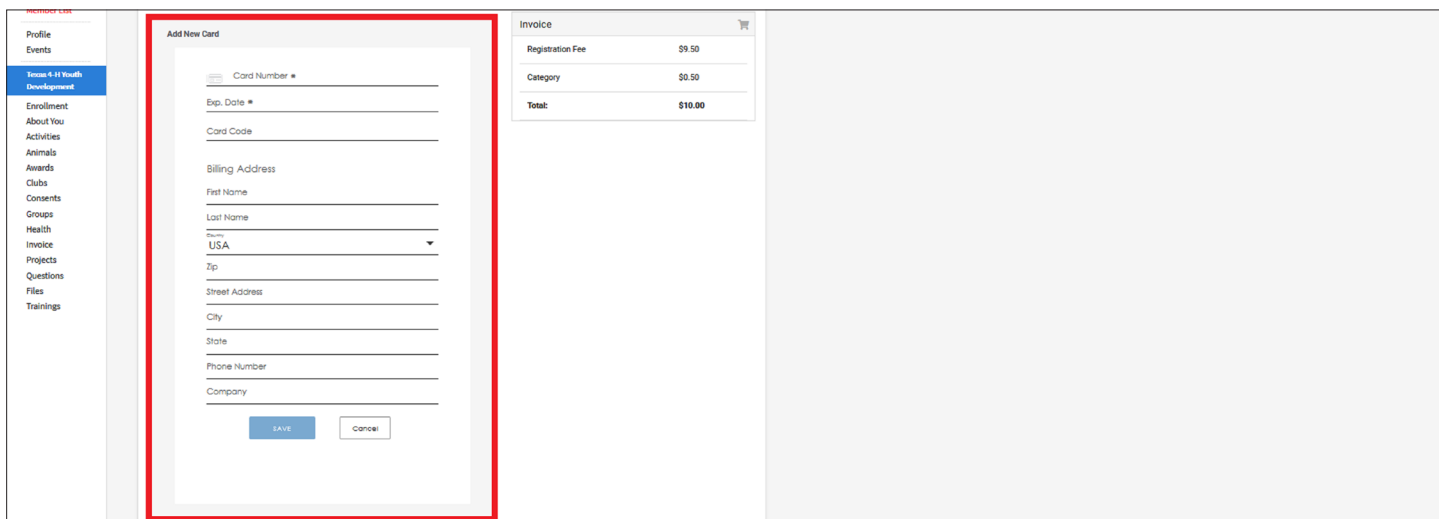
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## PAYMENT SCREEN

### 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.

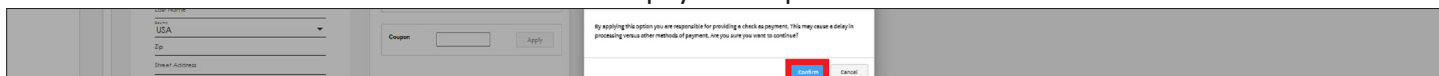


### Payment By 4H Check

Click the blue Pay By Check button.

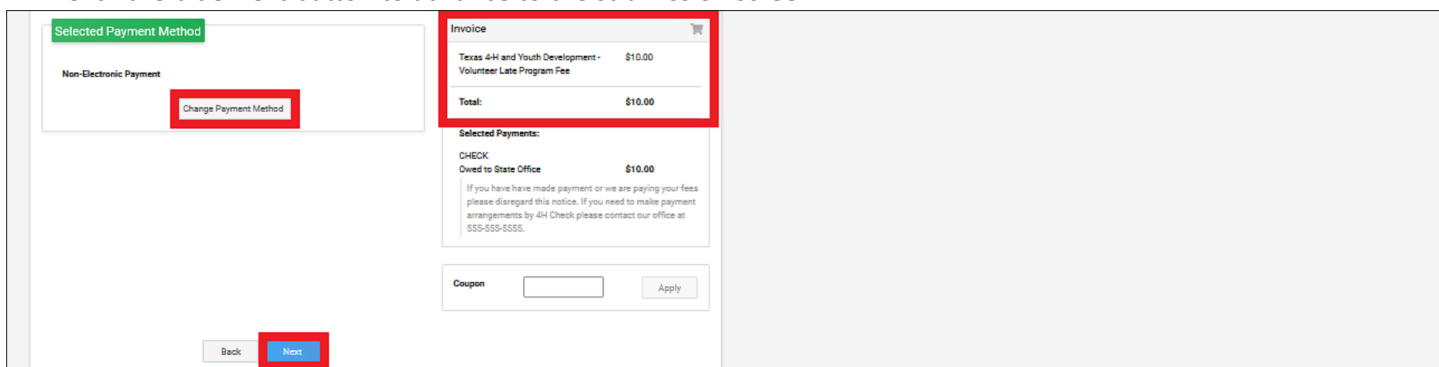


- By applying this option you are accepting responsibility for the non-electronic payment method.
- Click the blue Confirm button to confirm the payment option.



### 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.

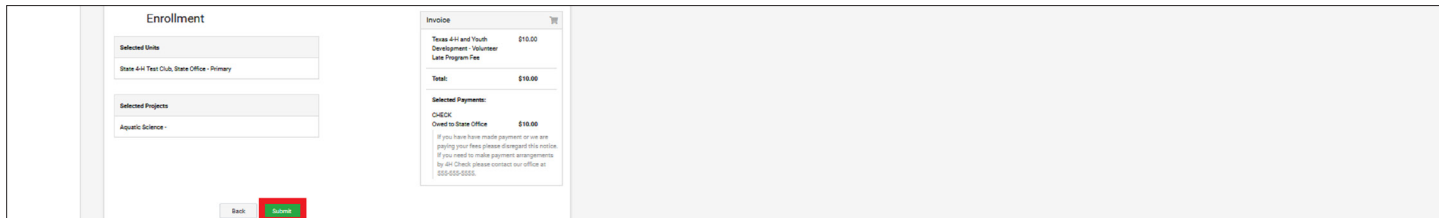


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### SUBMIT SCREEN

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



The screenshot shows the 'Enrollment' form with fields for 'Selected Units' (State 4-H Test Club, State Office - Primary) and 'Selected Projects' (Aquatic Science). An 'Invoice' summary is shown on the right, listing 'Taxes 4-H and Youth Development - Volunteer' for \$10.00 and a 'Total' of \$10.00. At the bottom, the 'Submit' button is highlighted in red.

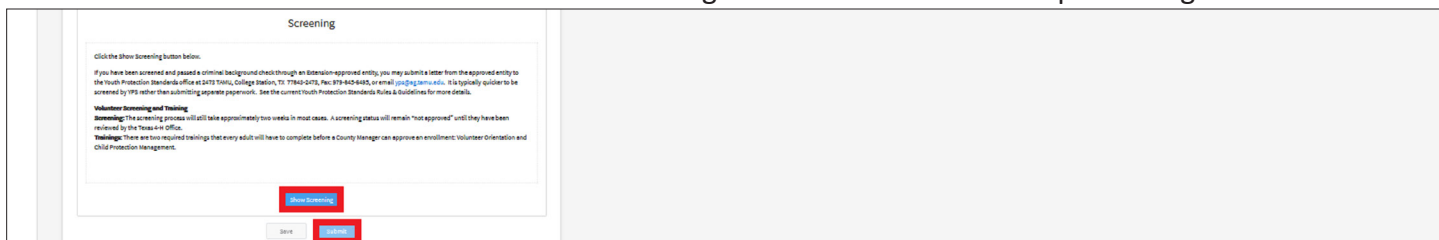
- Click the blue Confirm screen to submit to the county office for approval.



The screenshot shows the 'Confirm' screen with a message: 'If you need to make payment arrangements by air Check please contact our office at 800-555-5555.' At the bottom, the 'Submit' button is highlighted in red.

### VOLUNTEER SCREENING

- 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: 'Click the Show Screening button below. If you have been screened and passed a criminal background check through an Extension-approved entity, you may submit a letter from the approved entity to the Youth Protection Standards office at 2475 19th, College Station, TX 77843-2475, Tel: 779-643-6435, or email: jding@tamu.edu. It is typically updated to be screened by YPS rather than submitting separate paperwork. See the current Youth Protection Standards Rules & Guidelines for more details.' At the bottom, the 'Show Screening' button is highlighted in red.

### VOLUNTEER TRAINING

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.

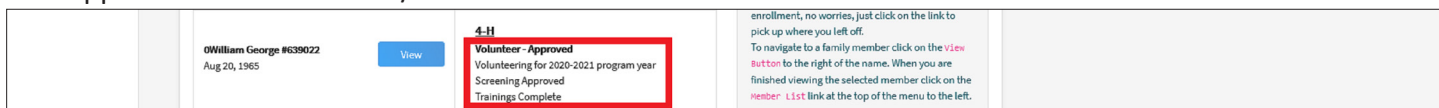


The screenshot shows the 'Trainings' screen with a list of trainings: 'Child Protection Training - Incomplete' and 'Volunteer Orientation - Incomplete'. Both links are highlighted in red. A 'Register' button is also visible.

### 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



The screenshot shows the 'Volunteer Status' screen with a table of volunteers. The first row shows 'William George #639022' with a status of 'Volunteer - Approved'. The 'Volunteer - Approved' status is highlighted in red. A 'View' button is next to the name. To the right, there is a note: '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.'

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