Youth Member Enrollment

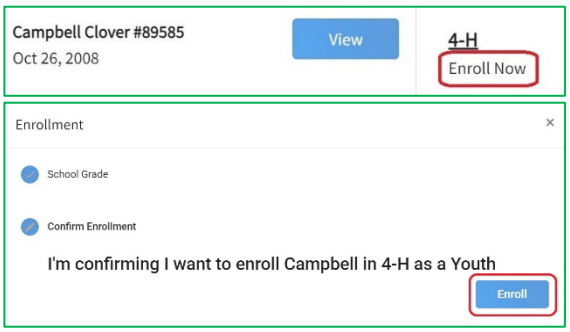
Quick Click Guide

1. Log in to 4-H Online family profile

- Log in ID is your family profile's email address
- Reset your password if needed
- Contact your local 4-H office if you need assistance

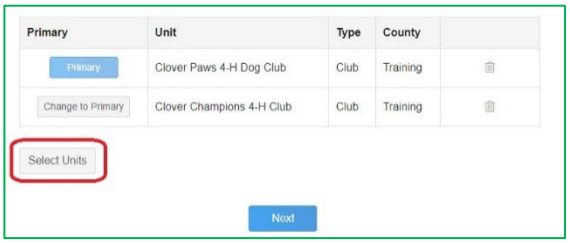
2. Initiate Enrollment

- Click **Enroll Now** link next to Member's name
- Enter Member's grade in School
- Click **Enroll**



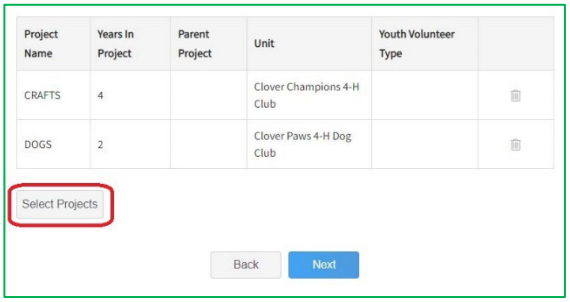
3. Select Units

- Click **Select Units**
- Click **Add** button next to 4-H club/unit name
- Repeat as needed
- Designate Primary Unit (if needed)



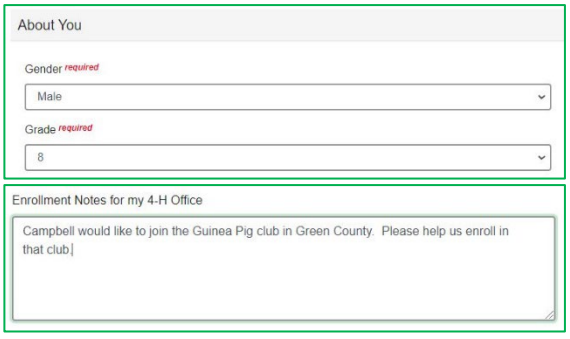
4. Select Projects

- Click **Select Projects**
- Select 4-H club/unit for this project from dropdown menu
- Click **Select** button next to project name
- Enter Years in Project
- Click **Add**
- Sign Project Consent (if applicable)
- Repeat as needed



5. Answer Enrollment Questions

- Answer/update Member information
- All **required** questions must be answered before you can move to the next page
- Add Enrollment Note to local 4-H Office (optional)



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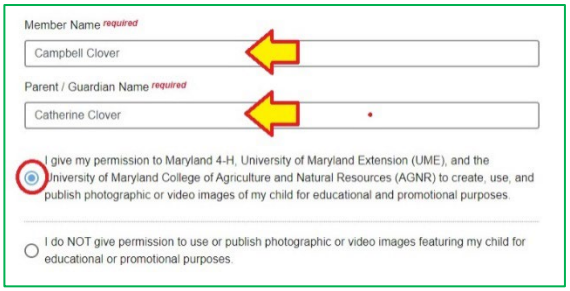
UNIVERSITY OF MARYLAND EXTENSION

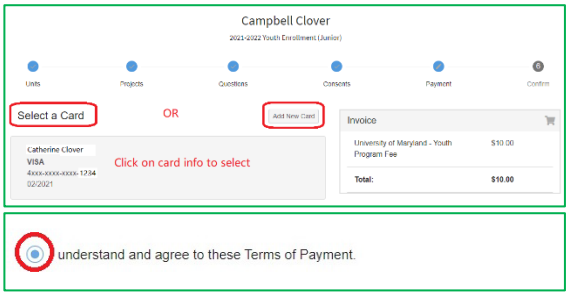
6. Sign Enrollment Consents

- Read Code of Conduct and Publicity Release
- Type youth & parent/guardian name in signature fields
- Click bubble next to agreement statements



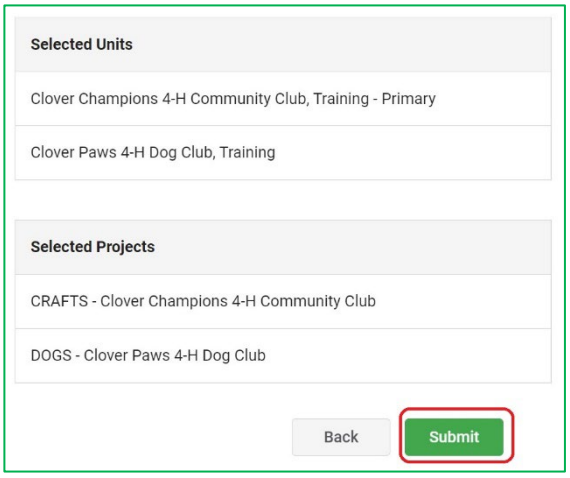
7. Authorize Enrollment Fee Payment

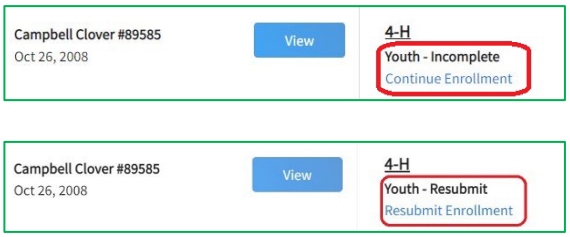
- Select or add payment card
- Click bubble next to Terms of Payment agreement



8. Submit Enrollment

- Review Units, Projects, & Invoice
- Use **Back** button to change selections
- Click **Submit**



9. To edit an Incomplete or Sent Back enrollment

- Open family profile to Member List
- Click **Continue Enrollment** next to Member's name
- Click **Resubmit Enrollment** next to Member's name