

Guide for parents/guardians to enroll new & current 4-H youth

1. Go to <https://v2.4honline.com/>
2. Enter "your email and password"
3. If you are new, create an account, select "Maryland" as the state, select "Baltimore city", follow the prompt and the requested information
4. If the youth already has a Member record, click the "Enroll Now" link next to the name
5. If the youth does not have a Member record, click "Add Member" and create a new youth Member profile
6. Enter information into the **required** fields
7. Once the youth Member profile is created, you will see the first enrollment screen (clubs)
8. Click "Select Clubs."
9. Click "Add" to select a club and add it to your enrollment. Repeat to add more clubs click "next"
10. Select "project"
11. Select a project related to youth club activities or select "self-determined"
12. Click "Next" to go to the Questions page. Click "show questions"
13. Complete the enrollment questions. Some of the **required** fields are already pre-populated, enter the remaining **required** fields
14. Health information are **required** yes/no questions, click "next"
15. Two consents are required for youth enrollment in the Maryland 4-H program:
 - Maryland 4-H Code of Conduct
 - Maryland 4-H Publicity Release
16. After reading the instructions for the Consents section click "Show Consents" to continue.
17. Enter name of youth & parent/guardian, check that you've read the documents & give permission for a publicity release (optional)
18. Click "next", enter payment information, if you have a coupon code, enter it.
19. Maryland 4-H charges a \$10.00 enrollment fee for each youth member. You will see the fee invoice as you complete the enrollment.
20. All Maryland 4-H youth members pay an annual state enrollment fee of \$10.00 per child. The enrollment fee is "capped" at \$30.00 for a family; if more than three children from a family are enrolled in 4-H the family will pay a maximum of \$30.00.
21. If the information is correct, click the green "Submit" button to complete your enrollment.
22. Enrollments cannot be submitted without entering a payment method.
23. When you submit the enrollment, you will no longer be able to edit or change the record
24. The status of the enrollment will say "submitted" until the 4-H educator accepts the enrollment then the status will become "enrolled"
25. If an enrollment is not submitted the status will say "incomplete"
26. If youth are not re-enrolled for the year they will become "inactive"