Enrollment

Enrollment must be done annually to stay active in 4-H. Members can be involved in multiple clubs, even in multiple counties. A member profile is required to be able to register for 4-H.
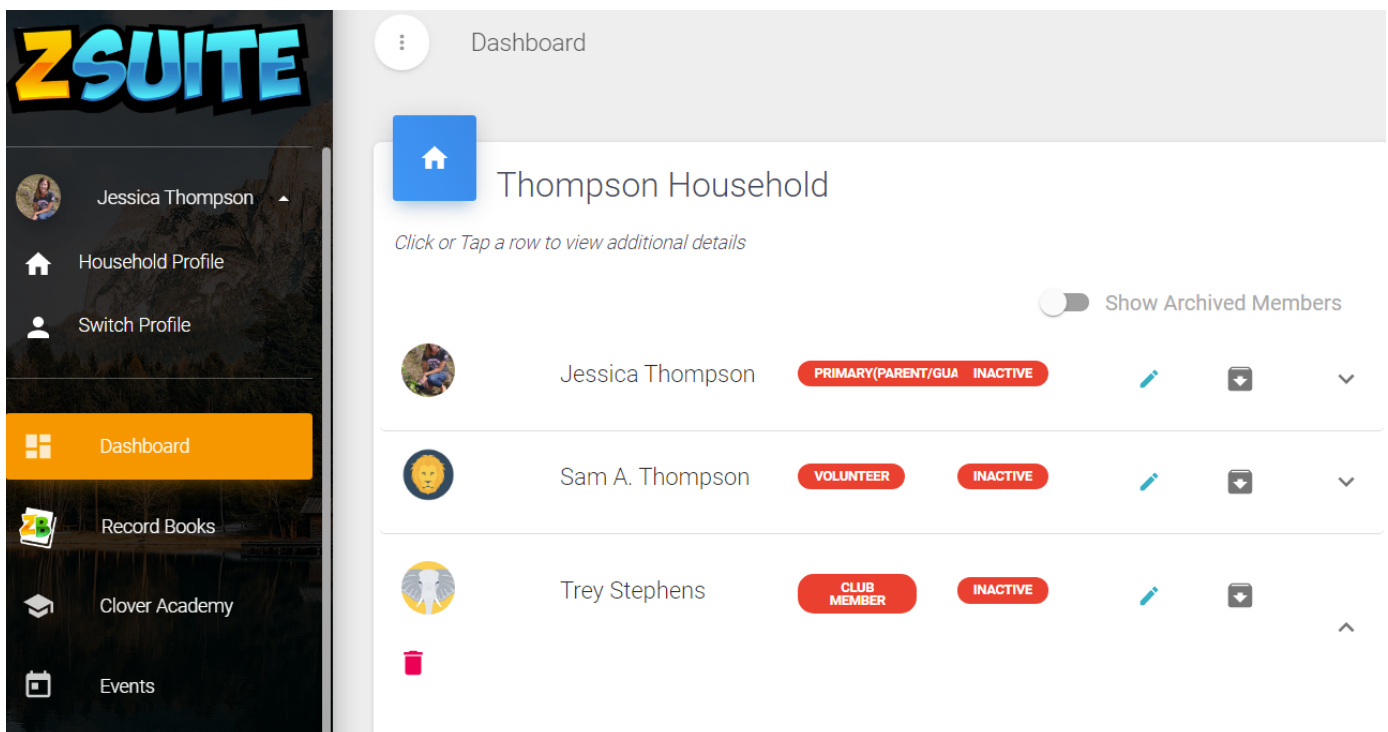(CreateClubMemberProfiles.html)
(Click here to learn how to create a member profile)
(CreateClubMemberProfiles.html)

Enrolling a club member into 4-H is quick and easy. You MUST be signed in as the PRIMARY account to enroll members.

1) Once logged into your PRIMARY account, the 'Dashboard" automatically opens. The "Household Box" is the first box to the right of the 'Navigation Box'.
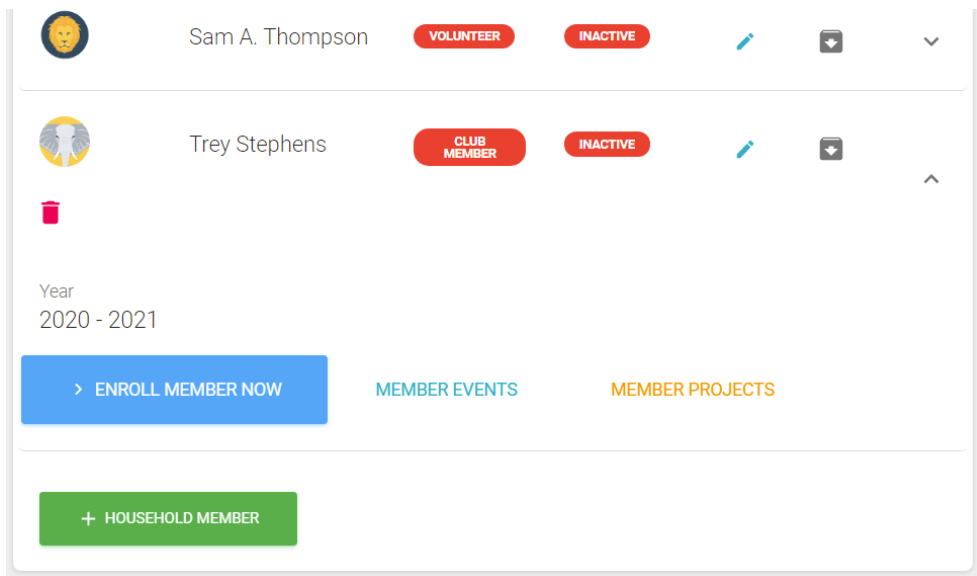

2) If there are household members showing that are inactive click under the

name to widen the view and click the blue enroll button. This will then open the enrollment section.
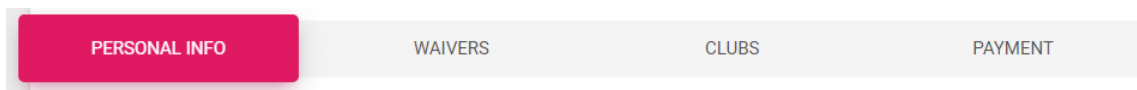

3) If you need to add Household Members you will click the green button at the bottom of the box that says ' Add Household Member'.

4) Add the household member. Once you do this, it will take you directly into the enrollment section.

5)Your enrollment form will consist of several sections, based on your state requirements. The section tab bar below highlights the section you're currently on. Click 'NEXT' when you're done with a section. Note that some fields are mandatory and you will not be allowed to move forward unless they are completed.

6) Some forms, like the WAIVERS section will give you an option to up upload a completed scan of a signed form or to digitally type your name and date into the fields provided.

UPLOAD COMPLETED FORM   ⑦

By Entering my Name I Agree to the Above Release

Name   Date

Your Name Here   1/6/2020

7) The 'CLUBS' section allows you to choose the clubs you'll be participating in for the year. You can choose more than one club, if desired. The club drop-down list is populated based on the current county selected in the county drop-down list. It is possible for you to choose multiple clubs, in multiple counties, if you like. (Please make sure this is OK with your state 4-H rules.) Do not delete the boxes that state the name of the club, by hitting the 'X' in the top right corner, unless you will not be participating in that club. Click the 'MARK PRIMARY' button to choose your primary club. (The first club you choose will be set as default automatically.) Once you have selected your club you will be asked to select your projects. When you choose 'Add Project' it will open a drop-down list that is created by your state and your county. Choose whatever projects you are working on in that particular club.

8) If you need to leave, prior to finishing your enrollment, click the 'SAVE FOR LATER' link at the bottom right of the form so you will not have to re-enter the data you've already completed.

9) If your state has an enrollment fee, you will handle this on the 'PAYMENT' tab. Any payment methods chosen by your state will appear as options on the page. If your state does not have an enrollment fee, simply click the 'SUBMIT' button to submit your enrollment. On the 'Payment' tab you will chose to 'Pay Now' or "Submit'. If you choose 'Submit' it will submit your Enrollment with payment pending.

10) If you chose 'Submit' you will be able to pay for all enrollments at one time.

11) Once your enrollment is completed, your county administrators will be contacted regarding your enrollment. Your enrollment will be in a 'Pending Approval' state until approval from your county staff.

12) Once you're approved, your status will change to 'Active' (see below).

CLUB MEMBER / ACTIVE

Congratulations!! You're now officially enrolled in 4-H!! Have a fun year!!!