How to Enroll in 4-H Online as a 4-H Member

Members and volunteers must enroll your “Family” name first and then add members to the family. Then you’ll add members.

- Go to [4honline.com](http://4honline.com).
- Scroll down and click Maryland.
- Click I need to set up a profile.
- Are you in a military 4-H club – Do not check the box (no 4-H military clubs in Talbot County)
- Click I need to set up a profile.
- County – Select Talbot from the drop-down menu.
- Email – Enter and confirm a valid e-mail address.
- Last Name – Enter the last name for the family (If the family has members with more than one last name, you may want to create a second family profile.)
- Password – Enter and confirm a password *that you can remember*.
- Role – The only option = family.
- Click Create Login.

**Family Information**

**Profile Information**

- Fill in all required fields (red asterisk)
- For Correspondence Preference, *please select Email* so you will continue to receive e-mail updates from the 4-H Office.
- Update member records with the same address – Do not check the box.
  It is only used for changes you may want to make in the future – i.e. new address, phone, etc.

**Password Management**

- This section is only used when you want to change your password.
- Click Continue.

**Member List**

- Add a New Family Member – select Youth and click Add Member. If family members have different last names, the system allows you to change the last name as you enroll.
  (Note: Talbot 4-H Volunteers need to select Adult in order to enroll themselves. The information you enter will vary slightly from the information that members enter.)

**Profile Information**

- Enter all required information (red asterisk) and any relevant optional information you want to add.
- Birth Date – The year must be 4 digits (2015, etc.) If you use the calendar tool, always select year first and then month/date.
- Gender – Select male or female.
- Years in 4-H – This defaults to 1. Feel free to update it to match your years of participation.
- Second Household – These boxes allow entry of second residence information for members who live part time with one family and part time with another family.
Volunteer

- When you enroll 4-H members, you may leave this set to No. (Talbot County doesn’t classify members as volunteers.)

Ethnicity/Race/Residence

- Check all boxes that apply. This information helps 4-H track the demographics of people who participate in 4-H. NOTE: The town of Easton has more than 10,000 residents.

Military Service of Family

- You MUST make some selection or the system won’t let you continue. There is a “No one in my family is serving in the military” selection.

School Information

- This section is optional EXCEPT for Grade. Please select the member’s current grade.
  NOTE – Sometimes when you fill out the form you may get a notice “there are validation issues...” When you go back and make corrections and click “continue” the system may wipe out some of the other lines you already filled in. Just refill those lines. You should be able to continue without a problem.

Additional Information Maryland 4-H Behavioral Expectations and Publicity Release

- Review the behavioral expectations. Click Yes to agree to follow the behavioral expectations and type the member and parent/guardian “signatures.”
- Read the publicity (photo) release and check Yes or No, then type the “signatures.”
  NOTE – Typing in names is accepted as an electronic signature.
  Click Continue.

Health Form

- According to the 4-H Center, the health form page is optional for enrollment but must be filled in when members are planning to attend camps, overnight trips, and other related programs. You may want to go ahead and enter allergies and other health concerns.
  Click Continue.

Select a Club

- Select a club. THEN click Add Club so it will be registered.
  Click Continue.
  NOTE: A window may come up asking you to select at least one club ---BUT---- if you scroll down, you’ll see the first club you selected is in fact registered. Clicking continue again will bring you to next screen.

Add a Project

- Select a project. Please choose the generic project name (e.g. Dogs) instead of a specific project book name. THEN click Add Project so it will be registered. Repeat for as many projects as you have.
  Click Continue.

Add a Group
Nothing to add here. Click **Continue**.

**Scholarship and Invoice**

Nothing to add here. Click **Continue**.

**Confirm**

A Confirm window appears and explains that members will be required to pay a $10 participation fee annually. PAYMENTS CAN’T BE MADE ONLINE AT THIS TIME. There are three options for payment depending on how your club handles enrollment:

1. give your $10 fee to your club leader who will write one check that covers all members to “Talbot County EAC”,
2. use money from a club fundraiser to pay member participation fees, or
3. give a check for $10 written to “Talbot County EAC” directly to the Extension Office.

*Contact the 4-H Office if you would like to request a scholarship to cover the participation fee.*

- Check the **Pay by Computer Terms and Conditions** box.
  
  **NOTE:** You are required to check this box even though you aren’t paying online. It will show a balance of $0.

- Click **Submit Enrollment**.
  
  **NOTE:** Your enrollment status will show up in the system as pending. The Extension Office is required to review each form and confirm that payment has been made, then accept the enrollment online.

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**VIEWING AND EDITING YOUR FAMILY’S INFORMATION**

After you have enrolled, you will see a bar like the one below. Your family will be able to view or edit your information if you click on My Member List or click the word Edit next to one of the family member names shown on the screen under Member/Volunteer List.

Logged in as **Your name**

Home|My Member List

When you view your family’s information, under the Family Settings tab please ignore the Broadcast Email and Avatar settings. We’re not sure what they are for, so we’re ignoring them for now.

*Any edits you make will be submitted and again must go through approval at the 4-H Office again.*

**NOTE** – You may want to try logging out then log in again to make sure your enrollment worked.

*Please call the Extension office with any concerns. Thanks!*
You should receive an e-mail immediately after you submit your enrollment.

Here’s the e-mail that you will receive:

Thank you for your initial enrollment. Please watch your email for notice of the next step(s) with the enrollment. Please feel free to contact your local 4-H office if you should have any questions. Thank you.

Each 4H youth member ages 8 to 18 will be required to pay a $10.00 participation fee annually. This fee will help ensure that Maryland 4-H can continue to be one of the leading youth development programs in our state. Please remit payment (cash/check) for your participation fee to your club leader at the time of submitting your enrollment. Please make checks payable to the 4-H Club. **Clovers & volunteers do not pay this fee. Families only need to pay for the first three members in their family ($30 maximum).** Please note that your account is going to be on a pending status until payment has been received at the county level.

If you should have financial needs, please contact your local 4-H office.