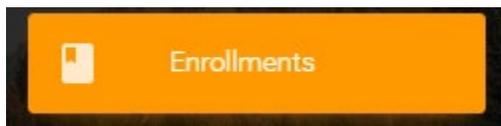


Enrollment

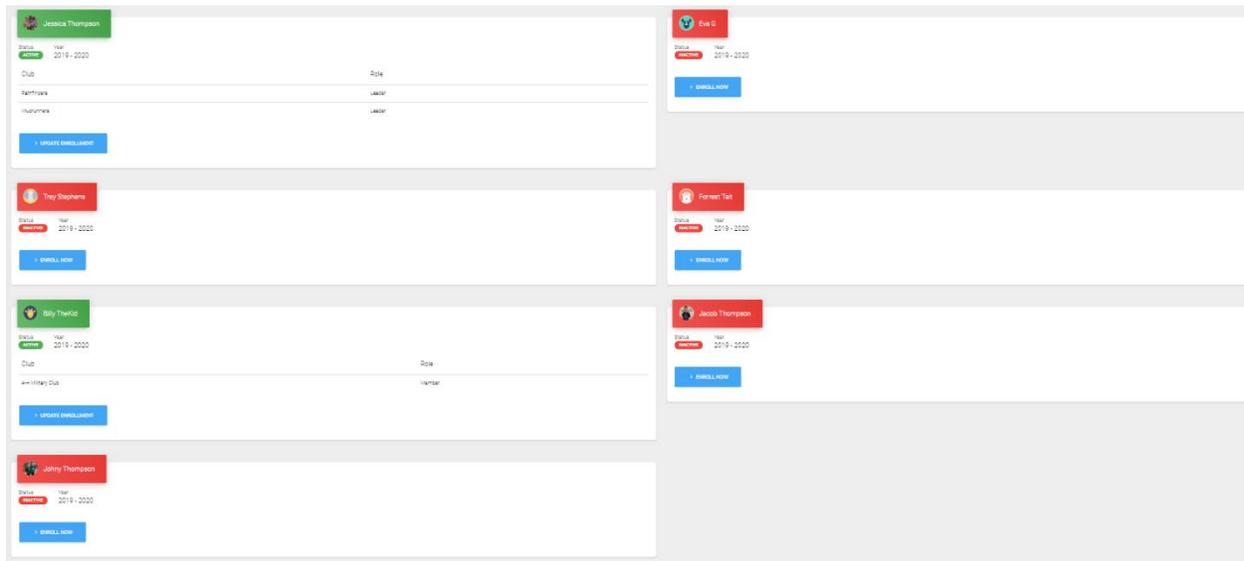
Enrollment must be done annually to stay active in 4-H. Members can be involved in multiple clubs, even in multiple counties. A member profile is required to be able to register for 4-H.

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 you log into your PRIMARY account, click the 'Enrollments' link in the left



2) In the Enrollments section, you will see a list of all household members and their current



3) Note the button at the bottom of each profile. The enrolled (green) profiles have an 'UPDATE ENROLLMENT' button, while the Inactive profiles (red) have an 'ENROLL NOW' button. You can easily update profiles currently enrolled by clicking the 'UPDATE ENROLLMENT' button.

To enroll a profile into the current club year, click the 'ENROLL NOW' button under the red profile name.

Active profiles (green) will show this button:



Inactive profiles (red) will show this button:



4) Upon clicking the 'ENROLL NOW' button, you will see the enrollment wizard form. Note that each state has its own specific enrollment requirements, so the form below may be different than yours.

Enrollment in 4-H for Eva G
2019 - 2020

PERSONAL INFO WAIVERS CLUBS CHECKOUT

Basic Information

First Name*
Eva

Last Name*
G

Email*
test@example.com

GENDER

AGE

Primary Phone*
555-555-5555

WAS YOU GRADUATED FROM 4-H BEFORE?
YES

Mailing Address

Mailing Address Line 1

Mailing Address Line 2

Mailing City

Mailing State

Mailing Zipcode

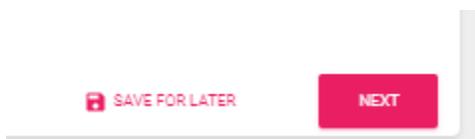
Emergency Contact Information

Emergency Contact Name

Emergency Contact Phone Number

Emergency Contact Relationship

5) 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.



6) 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.



7) Some forms, like the WAIVERS section, require you to upload a completed scan of a signed form or to digitally type your name and date into the fields provided.



By Entering my Name I Agree to the Above Release

Name	Date
<input type="text" value="Your Name Here"/>	<input type="text" value="1/6/2020"/>

8) 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.)

Enrollment in 4-H for Eva G
2019 - 2020

PERSONAL INFO WAIVERS **CLUBS** CHECKOUT

Choose one or more Clubs

COUNTY
FORREST COUNTY

ADD CLUB

Citrus Kings

Mudrunners

Pathfinders

Quilting Queens

Reelin' In the Years

Sharp Shooters

PREVIOUS

NEXT

9) Once you select a club(s), the club(s) will appear in their own box at the bottom of the window. Do not delete the boxes, 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.)

Choose one or more Clubs

COUNTY
FORREST COUNTY

ADD CLUB

CLUB

4-H Military Club

Primary

×

Citrus Kings

MARK PRIMARY ×

10) If your state has an enrollment fee, you will handle this on the 'CHECKOUT' tab. Any payment methods chosen by your state will appear as options on the page. If your state does not have an enrollment fee, like the example below, simply click the 'SUBMIT' button to submit your enrollment.

Enrollment in 4-H for Eva G 2019 - 2020

PERSONAL INFO
WAIVERS
CLUBS
CHECKOUT

Total Due: **\$0.00**

Click "Submit" to Complete Enrollment

PREVIOUS

🔒
 SUBMIT

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).

Billy TheKid

Status	Year	
ACTIVE	2019 - 2020	

Club	Role
4-H Military Club	Member

> UPDATE ENROLLMENT