Steps to complete online enrollment for Nebraska 4-H.

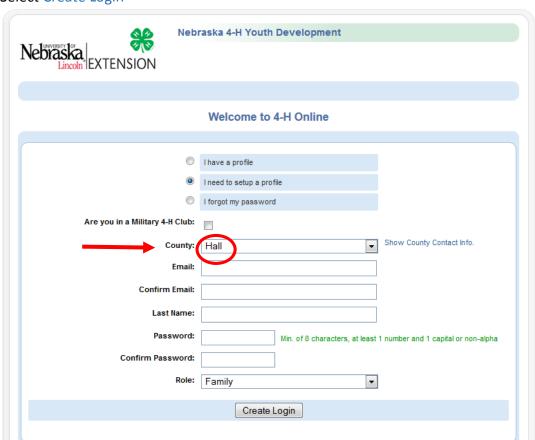Access the enrollment form or to log on to 4honline visit ne.4honline.com.

Select I need to set up a profile. Each 4-H household will have a profile, in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

Select the correctCounty.

The email address will be used as the user/access id. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.

Last Name - Please enter the household last name (i.e. Head of household last name/4-H parent(s).

Select Create Login

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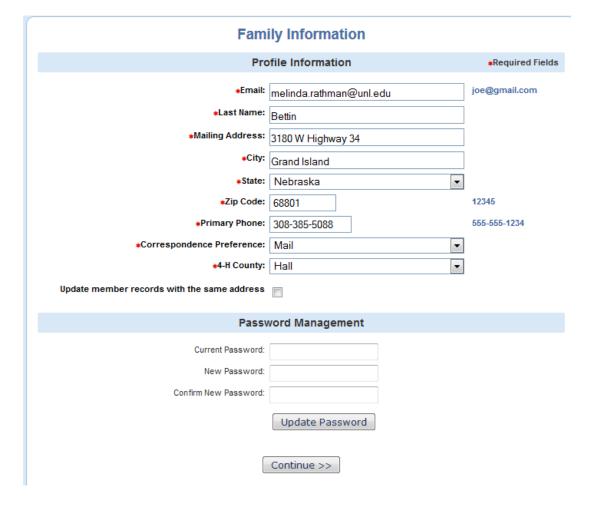University of Nebraska—Lincoln Extension educational programs abide with the nondiscrimniation policies of the University of Nebraska—Lincoln and the United States Department of Agriculture.

Complete the required profile information.

Select whether you would prefer to receive the newsletter via email or mail.

You do not need to change your password

Select Continue

Family Information

Profile Information
*Required Fields

*Email:	melinda.rathman@unl.edu	joe@gmail.com
*Last Name:	Bettin
*Mailing Address:	3180 W Highway 34
*City:	Grand Island
*State:	Nebraska
*Zip Code:	68801	12345
*Primary Phone:	308-385-5088	555-555-1234
*Correspondence Preference:	Mail
*4-H County:	Hall

Update member records with the same address ☐

Password Management

Current Password: _____

New Password: _____

Confirm New Password: _____
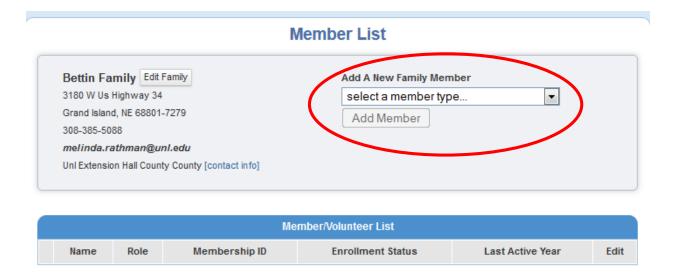
Update Password

Continue >>

Adding youth/members to the Family/Profile

You may now add the youth in your household. Select Youth from the drop down option and select Add Member

On the left of the screen you may review your profile information and make any edits needed by selecting Edit Family.

Member List

Bettin Family Edit Family
3180 W Us Highway 34
Grand Island, NE 68801-7279
308-385-5088
melinda.rathman@unl.edu
Unl Extension Hall County County [contact info]

Add A New Family Member

select a member type... ▼

Add Member

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

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Youth Personal Information

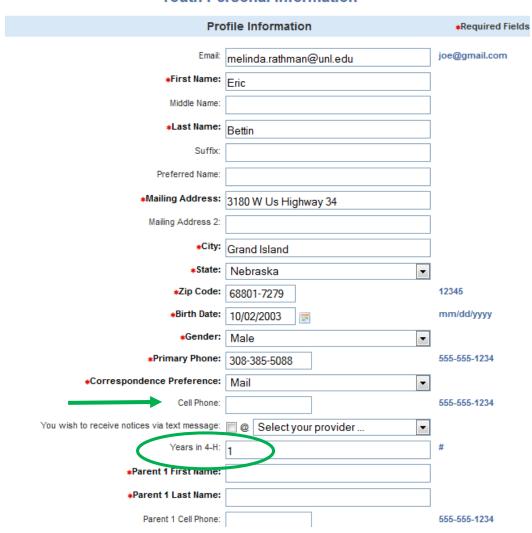Now enter information for **one** specific youth in the household.
You may choose to change the email address to the youth's email if so preferred.
The *asterisk areas are required, all other fields are optional.

Please enter the number of years you have been a 4-H member! The Extension office has a list if you cannot remember

If you accept text message, please enter your cell number and cell phone carrier. We plan on using this feature!

Youth Personal Information

Profile Information		*Required Fields
Email:	melinda.rathman@unl.edu	joe@gmail.com
*First Name:	Eric	
Middle Name:		
*Last Name:	Bettin	
Suffix:		
Preferred Name:		
*Mailing Address:	3180 W Us Highway 34	
Mailing Address 2:		
*City:	Grand Island	
*State:	Nebraska	
*Zip Code:	68801-7279	12345
*Birth Date:	10/02/2003	mm/dd/yyyy
*Gender:	Male	
*Primary Phone:	308-385-5088	555-555-1234
*Correspondence Preference:	Mail	
Cell Phone:		555-555-1234
You wish to receive notices via text message:	@ Select your provider ...	
Years in 4-H:	1	#
*Parent 1 First Name:		
*Parent 1 Last Name:		
Parent 1 Cell Phone:		555-555-1234

Youth Personal Information (cont.)

This is also where you can select a second household to receive correspondence for this particular youth.

Second Household Send Correspondence:	☐
Second Household Correspondence Preference:	Mail ▾
Second Household Family Name:	
Second Household Primary Phone:	555-555-1234
Second Household Address:	
Second Household Address 2:	
Second Household City:	
Second Household State:	Nebraska ▾
Second Household Zip Code:	12345
Second Household Email:	joe@gmail.com
Emergency Contact Name:	
Emergency Contact Phone:	555-555-1234
Emergency Contact Celll Phone:	555-555-1234
Emergency Contact Email:	joe@gmail.com
Emergency Contact Relationship:	
*4-H County:	Hall ▾

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Although not *asterisked, the following fields are required: Race, Ethnicity, Residence, Military Service, and Grade.

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ⦿ Yes: ○

Ethnicity

Are you of Hispanic or Latino ethnicity?: No: ○ Yes: ○   ❷ Need help?

Race

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option.   ❷ Need help?

White: ☐
Black or African American: ☐
American Indian or Alaskan Native: ☐
Native Hawaiian or Pacific Islander: ☐
Asian: ☐
Prefer Not to State: ☐

Residence

Farm: ○
Town under 10,000 and rural non-farm: ○
Town/City 10,000 - 50,000 and its suburbs: ○
Suburb of city more than 50,000: ○
Central city more than 50,000: ○

Military Service of Family

Family Member Military Service: | Select a military status ... ▼ |
Branch of Service: | ▼ |
Branch Component: | ▼ |

School Information

⦿ Please select your school from the list below, by selecting your school's county, then district and then your school

School Information

School Information

○ Please select your school from the list below, by selecting your school's county, then district and then your school

School County:	Hall ▾
School District:	Select a school district ... ▾
School Name:	Select a school name ... ▾

○ If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name:	
School Type:	Select a school type ... ▾

Select school grade

Grade:	Select grade ... ▾

Continue >>

School information is not required however it does help the Extension Office with statistics and data driven program evaluation.

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Code of Conduct and Waivers

The following page consists of the waivers we ask you to be aware of. Youth are required to electronically sign for one, and a parent or guardian as well.

 Please thoroughly read through the information!

 It is also required that you enter the year of graduation for the youth.

Additional Information

4-H Youth/Parent/Guardian Code of Conduct

Yes ⦿	
○	
Member Signature	Eric Bettin	REQUIRED
Parent/Guardian Signature	Errica Bettin	REQUIRED

Yes ⦿	
○	
Parent/Guardian Signature		REQUIRED

School Information

Year of High School Graduation: _____

[<< Previous] [Continue >>]

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Health Form

The health information is optional. However, if the 4-H members goes to a 4-H camp or participates in state or national events, we highly recommend you fill it out.

Health Form

Health Form

Emergency Contact 1: _____

Emergency Contact 1 Address, including State and Zip: _____

Emergency Contact 1 Phone Number: _____

Emergency Contact 2: _____

Emergency Contact 2 Address Including State and Zip: _____

Add a Club

Please select a club from the drop down menu. If you are in more than one club, add them all. However, please mark which one is your primary club.

Personal Information — **Additional Information** — **Participation**

| **Clubs** | **Projects** | **Groups** |

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

Select a Club: Select a club ...

Add Club

Club List

| **Primary** | **Club** | **Edit** |

<< Previous   Continue >>

Submit Enrollment

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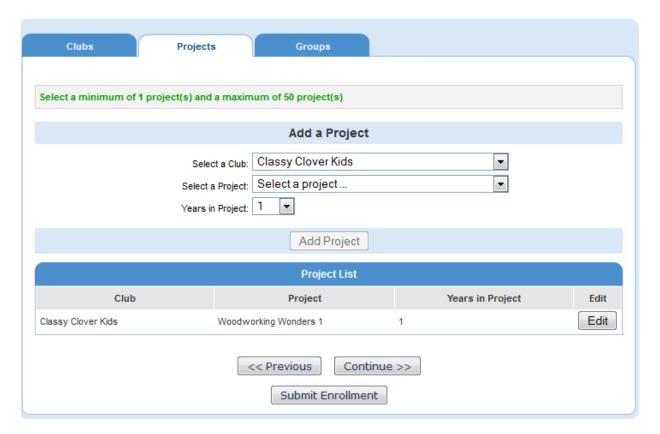
The next step is to choose the projects you wish to enroll in. Projects are all listed in the drop-down box. Choose one, select Add Project, then you may add more.
Add all the projects the 4-H member is considering for county fair.

Remember, if you are not enrolled in the project, you may not receive notices about that project! ☺

Once all your projects are entered, select Submit Enrollment.

| Clubs | Projects | Groups |

Select a minimum of 1 project(s) and a maximum of 50 project(s)

Add a Project

Select a Club: Classy Clover Kids

Select a Project: Select a project ...

Years in Project: 1

Add Project

Project List

Club	Project	Years in Project	Edit
Classy Clover Kids	Woodworking Wonders 1	1	Edit

<< Previous   Continue >>

Submit Enrollment

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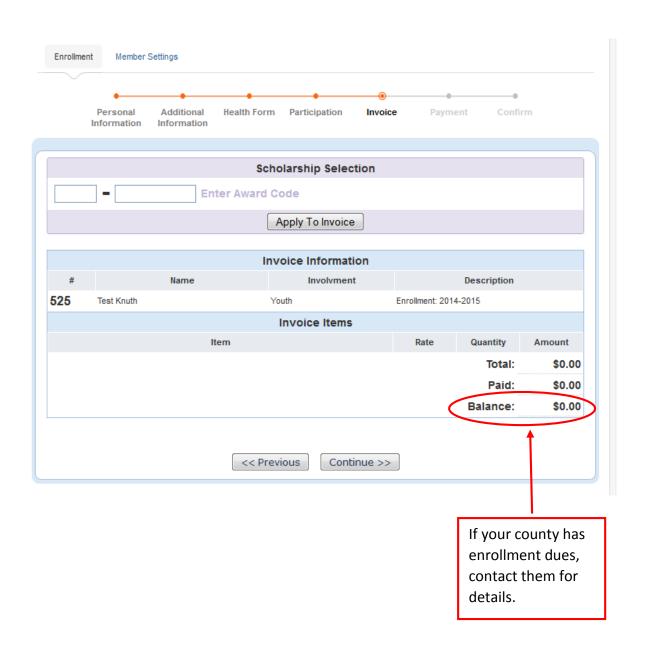
Invoice

After you pick your project areas, you will be directed to the screen below. It shows a $0 balance. Select continue. If there is an enrollment fee for your county, contact them with payment. Please see the last page for details.

If your county has enrollment dues, contact them for details.

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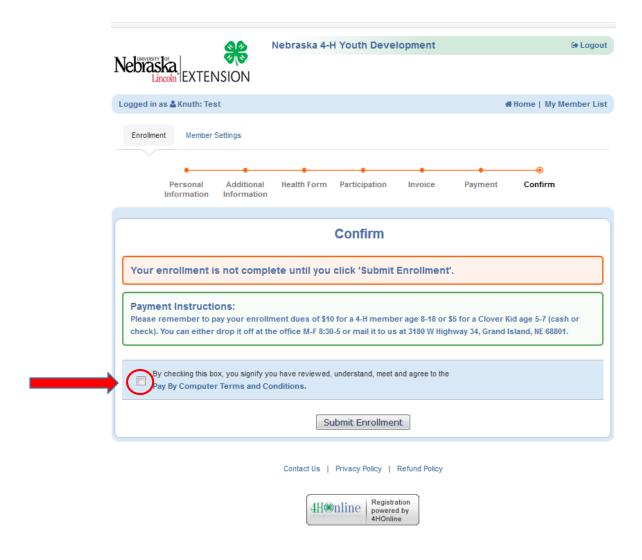
Confirm enrollment

The final step for this youth is this page. Please note the instructions on how to pay your enrollment dues as well as cost. Even though you are unable to pay online, you will need to check the box and click "Submit Enrollment"

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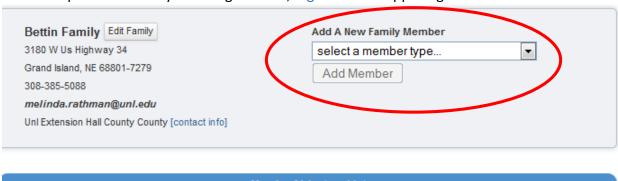## Enrolling More Members of Household

You will then have the ability to enroll another youth for your same household/family following the same steps when you select Add Youth.

You may copy the parent information from the first youth you registered.
Follow the same steps as you did for the first youth until all youth in your household are enrolled.

The enrollment status will show pending until the information is confirmed by your local County Extension Staff.

You will receive a confirmation email when the registration has been approved.

Once complete with everyone's registration, log out in the upper right corner of the screen.

Bettin Family [Edit Family]
3180 W Us Highway 34
Grand Island, NE 68801-7279
308-385-5088
melinda.rathman@unl.edu
Unl Extension Hall County County [contact info]

Add A New Family Member
select a member type... ▾
[Add Member]

Member/Volunteer List

	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Eric Bettin	Youth	851714	Active	2014-2015	[Edit ✎]

Youth Personal Information

Copy parent information from another youth record | Eric Bettin ▾

Thank you for enrolling! Please remember to pay your annual 4-H dues to your County Extension Office!