



Steps to complete online enrollment for Nebraska 4-H.

If you DO NOT already have a Family 4HOnline Account, please follow these instructions.

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.

Select the correct County.

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

The screenshot shows the 'Welcome to 4-H Online' page. At the top, there are three radio button options: 'I have a profile' (unchecked), 'I need to setup a profile' (checked), and 'I forgot my password' (unchecked). Below this, a question asks if the user is in a Military 4-H Club, with a checkbox that is unchecked. The 'County' field is highlighted with a red circle and a red arrow pointing to it; the word 'Hall' is typed into the input field. To the right of the county field is a link 'Show County Contact Info.' Below the county field are fields for 'Email' and 'Confirm Email'. Further down are fields for 'Last Name', 'Password' (with a note: 'Min. of 8 characters, at least 1 number and 1 capital or non-alpha'), 'Confirm Password', and 'Role' (set to 'Family'). At the bottom of the form is a 'Create Login' button.



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Family Information (Profile Information)

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	
<input type="checkbox"/> Update member records with the same address		

Password Management

Current Password:	<input type="text"/>
New Password:	<input type="text"/>
Confirm New Password:	<input type="text"/>
<input type="button" value="Update Password"/>	

[Continue >>](#)



Adding adults to the Family/Profile

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

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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Adult 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 volunteer! The Extension office has a list if you cannot remember



Adult Personal Information

Profile Information

*Required Fields

*First Name:	Test	
*Last Name:	4HOnline	
*Mailing Address:	22 Main St.	
*City:	College Station	
*State:	Texas	
*Zip Code:	77845	12345
*Gender:	Female	
*Primary Phone:	555-555-5555	555-555-1234
*4-H County:	Training	

Volunteer

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

Volunteer Code of Conduct and Photo Release

In the additional information screen you will read and sign the Volunteer Code of Conduct and Photo Release.

Add a Club

Please select a club and a role within that club from the drop down menu.

Personal Information Additional Information Participation Invoice County Review

Clubs Projects Activities Awards Groups

Add a Club

Select a Club:

Select a Volunteer Type:



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Add a Project

The next step is to choose the projects you provide leadership for IF you are a project leader in the club you volunteer with.

The enrollment is not final until you click on [Submit Enrollment](#).

Enrolling More Volunteers of Household

You will then have the ability to enroll another volunteer for your same household/family following the same steps when you select [Add Adult](#).

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