Enrolling a Short-term Participants in 4honline for the 2018-19 4-H Year

A family logs into the 4honline program and will see a screen which looks like this:

Click on Continue to Family:

The next screen will show all of the family members with a profile in the system already. If the participant is listed on this page, click on the Edit button to the right of the name.

If you are enrolling a family member not currently in the 4honline program select Youth or Adult as appropriate:

Please note that Short-term participants are NOT 4-H members and are not eligible for official state 4-H contests. So if the goal is to participate in a state competitive event, enroll as a member.

Also note, a short-term participant CANNOT change to a regular 4-H member later in the year. If you select Short-term, you will remain in that category until August 31, 2019.

4-H is a program of USDA and NDSU Extension. Therefore, Short-term participants and 4-H members and volunteers must acknowledge and agree to several statements as noted below:

Youth and parent/guardian must read and check the following statements. By typing the name of the parent/guardian in the first statement, they are acknowledging this.

The youth acknowledges they have read the Participant Expectations/Code of Conduct and by typing their name, they agree to abide by these expectations.
Participants agree to assume responsibility for their participation.

Participants and/or parents/guardians may choose to participate in program evaluations and may choose to give permission or not give permission to have their name and photos used for new releases, 4-H program promotions, etc.

Participants are required to permit medical treatment if needed and to acknowledge privacy of personal information and its’ use in order to participate in Extension youth programs.

A health form may also be required for specific events and activities as directed by your county Extension office.
If enrolling for a specific activity, such as Shooting Sports, select the group from the drop down list and click on Add Group. The group will then appear under the Group List (like 4-H Science is showing here). Note: 4-H Science may appear in the window – simply because it is the first group on the list.

When you click on Continue, the Invoice will show. If you are enrolling as a 4-H member, a $20.00 Program Fee will show on the Invoice. If you are enrolling as a Short-term participant (non-member), the Invoice will show a $0.00 charge and balance. Click on Continue.

The next screen explains how to Submit your enrollment application and where to send payment if required.

After you have submitted your enrollment application, an email will come to your family email:

Thank you for submitting your enrollment in 4-H through 4hOnline. By completing and submitting your 4-H enrollment you agreed to abide by the 4-H policies including the 4-H Assumption of Risk and Release, Media Release, Medical Authorization, Participant Expectations/Code of Conduct, and Privacy Statement.

You will receive another email when your enrollment has been approved.

After the county office has approved your enrollment application, another email will come to your family email:

Thank you for enrolling in North Dakota 4-H. By completing your 4-H enrollment you agreed to abide by the 4-H policies including the 4-H Assumption of Risk and Release, Media Release, Medical Authorization, Participant Expectations/Code of Conduct, and Privacy Statement. If you opted in for your child to participate in evaluations, click here for more information.

Welcome to 4-H!

If you have any questions or are in need of anything else, please contact the North Dakota 4-H office at ndsu.4-h@ndsu.edu or 701-231-7251.