For “first-time” enrollment into the 4honline system, click on “I need to setup a profile.”

Check the box if members of your family belong to a military 4-H Club.

1) Select the county you are enrolling in. For most this will be the county where you live.
2) Provide your family email – this will be the primary field to identify your record.
3) Fill in the family name.
4) Create a password to use for this account.
5) The role should be “family”

After you have filled in all the fields click Create Login.

You will then need to fill in your family contact information. This information will be used to contact you if there are any questions we may have with your registration so please make sure you fill it in correctly.

After you are finished please click on Continue >>

You will now need to add a family member. Your choices are:

- Adult
- Group Contact
- Youth

After clicking on your choice click Add Short Term Member
required fields for the 4honline program.

Notice that all information within the Family Record populates the Youth profile information screen. Enter additional information.

*Birthdate must be entered as shown at left. Or select birthdate using the calendar button. If the date is entered in a different format, it will cause a validation error.

Enter information for the parent(s) that live in the same household as the youth. Parent 1, for instance, could be Mom; and Parent 2 could be Dad. The two same-household parents can be specified with different last names if necessary. The only reason to add address info for Parent 2 is if the parents live in separate households. If a second household is to receive information, check box by **Second Household Send Correspondence** and complete address information. Enter emergency contact information if there is someone else that can be contacted. Be sure to enter the county where enrolling.

Complete the rest of the personal profile.

If a member of your family is serving in the military, please indicate that and select branch of service and branch component. Select your school from the list. If your school is not listed, check the related statement and fill in your school name and type. Select current grade, click continue. Currently we do not have “Additional Information” for participants. County staff will record information here when health, code of conduct, and photo release forms for youth participants and youth protection forms or other specific information for adult volunteers requested by the county has been received. Click continue to save record.
You will need to enter in a **Group**. The selections will vary depending on your County and the school that you attend.

**NOTE:** You must enter a **Group** or you will not be able to continue.

Click on **Submit Enrollment** when you are done.

County Extension staff will approve your enrollment application or ask for additional information if needed. You will receive an email (to the family email) when they have approved your enrollment – this may not happen until you have submitted any specific forms required.

You may now go back to your Member Page and register for an event. For help with Registration please go to [http://www.ndsu.edu/fileadmin/4h/4hOnline/RegisteringforEvent.pdf](http://www.ndsu.edu/fileadmin/4h/4hOnline/RegisteringforEvent.pdf).