

2020-2021 Guadalupe County 4-H Enrollment Guide



The following is a quick reference guide to get you and your family enrolled on 4-H Connect for the 2020-2021 4-H Year! Mozilla Firefox is the preferred browser to use, as it was designed in that system.

However, we have a NEW system this year and it should be more compatible with smart phones.

1. Access the 4-H CONNECT on-line system at: <https://texas.4honline.com/>
 2. New Members: Create family profile by selecting the “Don’t have an account” button
 Returning Members: Use your e-mail and password and access your established profile. If you have forgotten your e-mail and/or password contact your county Extension Office for assistance.
 Don't Create a new profile
 3. New Members: Create your family profile first. Include your email that you use most often, the family last name, cell phone and your password. These are all Required fields. You MUST have an email address. Once page is set up, add a youth and/or adult profiles under your family profile. As you enter information please make sure that all information is correct.
- Returning Members: In the family profile, click view next to each member profile name. Be sure to click the green edit button and ensure that the individual’s email, birthday and number are correct. Manually type in the birthday in numerical form, do not use the interface it does not work correctly. For Volunteers, please choose activity leader or project leader, do not choose program leaders. Click on the “Edit” button beside profile name. Review and update all information pertaining to this profile. **DO NOT JUST CLICK AND MOVE ON - CHECK IT ALL!!!! BE SURE TO UPDATE YOUR YEARS OF INVOLVEMENT FOR BOTH THE 4-HERS AND ADULT LEADERS.** Incorrect information can jeopardize your ability to register for an event, receive school excused absences, not receive communications.
4. Once all profile information is current and correct under the Personal Information, Additional Information, Participation Areas, Medical Waiver and Consequences of Misbehavior parts of enrollment, continue to the Invoice page.
 5. Review your invoice to ensure that the participation fee has been charged and it is correct. It should be \$25.00 before November 1. Once information has been reviewed, click continue to the Payment screen. (Note, on November 1, the cost will be \$30.00)
 6. All members, both new and returning will need to add their credit card/debit card back into the system. This information was not saved when the system updated.
 7. Confirm your participation fee by clicking the “Confirm Order.” Your pending enrollment will then be sent to the county office for review and acceptance. The County Agent will approve the profiles.
 8. When the county Extension Office receives your enrollment notice they will review all information and approve your membership. If payment was made by credit/debit card, the payment will be processed and if accepted your enrollment status will become ACTIVE. If participation fee is by club/county check, the County Extension Office will need to create an invoice, secure a check, and mail both invoice and check to the Texas 4-H Office. Once invoice and check has been received it will be processed and credited against the 4-H members' profile. Once credited, the membership status will become ACTIVE.

**ALL ADULT LEADERS WILL NEED TO FILL OUT THE TWO REQUIRED YOUTH SAFETY TRAININGS ON 4-H
CONNECT UNDER THEIR PERSONAL PROFILE**

If you have any questions, please let me know. It is a new system and there are some quirks about it, but our hope is this will be much easier to use in the long run than the old 4-H Connect System.

WELCOME TO 4-H ONLINE!