

STEP ONE: CREATE FAMILY

1. Bookmark <http://texas.4honline.com>.
2. Create family profile by selecting the [I need to setup a profile] radial button.

If you already have a family account skip to step two.

3. Enter the basic information for the family.
4. Click the [Create Login] button.
5. Complete all the information for the family. Skip the Password Management.
6. Click the [Continue] button.

STEP TWO: ADD YOUTH MEMBER

1. Select [Youth] from the Add New Family Member drop-down menu.
2. Click the [Add Member] button.

3. Enter all information on the Personal Information, Additional Information, Health Form and Participation screens. Incorrect information will affect the ability to register for an event and/or fees associated with enrollment and registration.
4. Click the [Continue] button to the invoice information screen. Review your invoice to ensure that fees have been charged correctly.
5. Click the [Continue] button to the payment screen.
6. Click [Add New Credit Card] or select the [County/Club 4H Check] radial button.

Contact the local Extension Office to see if the what payment methods are available in your county. (<http://counties.agrilife.org>)

- **Credit Card:** Click the orange [Add New Credit Card] button. Complete all the requested information and click the [Save] button.

The billing address must match EXACTLY to the address on file with the credit card company.

- **Club/County 4-H Check**
Click the [County/Club 4-H Check] radial button.

7. Click the [Select Payment Method] button to the confirm payment.

8. Click the [Pay By Computer Terms and Conditions] link and select the checkbox to agree. (if you are using a credit card)
9. Click the [Submit Enrollment] button.

The pending enrollment will then be sent forward for processing.

STEP THREE: PROCESSING

Youth Submits Enrollment

**County Reviews and Approves Enrollment
(Or sends back for corrections)**

Credit Card

4H County/Club Check

Credit Card Charged

County Creates Transfer

Active Profile

County Cuts Check

County Mails Check

State Office
Receives Check

Active Profile

Most questions can be answered by calling your county extension office. (<http://counties.agrilife.org>)