



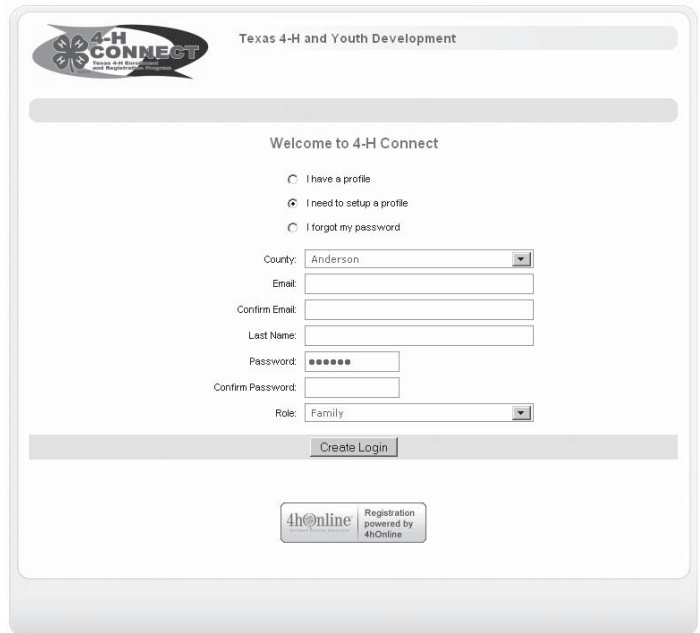
ESTABLISHING FAMILY, YOUTH AND ADULT PROFILES ON THE TEXAS 4-H CONNECT MANAGEMENT SYSTEM

ESTABLISHING A FAMILY PROFILE

Before being able to enroll or register for an event, you must establish both a family and a youth/adult profile. The family profile allows for one family member to establish a profile and then register an entire family easier, rather than requiring each 4-H member, adult, parent, and volunteer having a separate profile.

Steps

- Go to the 4-H CONNECT website (link from <http://texas4-h.tamu.edu>) and select the button called “I need to setup a profile”.
- Complete basic information (e-mail, last name, and password), click the “Create Login” button.



Texas 4-H and Youth Development

Welcome to 4-H Connect

☐ I have a profile
☒ I need to setup a profile
☐ I forgot my password

County: Anderson

Email:

Confirm Email:

Last Name:

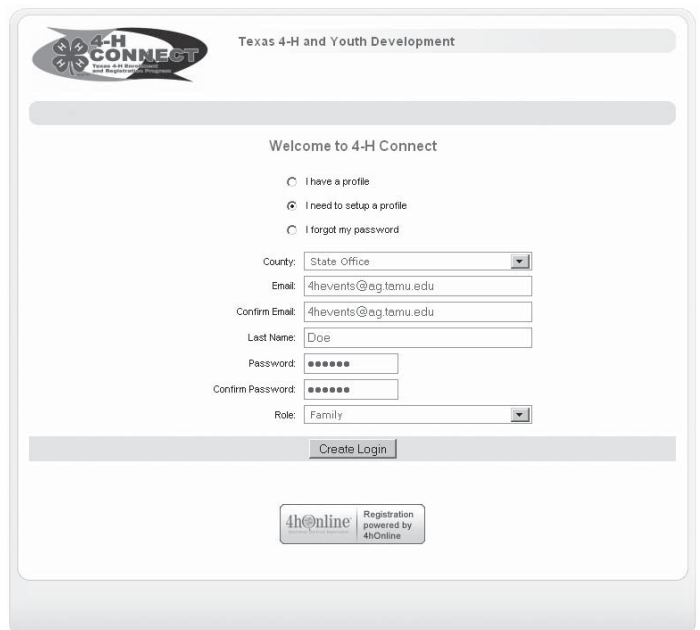
Password:

Confirm Password:

Role: Family

Create Login

4honline Registration powered by 4hOnline



Texas 4-H and Youth Development

Welcome to 4-H Connect

☐ I have a profile
☒ I need to setup a profile
☐ I forgot my password

County: State Office

Email: 4hevents@ag.tamu.edu

Confirm Email: 4hevents@ag.tamu.edu

Last Name: Doe

Password:

Confirm Password:

Role: Family

Create Login

4honline Registration powered by 4hOnline

ESTABLISHING A FAMILY PROFILE, *continued.*

- Fill in address, city, state, zip, and primary phone information. This information will default into all youth and adult profiles.
- If you are a part of a 4-H military club/program, select the check box. You will need be asked to select the military base your 4-H program is associated with.
- The county selected on the first screen will be defaulted into your family profile.
- If you wish to change your password from first established you can do so at the bottom of the screen. Simply type your current password, followed by your new password. It will as for you to confirm your new password.
- Click continue to return to Family List Page.

The screenshot shows the 'Personal Information' step of the registration process. At the top, the 4-H CONNECT logo and 'Texas 4-H and Youth Development' are visible, along with a 'Logout' link. A progress bar indicates the current step is 1 of 7. The 'Personal Information' section includes fields for Email (4hevents@ag.tamu.edu), Last Name (Smith), Address (7607 Eastmark Drive, Suite 101), City (College Station), State (Texas), Zip Code (77840), and Primary Phone (979-845-1212). There are also checkboxes for 'Are you in a Military 4-H Club' and a dropdown for '4-H County' (STATE OFFICE). A 'Password Management' section allows users to update their current password, set a new password, and confirm it. A 'Continue >>' button is at the bottom.

- You will now see your new family profile page. It details your family name, address, and city.

Your family information can be edited at any time, but clicking the “Edit Family” link located to the right of your family name.


- To set up your profile, use the pull down member entitled “Add A New Family Member”. Select either youth or adult, based on if you are a member or a volunteer/parent.
- Once you have selected either youth or adult. Click the “Add Member” button.

The screenshot shows the 'Member List' step of the registration process. At the top, the 4-H CONNECT logo and 'Texas 4-H and Youth Development' are visible, along with a 'Logout' link. A progress bar indicates the current step is 4 of 7. The 'Member List' section includes a 'Smith Family Edit Family' link and an 'Add A New Family Member' button. Below this, a table lists the family members. The table has columns for Name, Role, Membership ID, Enrollment Status, and Edit. Below the table, there is a section for 'Register A Member In An Event - Only Members with a Membership ID May Register'. It includes a 'Member' dropdown menu and an 'Event' dropdown menu. A '4hOnline' logo and 'Registration powered by 4hOnline' text are at the bottom.

ESTABLISHING A YOUTH OR ADULT PROFILE

Steps

- Please complete all the information requested on the screen (bold items are required). It is important that you use proper capitalization throughout the process. **DO NOT USE ALL CAPS OR ALL LOWER CASE CHARACTERS.**
- Once all information is entered and complete, click the "Continue" button.
- Continue with registration process through second screen.



Texas 4-H and Youth Development

Logout

Logged in as Smith

My Account

1 Personal Information

2 Additional Information

3 Participation

4 Member List

5 Registration

6 Payment & Verification

7 Confirmation

YOUTH PERSONAL INFORMATION

Profile Information

First Name

Middle Name

Last Name

Suffix

Preferred Name

Address

City

State

Zip Code

Birth Date

Primary Phone

4-H County

Smith

Smith

7607 Eastmark Drive, Suite 101

College Station

Texas

77840

979-845-1212

STATE OFFICE

ex. 12345

ex. mm/dd/yyyy

ex. 555-555-1234

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Community Club Leader, Project Leader, etc.
Are you a Volunteer? No: ☐ Yes: ☒

Gender

Female: ☒
Male: ☐

Ethnicity

Are you of Hispanic ethnicity? No: ☒ Yes: ☐
White: ☐
Black: ☐
American Indian or Alaskan Native: ☐
Native Hawaiian or Pacific Islander: ☐
Asian: ☐

Residence

Farm: ☒
Town under 10,000 and rural non-farm: ☐
Town/City 10,000 - 50,000 and its suburbs: ☐
Suburb of city more than 50,000: ☐
Central city more than 50,000: ☐

Military Service of Family

Military Family: No one in my family is serving in the m

School Grade

Grade: Kindergarten

Continue >>

4honline

Registration powered by 4hOnline

ESTABLISHING A YOUTH OR ADULT PROFILE, *continued.*

• CLUBS TAB

You will have the opportunity to select the club, or clubs (up to three) that you are a member of in your county 4-H program. In the first step, use the pull down menu and select the 4-H club that is your primary 4-H club. If your club is not listed, you will need to contact your County Extension Office. If you are a member of another club (horse club, shooting sports, or project club select that club if listed)

• PROJECTS TAB

Youth and adults are asked to select up to five (5) projects which they participate in, or provided leadership in. In addition to the name of the project please indicate the number of years involved in/with the project. If starting a new project this year, years in project would be "1".

- Once your club and project information has been entered, click the "Continue" button.

• GROUPS TAB

The "groups" tab allows 4-H members and adults to select certain activities that they would like to be part of.

- If your county has any other activities, use the pull down menu to see the options.
- When finished, click the continue button and you will be returned back to the family profile page. You will see the youth or adult profile just added.

After you add a profile, an e-mail is sent to the County Extension Office asking for approval of the enrollment. Once approval is given the family will receive an e-mail and you can now register for events. Event registration cannot be begin under each profile has been accepted and a membership number assigned.

- The processed illustrated is for the youth profile, the establishment of an adult profile is the same process, except with different questions related to volunteer screening, alumni affiliation, etc.