4HOnline Steps to Enroll a NEW member in Nebraska 4-H.

Access the enrollment form or to log on to 4honline visit ne.4honline.com.

Select I need to set up a profile. Each 4-H household will have a profile, in which the 4-H youth for the household will be added. Individual youth will not have an individual profile/login.

Select the correct County.

The email address will be used as the user/access id. Enter an email address you use and a password you will remember. There will be an option later in enrollment to add additional email addresses.

Last Name - Please enter the household last name (i.e. Head of household last name/4-H parent(s)).

Select Create Login
Family Information (Profile Information)

Complete the required profile information.

Select whether you would prefer to receive the newsletter via email or mail.

*You do not need to change your password*

Select Continue
Adding youth/members to the Family/Profile

You may now add the youth in your household. Select Youth from the drop down option and select Add Member.

On the left of the screen you may review your profile information and make any edits needed by selecting Edit Family.
Youth Personal Information

Now enter information for one specific youth in the household. You may choose to change the email address to the youth’s email if so preferred. The *asterisk areas are required, all other fields are optional.

*Please enter the number of years you have been a 4-H member! The Extension office has a list if you cannot remember*

If you accept text message, please enter your cell number and cell phone carrier. We plan on using this feature!
Youth Personal Information (cont.)

This is also where you can select a second household to receive correspondence for this particular youth.

- **Second Household Send Correspondence:**
- **Second Household Send Correspondence Preference:** Mail
- **Second Household Family Name:** [Field]
- **Second Household Primary Phone:** [Field]
- **Second Household Address:** [Field]
- **Second Household Address 2:** [Field]
- **Second Household City:** [Field]
- **Second Household State:** Nebraska
- **Second Household Zip Code:** 12345
- **Second Household Email:** joe@gmail.com
- **Emergency Contact Name:** [Field]
- **Emergency Contact Phone:** 555-555-1234
- **Emergency Contact Cell Phone:** 555-555-1234
- **Emergency Contact Email:** joe@gmail.com
- **Emergency Contact Relationship:** [Field]
- **4-H County:** Hall
Although not *asterisked, the following fields are required: Race, Ethnicity, Residence, Military Service, and Grade.

**Volunteer**

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Chaperone, Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: ☐ Yes: ☐

**Ethnicity**

Are you of Hispanic or Latino ethnicity?: No: ☐ Yes: ☐ Need help?

**Race**

Check all the races that apply to you. If you selected "Not Hispanic", you must select at least one option. Need help?

- White: ☐
- Black or African American: ☐
- American Indian or Alaskan Native: ☐
- Native Hawaiian or Pacific Islander: ☐
- Asian: ☐
- Prefer not to state: ☐

**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**

Family Member Military Service: Select a military status ...
Branch of Service:
Branch Component:

**School Information**

Please select your school from the list below, by selecting your school's county, then district and then your school.
School Information

Please select your school from the list below, by selecting your school's county, then district and then your school:

- School County: Hall
- School District: Select a school district...
- School Name: Select a school name...

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below:

- School Name: 
- School Type: Select a school type...

Select school grade

Grade: Select grade ...

Continue >>

School information is not required however it does help the Extension Office with statistics and data driven program evaluation.
Code of Conduct and Waivers

The following page consists of the waivers we ask you to be aware of. Youth are required to electronically sign for one, and a parent or guardian as well.

*Please thoroughly read through the information!*

It is also required that you enter the year of graduation for the youth.

**Additional Information**

**4-H Youth/Parent/Guardian Code of Conduct**

<table>
<thead>
<tr>
<th>Yes</th>
<th>REQUIRED</th>
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**Member Signature**  
Eric Bettin

**Parent/Guardian Signature**  
Errica Bettin

<table>
<thead>
<tr>
<th>Yes</th>
<th>REQUIRED</th>
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**Parent/Guardian Signature**

**School Information**

**Year of High School Graduation:**

<< Previous  Continue >>
Health Form

The health information is optional. However, if the 4-H members goes to a 4-H camp or participates in state or national events, we highly recommend you fill it out.

<table>
<thead>
<tr>
<th>Health Form</th>
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<tbody>
<tr>
<td>Health Form</td>
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<tr>
<td>Emergency Contact 1:</td>
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<tr>
<td>Emergency Contact 1 Address, including State and Zip:</td>
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<tr>
<td>Emergency Contact 1 Phone Number:</td>
</tr>
<tr>
<td>Emergency Contact 2:</td>
</tr>
<tr>
<td>Emergency Contact 2 Address including State and Zip:</td>
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</table>
Add a Club

Please select a club from the drop down menu. If you are in more than one club, add them all. However, please mark which one is your primary club.
Add a Project

The next step is to choose the projects you wish to enroll in. Projects are all listed in the drop-down box. Choose one, select Add Project, then you may add more. Add all the projects the 4-H member is considering for county fair.

Remember, if you are not enrolled in the project, you may not receive notices about that project! 😊

Once all your projects are entered, select Submit Enrollment.
Enrolling More Members of Household

You will then have the ability to enroll another youth for your same household/family following the same steps when you select Add Youth.

You may copy the parent information from the first youth you registered. Follow the same steps as you did for the first youth until all youth in your household are enrolled.

The enrollment status will show pending until the information is confirmed by your local County Extension Staff.

You will receive a confirmation email when the registration has been approved.

Once complete with everyone’s registration, log out in the upper right corner of the screen.

Thank you for enrolling! Please remember to pay your annual 4-H dues to your County Extension Office!