
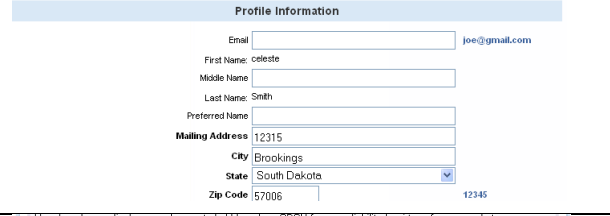
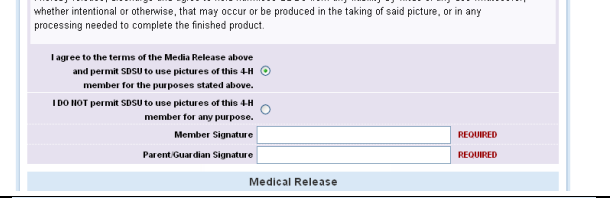
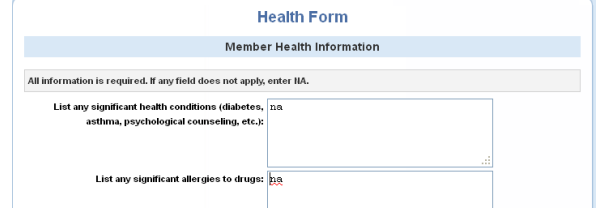
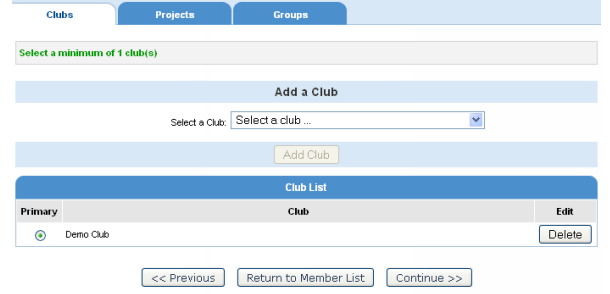
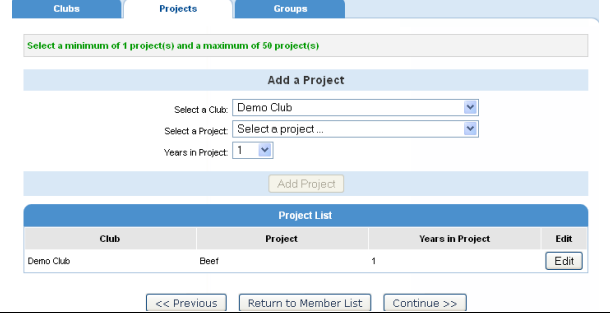
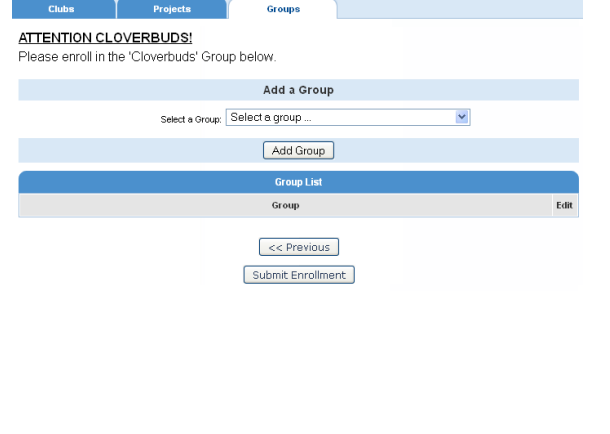


## Re-Enrolling through 4HOnline

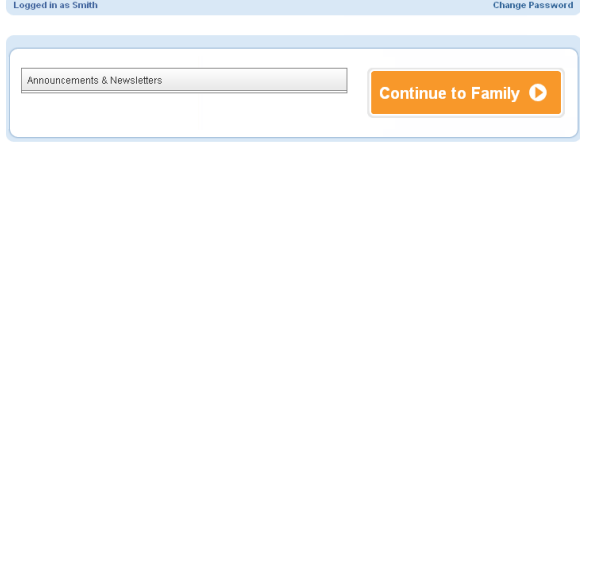
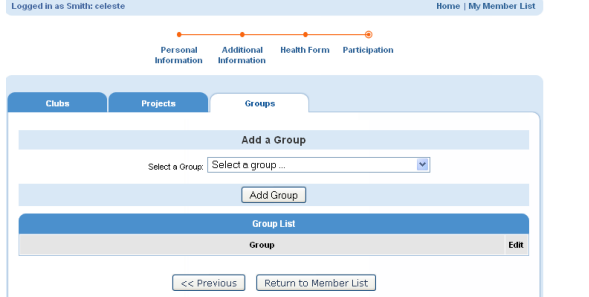
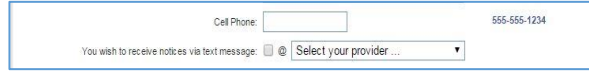
For families with an existing 4HOnline account

<ol style="list-style-type: none"> <li>Go to your state's 4HOnline login page located at <a href="http://missouri.4honline.com">http://missouri.4honline.com</a>.</li> <li>If you remember the email address and password you used to set up your family account, log in to the account and skip to step #13.</li> <li>Contact your County 4-H Office:             <ul style="list-style-type: none"> <li>if you cannot remember the email address you used to set up your account</li> <li>if you have a new email address, contact the County 4-H Office to add the new email address to your account.</li> </ul> </li> <li>If you cannot recall your password, enter your email address and select "I forgot my password."</li> <li>Select Family as your role.</li> <li>Click Send My Password.</li> </ol>	<p style="text-align: center;"><b>If you can't remember your password</b></p> <p style="text-align: center;"></p> <p> <input type="radio"/> I have a profile  <input type="radio"/> I need to setup a profile  <input checked="" type="radio"/> I forgot my password         </p> <p>Email: <input type="text" value="celeste.smith@sdstate.edu"/></p> <p>Role: <input type="text" value="Family"/></p> <p style="text-align: center;"><input type="button" value="Send My Password"/></p>																		
<ol style="list-style-type: none"> <li>Check your email account for your temporary password.</li> <li>Once you receive your password, select I have a profile.</li> <li>Enter the temporary password from the email message to the login page.</li> <li>Click Login.</li> </ol>	<p> <input checked="" type="radio"/> I have a profile  <input type="radio"/> I need to setup a profile  <input type="radio"/> I forgot my password         </p> <p>Email: <input type="text" value="celeste.smith@sdstate.edu"/></p> <p>Password: <input type="password" value="••••••"/></p> <p>Role: <input type="text" value="Family"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p>																		
<ol style="list-style-type: none"> <li>Once you log in, you will be prompted to create a new password. Enter a new password.</li> <li>Click Continue to go to your Family Member List.</li> </ol>	<p style="text-align: center;"><b>Please update your password</b></p> <p style="text-align: center;"><b>Password Management</b></p> <p>New Password: <input type="password" value="••••••"/></p> <p>Confirm New Password: <input type="password" value="••••••"/></p> <p style="text-align: center;"><input type="button" value="Continue &gt;&gt;"/></p>																		
<ol style="list-style-type: none"> <li>The Member List will show all of the youth members and adult volunteers in your family who were enrolled in the previous year.</li> <li>Click "Edit" next to the Inactive member you would like to re-enroll.</li> <li>To update your family information, click Edit Family.</li> </ol>	<p style="text-align: center;"><b>Member List</b></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Smith Family Edit Family</b></p> <p>12315 Brookings, SD 57006 605-688-4167 celeste.smith@sdstate.edu Admin County [contact info]</p> <p><b>Add A New Family Member</b> select a member type... <input type="button" value="Add Member"/></p> <p><b>ReActivate An Archived Family Member</b> select a member... <input type="button" value="ReActivate Member"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="6" style="background-color: #4F81BD; color: white;">Member/Volunteer List</th> </tr> <tr> <th>Name</th> <th>Role</th> <th>Membership ID</th> <th>Enrollment Status</th> <th>Last Active Year</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>1) Junkyard Anderson</td> <td>Youth</td> <td>415077</td> <td>Active</td> <td>2011-2012</td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table>	Member/Volunteer List						Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit	1) Junkyard Anderson	Youth	415077	Active	2011-2012	<input type="button" value="Edit"/>
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1) Junkyard Anderson	Youth	415077	Active	2011-2012	<input type="button" value="Edit"/>														
<ol style="list-style-type: none"> <li>Scroll to the bottom of the record review page and click Enroll for _____.</li> </ol>	<p style="text-align: center;">Emergency Contact Email: Emergency Contact Relationship: dad 4-H County: Demo Second 4-H County:</p> <p style="text-align: center;"><input type="button" value="Enroll for 2012-2013"/></p>																		



<p>17. Update any personal information and Click Continue at the bottom of the page. <b>Note:</b> Families are encouraged to include a cell phone number, and select their provider. See “Tips” section for explanation.</p>	 <p>The screenshot shows the 'Profile Information' form with fields for Email (joe@gmail.com), First Name (Celeste), Middle Name, Last Name (Smith), Preferred Name, Mailing Address (12315), City (Brookings), State (South Dakota), and Zip Code (57006).</p>
<p>18. Read the Additional Information carefully. 19. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted. 20. Click Continue.</p>	 <p>The screenshot shows a consent section with radio buttons for 'I agree to the terms of the Media Release above and permit SDSU to use pictures of this 4-H member for the purposes stated above.' and 'I DO NOT permit SDSU to use pictures of this 4-H member for any purpose.' Below are fields for Member Signature and Parent/Guardian Signature, both marked as 'REQUIRED'. A 'Medical Release' section is also visible.</p>
<p>21. It is very important that each member’s Health Form is complete and accurate. Review and/or enter the member’s Health information and click Continue.</p>	 <p>The screenshot shows the 'Health Form' with a 'Member Health Information' section. It includes a note: 'All information is required. If any field does not apply, enter NA.' There are text areas for 'List any significant health conditions (diabetes, asthma, psychological counseling, etc.):' and 'List any significant allergies to drugs:'. The 'Allergies' field contains 'DK'.</p>
<p>22. Review and edit your Clubs. Only Clubs in which the member will participate during the current program year should be listed. 23. Click Continue.</p>	 <p>The screenshot shows the 'Clubs' management section. It has tabs for 'Clubs', 'Projects', and 'Groups'. A message says 'Select a minimum of 1 club(s)'. There is an 'Add a Club' section with a dropdown for 'Select a Club' and an 'Add Club' button. Below is a 'Club List' table with columns for Primary, Club, and Edit. One entry is shown: Demo Club with a Delete button.</p>
<p>24. Review and edit projects. NOTE: Only projects in which the member will participate during the current year should be listed in the Projects tab. Previous year projects will remain on the Member’s enrollment history. “Update” projects the member will take this year, and “Delete” any projects listed in which the member will no longer participate.</p>	 <p>The screenshot shows the 'Projects' management section. It has tabs for 'Clubs', 'Projects', and 'Groups'. A message says 'Select a minimum of 1 project(s) and a maximum of 50 project(s)'. There is an 'Add a Project' section with dropdowns for 'Select a Club' (Demo Club), 'Select a Project', and 'Years in Project' (1), and an 'Add Project' button. Below is a 'Project List' table with columns for Club, Project, Years in Project, and Edit. One entry is shown: Demo Club, Beef, 1, with an Edit button.</p>
<p>25. Groups – we don’t use groups for anything so just continue. 26. Click Continue to view your invoice, select a payment method, confirm payment and submit your enrollment. (see “How to Pay” guide attached to these instructions). 27. Your County will receive notification of your enrollment. 28. You will receive email notification when the County has reviewed and accepted your enrollment.</p>	 <p>The screenshot shows the 'Groups' management section. It has tabs for 'Clubs', 'Projects', and 'Groups'. A warning message says 'ATTENTION CLOVERBUDS! Please enroll in the 'Cloverbuds' Group below.' There is an 'Add a Group' section with a dropdown for 'Select a Group' and an 'Add Group' button. Below is a 'Group List' table with columns for Group and Edit. One entry is shown: Group with an Edit button.</p>



<p>TIPS:</p> <ul style="list-style-type: none"> <li>• After your initial login, you will see the Families Home Page when you first log in.</li> <li>• The Announcements and Newsletters section is where your County can post Newsletters, Announcements and other important documents for you to view.</li> <li>• To access your member list, click “Continue to Family.”</li> <li>• If you would like to change your password at any time after your initial login, click “Change Password.”</li> <li>• If you forget your password, please select “I forgot my password” from the login page. County and State offices do not have access to Family passwords.</li> </ul>	
<ul style="list-style-type: none"> <li>• If, at any point, you would like to return to your start page, click on “Home.”</li> <li>• To return to your member list from any page, click on “My Member List.”</li> <li>• For quick navigation between the four member enrollment pages, simply click on the page title under the navigation bar.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Families are encouraged to provide a cell phone number and to select their provider.</b> Club Leaders and 4-H Staff will be sending information to your email address. We have learned that the best way to make sure you get the email information in a timely manner is to send the email and then send a text to remind you to read your email. If you provide a cell phone number and indicate your provider we can send you a text through our email. Example: If your cell phone number is 555-111-2222 and AT&amp;T is your provider, the email address to send you a text would be 5551112222@txt.att.net.</li> </ul>	<p>List you cell phone number in the box, click the box to the left of “Select your provider”, and then click the arrow in the box to select you provider:</p> 



## How to Pay for 4-H Enrollment Fees in 4-H Online

**Note: Enrollment fee is \$20 per member until December 31, 2017, those enrolling after December 31, 2017 will be charged a \$5 per member late fee.**

4-H Online makes it possible for families to pay their enrollment fees with a credit or debit card. Paying with a credit/debit card is the most efficient method. If you pay by credit card, as soon as Brenda or I have approved a member's enrollment, that member becomes active (unless there is some problem with the card). Paying by credit or debit card is easier for families who have already entered a card into their family profile, but families should make sure the card is still active. Families new to 4-H this year, or those who have not already entered a credit card will have a slightly different procedure.

**Families who prefer to pay by cash or check can still do so.** Payment will be made to "Gasconade County Extension Council" and will be sent directly to the Gasconade County MU Extension Center. Club Leaders will not be collecting enrollment fees.

### Credit/Debit Card Payments

- For those who **have not** entered a credit/debit card into their 4-H Online profile:

When you get to the payment screen, you will see that the default in the system is "Cash or check to local club." You should click on "Add new Credit Card". Enter your card information in the pop-up box, **then click "Save Credit Card Information"**. You should now see your card information and the option to "Pay with an existing card". Make sure there is a dot in the middle of the circle below "Pay with an existing card". If there is no dot, then click on the circle to select the dot. Make sure there is not a dot in the circle beside "County/Club 4-H Check".

If the dot is in the correct circle, click on "Select Payment Method" again, confirm that you agree to the "Pay By Computer Terms and Conditions", and click submit enrollment. **Note that you will have to pay for each member separately as you enroll them.**

- For those who **have already entered a credit/debit card** into their 4-H Online profile:

Since you have already entered a credit/debit card into the system, when you get to the payment page you will see your card information listed, and a dot in the circle under "Pay with an existing card". Paying with your card is now the default so all you have to do is click on "Select Payment Method" at the bottom of the page, click the box to confirm that you agree to the "Pay By Computer Terms and Conditions", and submit the enrollment. Note that you also have the option to enter a new credit card if you need to. **Be sure the card listed is still an active card!!!**

### Cash/Check Payments

If you wish to pay member enrollment fees with cash or a check, you will need to make payment to "Gasconade County Extension Council" and bring/send the payment to the Gasconade County MU Extension Office at 1106 West Hwy. 28, Owensville, MO, 65066. The Extension Council will submit a check for enrollment fees to the University of Missouri after their monthly meeting. Beginning in October of 2018 members, once payment is received at the Gasconade County MU Extension Office, the member will be moved to "active" status.

### Need Help?

Whether you need help with figuring out the 4-H Online system, or you need help with the \$20 fee for one or more of your members, please contact the Gasconade County MU Extension office at 573-437-2165, or Dave Hileman at hilemand@missouri.edu, or 314-606-7121. Please do not let the family budget determine if your child will join Gasconade County 4-H!

