Family Re-Enrollment Guide

At midnight, September 30 the 4-H Online system will automatically “roll-over” to the new 4-H Year. All records are set to an inactive status. This helpsheet will walk you through the steps to re-enroll for the new 4-H year.

What do we do to re-enroll?

1. **Do not create a new profile.** Simply login to your family account using the same email address and password that you have been using.
2. Once you are in the Family Member/Volunteer list you will see the enrollment statuses are Inactive.
3. Click ‘Edit’ next to the person you wish to re-enroll.
4. At the bottom of the Personal information Screen (you may need to scroll down) click ‘Enroll for Upcoming 4-H Year’. The year will be stated on the button.
5. Update your 4-H record. You will work through updating/verifying the following items:
   a. Personal Information
   b. Additional information
      i. Waiver
      ii. Code of Conduct
      iii. Media Release
      iv. Privacy Release
      v. Enrollment Agreement
      vi. T-shirt Size
   c. Health Form
   d. Participation Information
      i. Club(s)
      ii. Projects – you need to select what projects you are taking
6. Click Submit enrollment. Your enrollment will be reviewed by your county Extension Office.
7. The final step of the enrollment process is to remit enrollment fees to your county Extension Office.