**STEP BY STEP INSTRUCTIONS FOR ADA COUNTY 4-H ONLINE ENROLLMENT**

1. Go to [http://idaho.4honline.com](http://idaho.4honline.com) and click on “I need to create a profile.”
2. Create login and enter family information.
   a. All profiles are for families--members and leaders are added within the family.
   b. Choose Ada County.
3. Select “Add a new family member”
   a. Choose “adult” or “youth” from the drop-down menu (“adult” selection is for leaders—not parents).
   b. Fields of required information are in bold.
4. Choose “Club.” *(Select the primary club first then add additional clubs as needed. The enrollment fee is per person not per club.)*
5. Club_____________________________________
6. Choose projects.
   a. Select club first, then choose from a list of projects that the club is offering. Only projects being offered by that club will be available as project choices.
   b. Click on “Add Project” before adding another project.
7. Submit enrollment.
   a. Enrollment fee must be received before enrollment will be confirmed.
   b. You can pay dues online at [http://www.uidaho.edu/extension/county/ada](http://www.uidaho.edu/extension/county/ada).
      i. Click on “I want to” *(gold box in the upper right corner)*
      ii. Select “Register/Pay Online”
      iii. Dues: $20 for Horse; $15 for all other projects
   c. Do not pay dues until you have enrolled on 4-H Online.

**TIPS FOR A SUCCESSFUL ONLINE REGISTRATION**

- Use a **mouse or tab key** to move between fields. **Do not use enter.**
- Only one email address per family is permitted.
- If you forget your password or email address, **do not create a new profile.** Contact the Ada Extension Office (208-287-5900) to reset your password and/or email address.