4-H ONLINE-ENROLLMENT

(Enrollment Deadline for county fair participation is June 1st of the current year, or initial weigh-in date for market animal projects)

4-H Online is the universal enrollment system used by the Idaho 4-H Program. Follow the steps below for easy online enrollment.

For Enrollment Renewal go to the 4-H Online Website, enter your user name and password (if you have forgotten it call the office and we can reset one for you). **DO NOT CREATE A NEW PROFILE IF YOU HAD ONE IN THE PAST.** Once you are into the sight go to your family profile and update each participant. You will need to update, renew, or delete your clubs and projects. Submit the changes, pay your fees in the office and you are good to go to participate in the current year.

Follow these instructions for **NEW** online enrollment. (If you have questions please call the extension office and we can answer them for you)

1. Go to [http://idaho.4honline.com](http://idaho.4honline.com)
2. Add your profile by entering
   a. I need to set up a profile
   b. Your email address
   c. Your password
3. Then it will take you to the login page and you need to enter your login information
4. The next page will show you any announcements, click on “continue to my family”
5. This will bring you to the Member List—select “add a new family member” select the type of member and click on “add member.” This needs to be done for each 4-H member and adult 4-H volunteer in the household. **DO NOT INCLUDE FFA MEMBERS AT THIS POINT** (Call the extension office for instructions on adding an FFA member). Parents should not create an individual record within the family unless they are an Adult 4-H Volunteer.
6. Add personal information *All information in **BOLD** must be completed.
7. Click continue at the bottom of the page
8. The Additional Information page includes all authorizations, enrollments, & waivers. You must check that you have read, and sign each one. For all 4-H projects you must read the general project waiver. Click continue, after reading and signing each authorization and waiver.
9. The next few pages have to do with your club and project. Select your club and click on “add club”. If you are in more than one club continue adding all of your clubs the same way. When you are finished click “continue”. IF YOUR CLUB IS NOT LISTED IT IS BECAUSE THEY HAVE NOT SUBMITTED THEIR CLUB PAPERWORK TO THE EXTENSION OFFICE. You will have to wait to submit your enrollment until they have.
10. Click on “select club”, and select your club. Click on “select project”, and select your project (some clubs will have more than one project, if it is a multi-project club). Select years in project and click on “add project”.
11. Click on “submit enrollment”. This submits your enrollment to the county. They can do one of two things.
   a. Approve enrollment (your 4-H enrollment fees must be paid for approval)
   b. Or, send you an email with instructions on what needs to be done to complete it.
12. **REMEMBER...in order for the county to complete your enrollment you must have paid your enrollment fees. The enrollment fee deadline is June 1st of the current year.** If you have not paid your fees, or made arrangements with the extension office, you will not be able to exhibit your project in the fair. **NO EXCEPTIONS.**

**ENROLLMENT STARTS OCTOBER 1ST. THE SOONER YOU ENROLL THE EASIER IT IS TO GET YOU INTO THE PROJECTS YOU REQUEST.**