

## Quick Sheet - Youth Enrollment

1. Login to the family account
2. Click "Add Member"
3. Click 4-H then click "Next"
4. Enter the basic information for the youth and click "Next"
5. Complete the About You, Demographics and Emergency sections and click "Next"
6. Click to join 4-H as a New or Returning 4-H participant then click "Finish"
7. After reading the instructions for the Clubs section, click "Select Clubs"
  - o Click "Add" next to the club to add to the enrollment
  - o Click the "Select Clubs" button and repeat to add additional clubs
  - o Once all clubs have been added, click the "Next" button
8. After reading the instructions for the Projects section, click "Select Projects"
  - o Click "Add" next to the project to add to the enrollment
  - o Click the "Select Projects" button and repeat to add additional projects
  - o Once all projects have been added, click "Next"
9. After reading the instructions for the Questions section, click "Show Questions"
10. Complete the questions, click the "Next" button
11. After reading the instructions for the Health section, click "Show Health Form"
12. Complete the health information, click "Next"
13. After reading the instructions for the Consents section, click "Show Consents"
14. Complete the consents information, click the "Next" button
15. A payment method must be selected.

Contact the local county office for payment options ([counties.agrilife.org](http://counties.agrilife.org))

- o **Payment By Card** - If you do not already have a payment method saved in your family profile, add the card information and click "Add Credit Card"
  - o **Payment By 4H Check** - Select that the payment will be collected by the county office option
16. Review the Refund and Pay by Computer terms, sign to accept and click "Next"
  17. Click to confirm and submit the enrollment - [What's My Status?](#)
  18. Enrollment must be approved and paid before the status changes to Approved

The screenshots illustrate the following steps:

- Step 1:** Family account page with 'Add Member' button.
- Step 2:** 'Add Member' progress bar.
- Step 3:** 'Which program would you like to join?' with '4-H' selected.
- Step 4:** 'How would you like to participate?' with 'I want to join 4-H as a New or Returning 4-H Club Member' selected.
- Step 5:** Personal information form (First Name, Middle Name, Last Name, Preferred Name, Birth Date).
- Step 6:** 'Clubs' section with instructions and a 'Select Clubs' button.
- Step 7:** 'Projects' section with instructions and a 'Select Projects' button.
- Step 8:** 'Questions' section with a 'Show Questions' button.
- Step 9:** 'Health' section with a 'Show Health Form' button.
- Step 10:** 'Consents' section with a 'Show Consents' button.
- Step 11:** 'Select a payment method' screen with 'Add New Card' and 'Add Credit Card' options.
- Step 12:** 'Add New Card' form with fields for Cardholder Name, Card Number, Expiration Month, Year, and Validation (CVV).
- Step 13:** 'Payment for this invoice will be collected by State Office County/Area' with an 'Apply' button.
- Step 14:** Final 'Add Member' progress bar with a 'Next' button.