



New 4-H Year New Enrollment

1. Go to nm.4honline.com
2. Click **I need to setup a profile**
3. If in a Military 4-H Club, click the check box
4. Select **County**
5. Enter **Email**
6. Enter **Last Name**
7. Create a password
8. Click **Create Login**

Family Information

1. Enter **Family Information**
 - * Enter accurate mailing address and email. Separate mailing information and preferences can be entered for a member and family
2. Click **Continue**

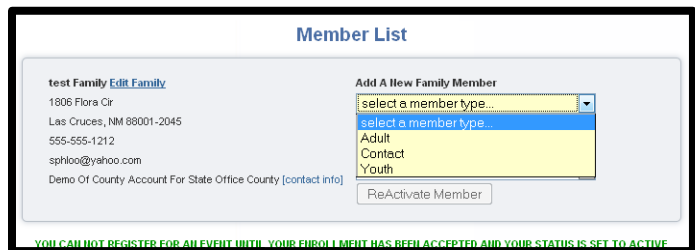
Possible Error

1. If this error occurs, it means there is another account at the same address. It is recommended to select **I would like assistance from my county 4-H Office**. If you have previously created an account and had entered cell phone and provider information, a text will be sent with a login reminder



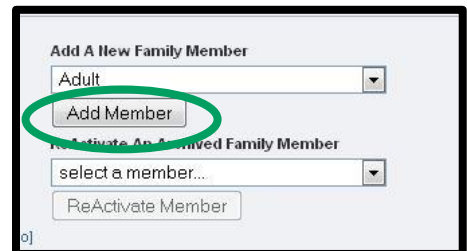
Adding Family Members

1. Select **Member Type** from dropdown
 - * Only add adults that are 4-H Volunteers



2. Click **Add Member**

- a) **Adults:** must be screened
- b) **Youth:** must be under 19 on or by December 31 of the program year, have at least one club and one project is required
- c) **Contact:** adults that receive newsletters/alerts but not an adult member or volunteer, ex: county commissioner, school board or advisory council member.



3. Enter **Personal Information**

- * Adult members will be screened using the name provided
- * Duplicate email may be received if the family email is also entered as the member's email address



Personal Information Field Descriptions

- Email: Email under personal information is an individual’s email address. If they do not have an email address, do not enter the family email address, leave it blank.
 - Correspondence Preference: Select how the county and state will communicate with you. Most counties are going paperless and will most likely not see mailings, its strongly encouraged to select email.
 - I wish to receive notices via text message: Click the box AND select a provider if electing to receive notices via text message. Ensure a cell phone number has been provided under user information (not parent information)
 - Are you an Employee? Select no, unless you are a county agent
 - Volunteer? If entering information as an adult, select volunteer. If you are not a volunteer your information should not be saved in 4-HOnline as a member.
 - Select Ethnicity
 - Select Residence
 - Select Military Service
4. Click **Continue**

Youth Additional Information

1. Enter T-shirt information
2. Enter Disability accommodations
3. Enter Food Allergies
4. Click **Continue**

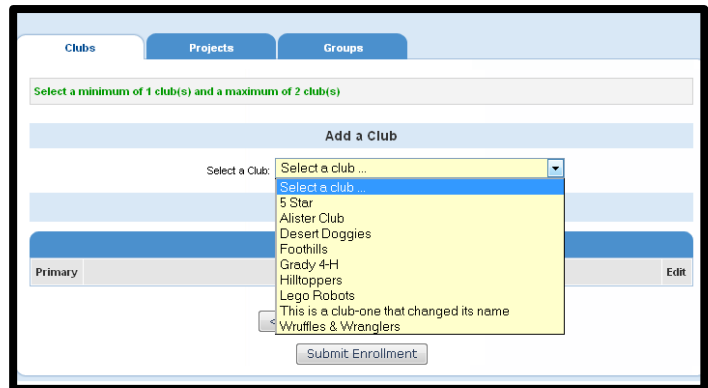
Adult Additional Information

***All Adults must consent to a background check.**

1. Read the screening information
2. Click check box **By checking this, I verify I understand and will provide a signed Disclosure and Consent form to the County Extension Office.** If you do not agree to a background check, you will not be approved.
3. Enter **Other Information**
4. Click **Continue**
5. Read County Volunteer Screening Information, click **Continue**

Participation

1. Select **Club** from dropdown
2. Click **Add Club**
* Up to two clubs can be selected. One must be set as primary club
3. Click **Projects tab**



Projects

1. Select **Club**, Select **Project**
2. Enter **Years in Project**
3. Select if Project Materials are needed
4. Click **Add Project**
5. Add additional projects
6. Click **Submit Enrollment**

