



New 4-H Year: Re-Enrolling

Already created a 4-HOnline account? Re-enrollment is a snap! If you do not remember your login or password, contact your County Extension Office for assistance.

1. Go to nm.4honline.com
2. Select **I have a profile**
3. Enter **Email** and **Password**
4. Click **Login**

5. Click Continue to Family
6. Click **Edit** next to the person to re-enroll

7. Click **Enroll for** (year)

8. Edit/Correct/Update **Personal Information**

* Individuals do **not** need email info unless different from family email.

9. Click **Continue**

The screenshot shows the 'Youth Personal Information' form. At the top, there are three tabs: 'Personal Information', 'Additional Information', and 'Participation'. The 'Personal Information' tab is active. Below the tabs, there is a section for 'Youth Personal Information' with a dropdown menu to 'Select a member name ...'. The main form area is titled 'Profile Information' and includes several fields: 'Email' (joe@gmail.com), 'First Name' (Youth 4), 'Last Name' (4HOnline), 'Preferred Name', 'Mailing Address' (4201 Camber Ct), 'City' (College Station), and 'State' (Texas). A 'Required Fields' indicator is present on the right side of the form.

10. Edit/Correct/Update **Additional Information**

11. Click **Continue**

The screenshot shows the 'Additional Information' form. At the top, there are three tabs: 'Personal Information', 'Additional Information', and 'Participation'. The 'Additional Information' tab is active. Below the tabs, there is a section for 'Additional Information' with a sub-section for 'Other Information'. The 'T-Shirt Information' section includes a question 'Prefer male or female shirt?' with radio buttons for 'Male' and 'Female'. The 'Disability Accommodations' section includes a 'T-Shirt Size' dropdown menu (set to 'Youth Small') and a question 'As a participant in 4-H activities do you need an accommodation for a disability?' with radio buttons for 'Yes' and 'No'.

* All adult volunteer leaders must be screened to become members. Forms must be submitted to County Extension Office.

The screenshot shows the 'Adult Volunteer Screening' form. At the top, there are four tabs: 'Personal Information', 'Additional Information', 'Volunteer Screening', and 'Participation'. The 'Volunteer Screening' tab is active. Below the tabs, there is a section for 'Additional Information' with a sub-section for 'Adult Volunteer Screening'. The form contains a paragraph of text explaining the screening process and a checkbox for 'By checking this, I verify I understand and will provide a signed Disclosure and Consent form to the County Extension Office.' A 'REQUIRED' label is present on the right side of the form.

12. Edit/Correct/Update **Club** and **Project** information

* Youth **must** select at least one club and one project

13. Click **Submit Enrollment** button



Youth Re-Enrolling Error

1. When re-enrolling a youth who may no longer fit criteria for youth membership the following error will occur:
Error: the birthdate selected is not valid for a Youth role Type
2. Contact County Extension Office

