Some counties handle all enrollment while others allow families to create profiles and enroll members. Only NEW families participating in a county which allows self-enrollment will need to create a profile the first year.

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**
   - **Adults**: must be screened
   - **Youth**: must be under 19 on or by December 31 of the program year, have at least one club and one project is required
   - **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, it's 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**

Adult Additional Information

*All Adults must consent to a background check.*
If re-enrolling this will display, regardless of background check status.

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**

Adult Background check status

Once re-enrollment on a profile has begun, the status of a member’s background check can be seen under their names.

Pending indicates a new background check is required, paperwork will need to be returned to the county

Approved (year) indicates the background check is approved in year indicated with any noted restrictions

Contact your County Extension Office for assistance • aces.nmsu.edu/4h/join.html
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