



New 4-H Year New Enrollment

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**

New Mexico 4-H Youth Development

Welcome to 4hOnline

Welcome to New Mexico 4-H!

New to 4-H and want to find out more? To enroll, visit your County Extension Office and discover all the great things your County 4-H Program has to offer!

Locate Contact Info for Your County

I have a profile

I need to setup a profile

Are you in a Military 4-H Club:

County: Select your county ...

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role: Family

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**

Family Information

Profile Information

Email: @yahoo.com joe@gmail.com

Last Name: test

Mailing Address:

City:

State: New Mexico

Zip Code: 12345

Primary Phone: 555-555-1234

Correspondence Preference: Mail

4-H County: Demo

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Update Password

Continue >>

Delete Family

Only delete a family if they will never return.

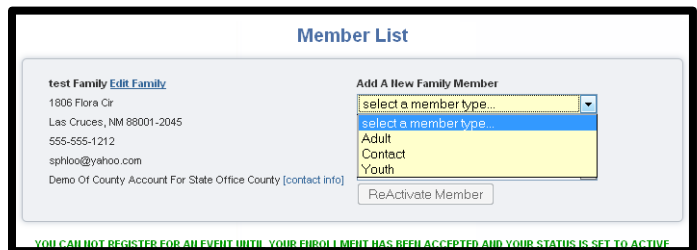
Possible Error

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



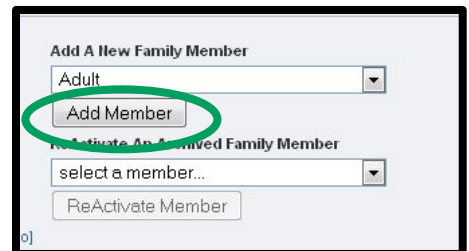
Adding Family Members

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



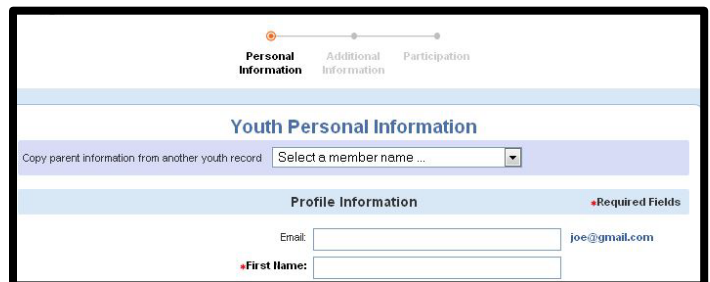
2. Click **Add Member**

- 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**

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**

The screenshot shows a web form titled 'Additional Information' with a sub-section 'Adult Volunteer Screening'. It includes a progress bar at the top with four steps: Personal Information, Additional Information (current), Volunteer Screening, and Participation. The main text states: 'According to the New Mexico 4-H Youth Development Policies and Procedures, an adult volunteer must be at least 19 years of age by January 1 of the current 4-H program year and not enrolled as a 4-H member. It is the responsibility of every staff member and volunteer to insure a safe environment for all youth. One way to better evaluate risk and safety concerns is through screening volunteers that have direct contact with our youth. A form may be obtained here and must submitted to the County Extension Office prior to membership approval which is contingent upon background check.' At the bottom, there is a checkbox and the text: 'By checking this, I verify I understand and will provide a signed Disclosure and Consent form to the County Extension Office.' The word 'REQUIRED' is written in red.

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

1)	blah 4htester1	Adult	
	<input type="checkbox"/> Volunteer Screening		Pending (2017-2018):

4)	self-added janer	Adult	1611912
	<input checked="" type="checkbox"/> Volunteer Screening		Approved (2015-2016): No Restrictions

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**

The screenshot shows the 'Add a Club' form. At the top, there are tabs for 'Clubs', 'Projects', and 'Groups'. Below the tabs, a message reads 'Select a minimum of 1 club(s) and a maximum of 2 club(s)'. The form has a section titled 'Add a Club' with a dropdown menu labeled 'Select a Club:'. The dropdown is open, showing a list of clubs: '5 Star', 'Alister Club', 'Desert Doggies', 'Foothills', 'Grady 4-H', 'Hilltoppers', 'Lego Robots', 'This is a club-one that changed its name', and 'Wruffles & Wranglers'. Below the dropdown is a 'Submit Enrollment' button. A table below the form shows a 'Primary' status and an 'Edit' button.

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**

The screenshot shows the 'Add a Project' form. At the top, there is a progress bar with three steps: 'Personal Information', 'Additional Information', and 'Participation'. Below the progress bar, there are tabs for 'Clubs', 'Projects', and 'Groups'. A message reads 'Select a minimum of 1 project(s)'. The form has a section titled 'Add a Project' with several dropdown menus: 'Select a Club:' (set to 'Alister Club'), 'Select a Project:', 'Years in Project:' (set to '1'), and 'Select Project Materials:'. Below these is an 'Add Project' button. A table below the form is titled 'Project List' and has columns for 'Club', 'Project', 'Years in Project', and 'Edit'. Below the table is a 'Project Materials' section. At the bottom, there are buttons for '<< Previous', 'Continue >>', and 'Submit Enrollment' (which is circled in green).