



ENROLLING NEW FAMILY/MEMBER

ENROLLMENT INSTRUCTIONS

1. Bookmark Texas 4HConnect online at <https://texas.4honline.com>.
2. Create family profile by selecting the "I need to setup a profile" button. Enter the basic information for your family then click "continue".
3. Click the orange "Continue To Family" button.
4. Click to add an adult/youth member profile from the drop-down menu.
5. Enter profile information that is current and correct under the Personal Information, Additional Information, and Participation areas of enrollment. Incorrect information will affect ability to register for an event and also fees associated with most things. Click "Continue" to the invoice screen.
6. Review your invoice to ensure that the participation fee has been charged and is correct. If you have been awarded a discount or a scholarship to cover your participation fee, enter the award code in the award code box. Once information has been reviewed, click "Continue" to the payment screen.
7. Enter a credit card or select the county/club 4Hcheck if visible. To add a credit card click on the "Add New Credit Card". You will need to contact your county extension office if you are unsure if the club/county check option is allowed. (<http://counties.agrilife.org/>) If you are allowed to use the club/county check option you are responsible for writing a check to your club/county 4-H Program which in return sends a club/county check to the Texas 4-H Youth Foundation. Personal checks will not be accepted by The Texas 4-H Foundation. Select the appropriate method of payment by clicking on the correct button, then click "Select Payment Method." You will be sent to the Confirm page. (Do not click this option unless you are ready to submit your enrollment)
8. Read and click the "Pay By Computer Terms and Conditions" button. Then click "Submit Enrollment".
9. Your pending enrollment will then be sent to the county office for review and acceptance.

PROCESSING

The County Extension Office receives an enrollment notice, reviews information and then approves.

- **Enrollment Credit Card Payment Processing:** The credit card will be processed and if accepted your enrollment status will become ACTIVE. On weekdays this process can be as short as 24 hours.
- **Enrollment 4HCheck Processing:** The County Extension Office will create an invoice, secure a check, and mail both invoice and check to the Texas 4-H Foundation. The invoice and check will be processed and credited against the 4-H members profile. Once credited, the membership status will become ACTIVE. Your approval and ACTIVE status can take up to two (2) weeks.
- **Volunteer Processing:** Adult Volunteers are required to be screened through the Texas 4-H Youth Protection Standards program every three years, or provide documentation of screening from an approved screening entity. The County Extension Office will create an invoice, secure a check, and mail both invoice and check to the Texas 4-H and Youth Development Office. The screening will be performed and results indicated in 4HConnect. This process can take up to two (2) weeks.

Most questions can be answered by calling your county extension office. (<http://counties.agrilife.org/>)