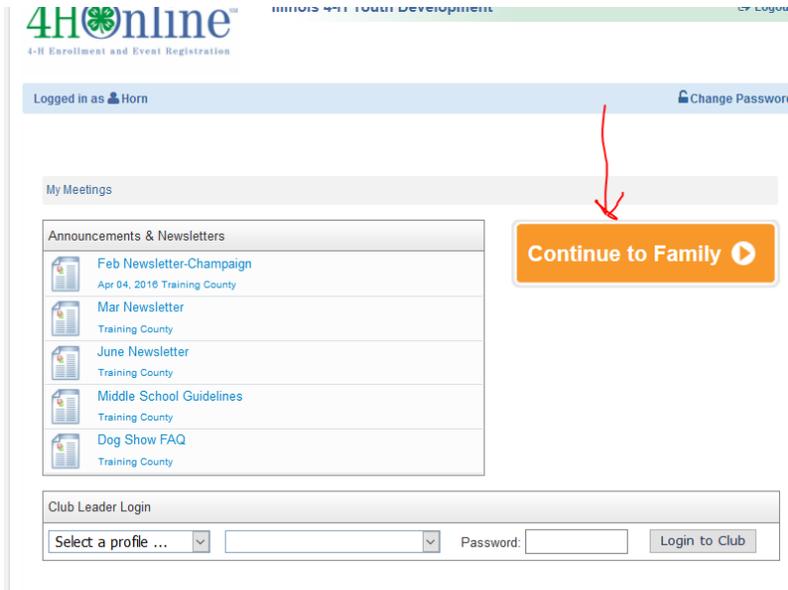# Re-Enrollment Process for 4-H Online

If you were enrolled in a 4-H Club during the 2016-17 4-H Year, you will not need to create a new profile for the new 4-H Year. You just need to re-enroll for the new year.

1. Login to your 4-H Online Family account using the email and password you set up last year.
2. **Choose the Continue to Family option.**

3. You will see a list of all Family members that have been previously enrolled in *4HOnline*. All members and volunteers should be **Inactive**.

4. Choose Edit for the person you wish to Re-Enroll.

5. You will see a summary screen of the information for the individual (email, name, address, parents, etc.). At the bottom of the screen will be an option to **Enroll for 2017-2018**. Click on that button. You cannot make any changes or enroll until you click the **Enroll** button.

6. After choosing to **Enroll**, the screen will come up with the information for the individual. Verify the information is correct and make any necessary changes. Click **Continue** at the bottom of the page when done with the information screen.

7. The Authorizations on the next screen will be cleared from the previous year, so it will be necessary to "sign" the Photo Release, Liability Waiver and Code of Conduct again for the new year. Click **Continue** at the bottom of the page when done with the release information.
Note: Per the information already given, a hard-copy signature of the *4-H Assumption of Risk and Release from Liability* form for each member and volunteer will need to be kept on file in the Extension Office. You can download the form right from this screen, your club leader will have the form for you, or you can obtain from our website at: http://web.extension.illinois.edu/jsw/stephenson4h/4777.html. Forms must be turned into your leader ***NO LATER THAN NOVEMBER 30, 2017***.

8. When you get to the **ADD A CLUB** screen, the member will still be in the same club as the previous year. If he/she will not be in the club again for the new year, delete that club and select a new club or clubs. If he/she is in more than one club, choose the primary club and click **Continue** at the bottom of the page.

9. On the **Projects** screen, the member will still be enrolled in the same projects from the previous year. Add any new projects, and remove any that he/she will not continue by clicking the **Edit, Delete, Update** buttons. Removing a project will not remove it from historical information. Click **Continue** to go to the next screen.
Note: Starting this year, you will notice there are no levels when adding any livestock (including dogs and cats) projects. You must delete the old project (i.e. Beef 1) and enroll in the new project (i.e. Beef). If you wish to receive a project manual, they are still available by level by clicking the **Select Project Materials** drop-down box.

10. Choose **Continue** to advance past the **Group** screen to the **Invoice** screen. This screen will show the Program Fee for the new 4-H Year. It should show the individual being charged $20.00 (for members only. Volunteers should show $0.00).

Personal Information	Additional Information	Participation	**Invoice**	Payment	Confirm

Scholarship Selection

[ ] - [ ]   Enter Award Code

Apply To Invoice

Invoice Information

#	Name	Involvment	Description
32606	Logan Tessendorf	Youth	Enrollment: 2017-2018

Invoice Items

Item	Rate	Quantity	Amount
STATE: STATE: FEE: Program Fee Comm/SPIN Club	20.00	1	$20.00
		Total:	$20.00
		Paid:	$0.00
		Balance:	$20.00

11. Click **Continue** to advance to the **Payment** screen. **County/Club 4-H Check** is already selected for you. Families have the option to pay by Credit/Debit card as well; however, we strong discourage you from doing that as the payment goes directly to the State 4-H Office and we have no control over the money if we should need to issue a refund. Click the **Select Payment Method** button.

Payment

Please choose how you will pay the Program Fee, if applicable.

If you are planning to pay by check, choose County/4H Check. The next screen will provide the address for your county office along with any specific instructions.

Add New Credit Card

Pay with an existing card	Credit Card No.	Cardholder Name	
Pay using a non-electronic method			
◉ County/Club 4H Check			

Change Billing Address

<< Previous   Select Payment Method >>

12. Once you get to the **Confirm** screen, you <u>**MUST**</u> click the **Submit Enrollment** button to finish enrolling. Once you have submitted the enrollment, county staff will need to approve the record before you can access it to make any changes.