



# 4-H Online 2.0 Family Enrollment **QUICK GUIDE**



## FINISHING ENROLLMENT

### New 4-H Families

Select the Club with which you want your project to be associated

Click the Add button next to the project you want to add to the member's enrollment

Repeat steps 7-9 for each project in which you would like to participate

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add"

Click the trash can icon to remove any projects

Click the Next button once all the member's projects have been added

Click "Show Questions"

Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record

### Returning 4-H Families

Select the Club with which you want your project to be associated.

Click the Add button next to the project you want to add to the member's enrollment. Repeat steps 7-9 for each project in which you would like to participate.

Click the Next button once all the member's projects have been added.

Click "Show Questions" then complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

- NOTE: Any questions with a red asterisk (\*) are required. Questions may vary by Institution.
- NOTE: Your Institution may also require you to upload pictures or documents with your enrollment.
- Click the Upload button to select a file to upload.
- Click the Next button at the bottom of the screen when you are finished.

If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents. Click the Next button at the bottom of the screen when you are done.