



# 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](http://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:

Email:

Confirm Email:

Last Name:

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

Confirm Password:

Role:

## 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:

Last Name:

Mailing Address:

City:

State:

Zip Code:  12345

Primary Phone:  555-555-1234

Correspondence Preference:

4-H County:

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Only delete a family if they will never return.

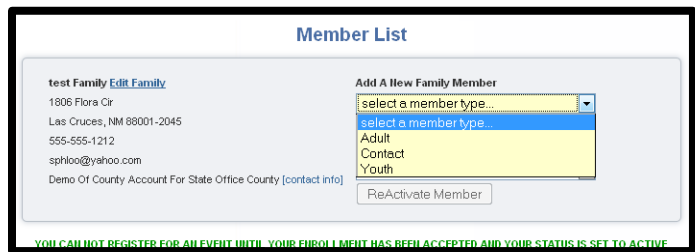
## Possible Error

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



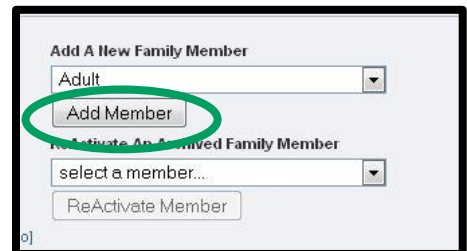
## Adding Family Members

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**

## Youth Additional Information

1. Enter T-shirt information
2. Enter Disability accommodations
3. Enter Food Allergies
4. Click **Continue**

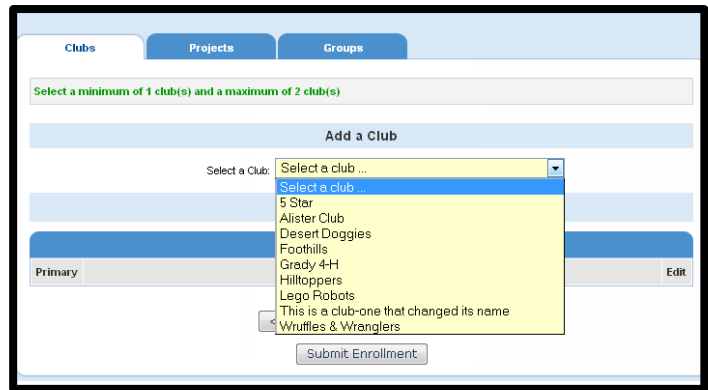
## Adult Additional Information

**\*All Adults must consent to a background check.**

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**

### 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**

