

REGISTERING IN 4-H CONNECT

Each 4-H youth member and adult leader **MUST** complete a profile in the state-wide online application **4-H CONNECT** at <https://tx.4honline.com>. Annual registration and renewal occurs from September 1 through October 31 of each year. Late registration/renewal begins on November 1. The creation of a profile is only required once; in each following year members should only review and update their existing profile. Profile status will change to INACTIVE on August 15 of each year in preparation for re-enrollment.

4-H members may not register for an event or contest until their registration has been approved and their status is shown as ACTIVE.

Creating a Log-in and Family Profile

This is the first step in getting registered.

- Access *4-H Connect* (at the URL show above) and select “I need to set up a profile.”
- In the *County* field, select “Travis.”
- Complete the remaining information as requested. Please do not use ALL CAPS or all lower case letters.
- Select “Family” for Role and hit the “Create Login” button.
 - * Remember to make a note of the email address and password you used as you will need these each time you log in to *4-H Connect*. Consider using one of the free email accounts (Yahoo, Gmail, Hotmail, etc.) over your service provider account in case you change providers during the year.
- Complete the remaining fields with the appropriate information.
 - * In the future, should you have a need to change your password, you would do it in the Password Management section.
- Click on the “Continue” button. You have now created your Family Profile in 4-H Connect.

Creating a Youth Profile

To the right of your Family Profile you will find “Add a New Family Member” and a drop-down box. Select Youth and click on the “Add Member” button.

- Complete all requested information fields under “*Profile Information*” appropriately.
 - * The system will keep you from advancing should you miss an important field.
 - * Incorrect information may jeopardize your ability to receive school excused absences.
- Read and sign the “*Consequences of Misbehavior & Code of Conduct*.”
 - * By registering to become a member of 4-H you are committing yourself to following their rules during meetings and events.
- Read the “*Media and Photograph Release*” language and respond as you wish.
- Select any “*Leadership Information*” role for which you wish to be responsible.
- Complete the “*Emergency Contact*” information.
- Complete the section on special services that the member may need, if appropriate.
 - * Completion of the Health form is optional. However, should you wish to later participate in an activity or event which would require a completed health form (for example: any overnight event), you may complete this form at that time.
- You may skip or complete the survey.
- You **must** select a 4-H club to belong to. Click on “*Add Club*”

- You **must** select at least one 4-H Project.
- You may skip the “Groups” tab.
- You should review the Invoice page to ensure the information is correct.
- Enter your payment information. Click on “*Add New Credit Card*” and provide the requested information. Credit/debit card information is securely stored. **Personal checks are not accepted.**
 - * Arrangements for payment by club check **must** be made in advance.
- Your enrollment will not be processed until you click on the “*Confirm Order*” button. Your enrollment status on your “My Member List” page now reads “*Pending*.”
- Upon completion of the above steps, the enrollment will progress to the County level. It will be reviewed for completion. Once approved, your status will change to “*Active*” and your payment will be processed.

Creating an Adult Profile - for adults who wish to serve in a volunteer leader role

To the right of your Family Profile you will find “Add a New Family Member” and a drop-down box. Select Adult and click on the “Add Member” button.

- Complete all requested information fields under “*Profile Information*” appropriately.
 - * The system will keep you from advancing should you miss an important field.
- Complete all requested information under “*Additional Information*”.
 - * “Years as a volunteer” should **never** be 0.
- Complete the section on special services that the member may need, if appropriate.
 - * You need not complete the health form at this time. Should you wish to later participate in an activity or event which would require a completed health form, you may return to your profile and complete this page at that time.
- If you indicated that you were a Volunteer on the “*Profile Information*” page, you must complete the information requested on the “*Volunteer Screening*” page.
- You **must** select a 4-H club to belong to. Click on “*Add Club*.”
- You **must** select at least one 4-H Project.
- You may skip the “Groups” tab.
- You may skip the “Invoice” page.
 - ⇒ Adult leaders must pay a \$10.00 fee for a background check. This fee **must** be received by the Extension office within 60 days of the enrollment; failure to submit in a timely manner may result in the archiving/deleting of the adult’s profile.
- Upon completion of the above steps and the county-level review/approval, you will be shown as “*Active*” **IF** you have already had the adult background check performed; if you do not have a completed background check you will be shown as “*Pending*.”

Youth/Adult Member Re-Enrollment

You are now in your second year of 4-H and need to re-enroll for the upcoming year. **DO NOT CREATE A NEW PROFILE!** If you create a new profile, none of the events you registered for the previous year will be included in your new profile. By *renewing* the existing profile, this participation information is retained.

- Log in to your established profile using your 4-H Connect email address and password. (See “Creating a Family Profile” instructions)
- Click on the “Edit” button to the right of the person’s name in the “Member/Volunteer List” box.
- Review the information and update as needed.
- Once you are at the “Invoice Page”, proceed as directed above.
- * Review payment information. Add new card if needed.

Should you experience any problems, or have any questions, during enrollment or re-enrollment, please contact the county Extension office as soon as possible. Remember, you are **not** an official member or volunteer in Travis County 4-H until your status is shown as “Active.”

Registering for an Event

Once an enrollment has been approved and the person’s status is shown as “Active”, they may register for various 4-H events. To register for an event:

- Log in to your Family Profile
- Under the “Member/Volunteer List” box, you will find two (2) additional boxes. The second box is for Event Registration.
- Under “Member” click on the drop-down box arrow to display the family members who are eligible to register for 4-H events. Select the person you would like to register.
- In the “Event” box, again click on the drop-down box arrow to display the available 4-H events. Select the one for which you would like to register the previously selected member. If there is an age requirement for an event, only those the selected member qualifies for will be shown.
- Follow the prompts and pay for the event as you did during the registration process.