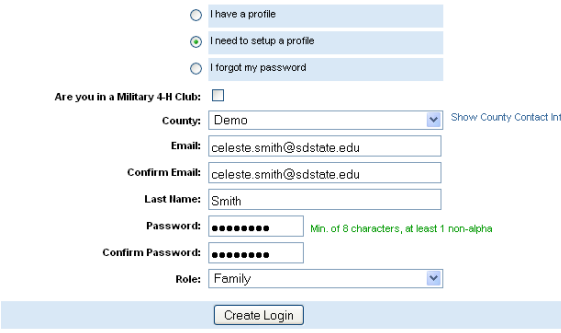
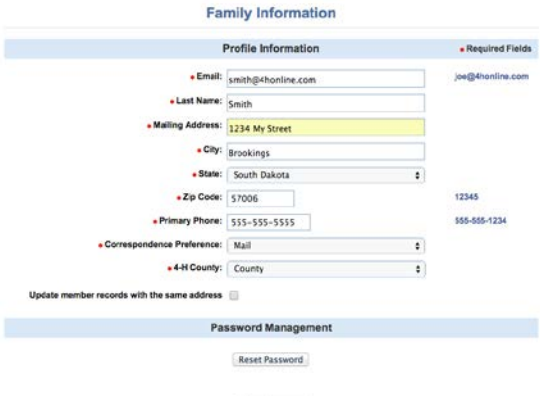
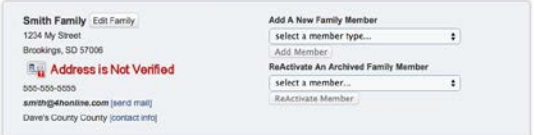


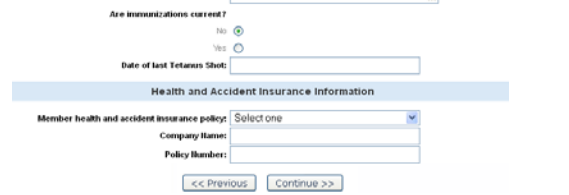

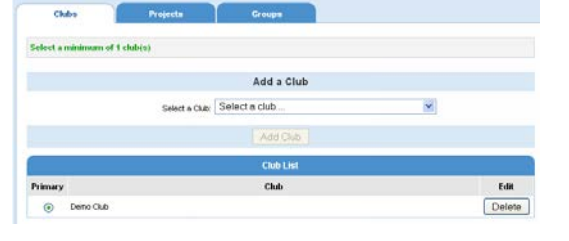
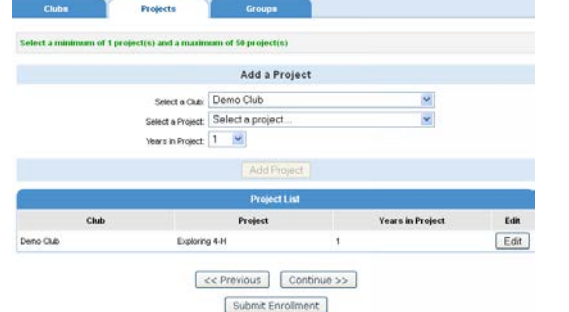

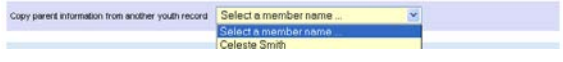


How to Enroll in 4-H through 4HOnline

<ol style="list-style-type: none"> Open a web browser and type in: http://sd.4honline.com (Please note, adding the www. prefix will return an error message). You will now see the South Dakota 4-H login page. <p>TIP: Any browser will work well with 4HOnline, but Firefox and Chrome work best.</p> <ol style="list-style-type: none"> Choose I need to setup a profile. Enter your desired login information. Click Create Login. <p>If you receive a message that your account already exists, contact your County 4-H Office for your login information.</p>	
<ol style="list-style-type: none"> Enter your Family Information. Click Continue. <p>In 4HOnline, Continue means the same as Save.</p>	
<ol style="list-style-type: none"> Members in 4HOnline are grouped by Family. Add youth and adult family members who would like to enroll in 4-H. Select the desired Member Type and click Add Member. <p>NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.</p>	
<ol style="list-style-type: none"> Enter the Youth's Personal Information. Information in Bold is required. All other information is optional. Click Continue. 	
<ol style="list-style-type: none"> Read the Additional Information carefully. Mark the check box and/or sign each section. This section will be locked for editing after the enrollment has been submitted. Click Continue. 	

<p>15. If your state uses an electronic Health Form, complete the information. 16. Click Continue.</p>	
<p>17. Select your desired Club. 18. Click Add Club.</p>	
<p>19. The Club will appear on the Club List. 20. If you would like to join another Club, select it from the drop-down list and click Add Club. 21. Be sure to select which Club will be your Primary Club. 22. When you have finished adding Clubs, click Continue.</p>	
<p>23. Select the Club in which you would like to enroll in a Project. 24. Select the Project. 25. Click Add Project. 26. Repeat to add all of your projects. 27. When you have finished adding your projects, click Continue. 28. Groups are optional. You may leave this area blank. 29. If your state charges an enrollment fee, click Continue to view the invoice, select the payment method and Submit Enrollment. If no enrollment fees are due, click Submit Enrollment.</p>	
<p>30. The member that you just added will appear in your Member List as Pending. You will receive an email that your enrollment has been submitted to your County 4-H Office. 31. Once you County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.</p>	



<p>32. To enroll another family member, select the member type and repeat the enrollment process</p> <p>33. If the second member's Parent and Emergency Contact information is the same as the first member's information, select "Copy parent information from another youth record" to auto-fill these portions of the Youth Profile page.</p>	
<p>34. You may login to your 4HOnline account at any time to edit member information, view Announcements and Newsletters, register for events, add animals and run member reports.</p> <p>NOTE: Some states have not yet activated all of the above features.</p>	