

## STEP ONE: CREATE FAMILY

1. Bookmark <http://texas.4honline.com>.
2. Create family profile by selecting the [I need to setup a profile] radial button.

3. Enter the basic information for the family.
4. Click the [Create Login] button.
5. Complete all the information for the family. Skip the password management.
6. Click the [Continue] button.

## STEP TWO: ADD ADULT MEMBER

1. Select [Adult] from the Add A New Family Member drop-down menu.
2. Click the [Add Member] button.

3. Enter all information on the Personal Information, Additional Information, Health Form, Volunteer Screening and Participation screens. Incorrect information will affect the ability to be screened in a timely manner, register for an event, and/or fees associated with enrollment and registration.
4. Click the [Continue] button to the invoice information screen. Review your invoice to ensure that fees have been charged correctly.
5. Click the [Continue] button to the payment screen.
6. Click [Add New Credit Card] or select the [County/Club 4H Check] radial button. **Contact the local Extension Office to see if the what payment methods are available in your county. (<http://counties.agrilife.org>)**

- **Credit Card:** Click the orange [Add New Credit Card] button. Complete all the requested information and click the [Save] button.

*The billing address must match EXACTLY to the address on file with the credit card company.*

- **Club/County 4-H Check**  
Click the [County/Club 4-H Check] radial button.

7. Click the [Select Payment Method] button to the confirm payment.

8. Click the [Pay By Computer Terms and Conditions] link and select the checkbox to agree. (if you are using a credit card)
9. Click the [Submit Enrollment] button.

*The pending enrollment will then be sent forward for processing.*

## STEP THREE: PROCESSING

### Volunteer Screening/Background Check

Adult volunteers are required to be screened through the Texas 4-H Youth Protection Standards program every three years, or provide documentation of screening from an approved screening entity in the last 3 years. More about this process can be found at: <http://texas4-h.tamu.edu/volunteer>.

### Adult Volunteer Submits Enrollment

Background Check Performed (Takes A Week)

Background Check Marked Approved

County Reviews and Approves Enrollment  
(Or sends back for corrections)

Credit Card

4H County/Club Check

Credit Card Charged

County Creates Transfer

Active Profile

County Cuts Check

County Mails Check

State Office Receives Check

Active Profile