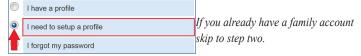


## YOUTH ENROLLMENT INSTRUCTIONS



## **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 YOUTH MEMBER

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



- Enter all information on the Personal Information, Additional Information, Health Form and Participation screens. Incorrect information will affect the ability to 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.
- Click the [Continue] button to the payment screen.
- 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.

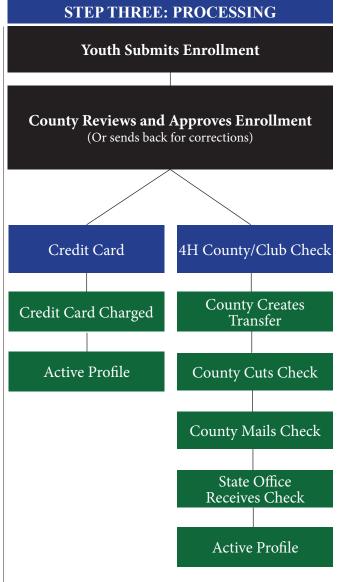
7. Click the [Select Payment Method] button to the confirm payment.

## Select Payment Method >>

- 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.



Most questions can be answered by calling your county extension office. (http://counties.agrilife.org/)