STEP ONE: LOGIN TO FAMILY
2. Select [I have a profile] radial button. or [I forgot my password]. Contact the local County office for password assistance. (counties.agrilife.org)
3. Enter the email address and password.
4. Click the [Login] button.
5. Click the [Continue to Family] button.

STEP TWO: EDIT ADULT MEMBER
1. Scroll down to the Member/Volunteer List.
2. Click on the [Edit] button on the right side of the inactive adult volunteer’s profile listing.
3. Scroll to the bottom of the Profile Information screen and click the [Enroll for 20XX-20XX] button.
4. Review and update 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.
5. Click the [Continue] button to the invoice information screen.
6. Review your invoice to ensure that fees have been charged correctly.
7. Click the [Select Payment Method] button to confirm payment method.
8. Click the [Pay By Computer Terms and Conditions] link and select the check-box 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 Needed

No Background Check

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

State Office Receives Check

Active Profile

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.