

# Enrollment

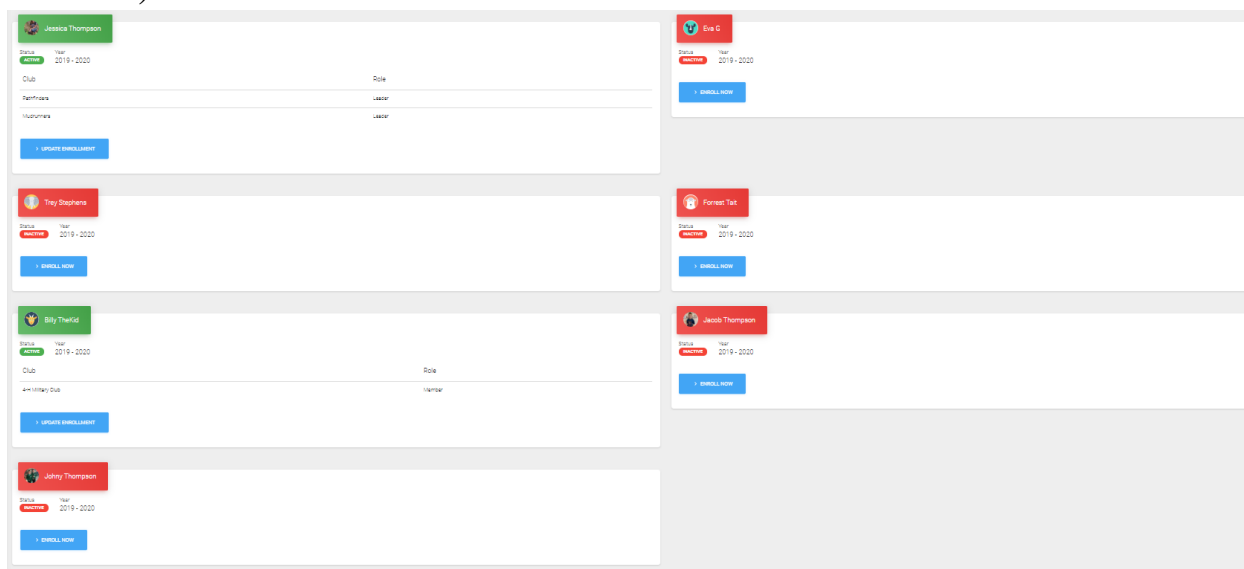
Enrollment must be done annually to stay active in 4-H. Members can be involved in multiple clubs, even in multiple counties. A member profile is required to be able to register for Alaska 4-H.

Enrolling a club member into 4-H is quick and easy. You **MUST** be signed in as the **PRIMARY** account to enroll members.

1) Once you log into your PRIMARY account, click the 'Enrollments' link in the left navigation menu.



2) In the Enrollments section, you will see a list of all household members and their current enrollment status. (Note the background color of each member. Red signifies inactive profiles, while green signifies a member that is currently enrolled.)



3) Note the button at the bottom of each profile. The enrolled (**green**) profiles have an 'UPDATE ENROLLMENT' button, while the Inactive profiles (**red**) have an 'ENROLL NOW' button. You can easily update profiles currently enrolled by clicking the 'UPDATE ENROLLMENT' button.

To enroll a profile into the current club year, click the 'ENROLL NOW' button under the red profile name.

Active profiles (**green**) will show this button:



Inactive profiles (**red**) will show this button:



4) Upon clicking the 'ENROLL NOW' button, you will see the enrollment wizard form. Note that each state has its own specific enrollment requirements, so the form below may be different than yours.

Enrollment in 4-H for Eva G  
2019 - 2020

PERSONAL INFO    WAIVERS    CLUBS    CHECKOUT

Basic information

First Name\*  Last Name\*

Email\*  GENDER

Age\*  Primary Phone\*

ARE YOU ENROLLED FOR THIS YEAR?

Mailing Address

Mailing Address Line 1  Mailing Address Line 2

Mailing City  Mailing State

Mailing Zipcode

Emergency Contact Information

Emergency Contact Name  Emergency Contact Phone Number

Emergency Contact Relationship

5) If you need to leave, prior to finishing your enrollment, click the 'SAVE FOR LATER' link at the bottom right of the form so you will not have to re-enter the data you've already completed.



6) Your enrollment form will consist of several sections, based on your state requirements. The section tab bar below highlights the section you're currently on. Click 'NEXT' when you're done with a section. Note that some fields are mandatory and you will not be allowed to move forward unless they are completed.

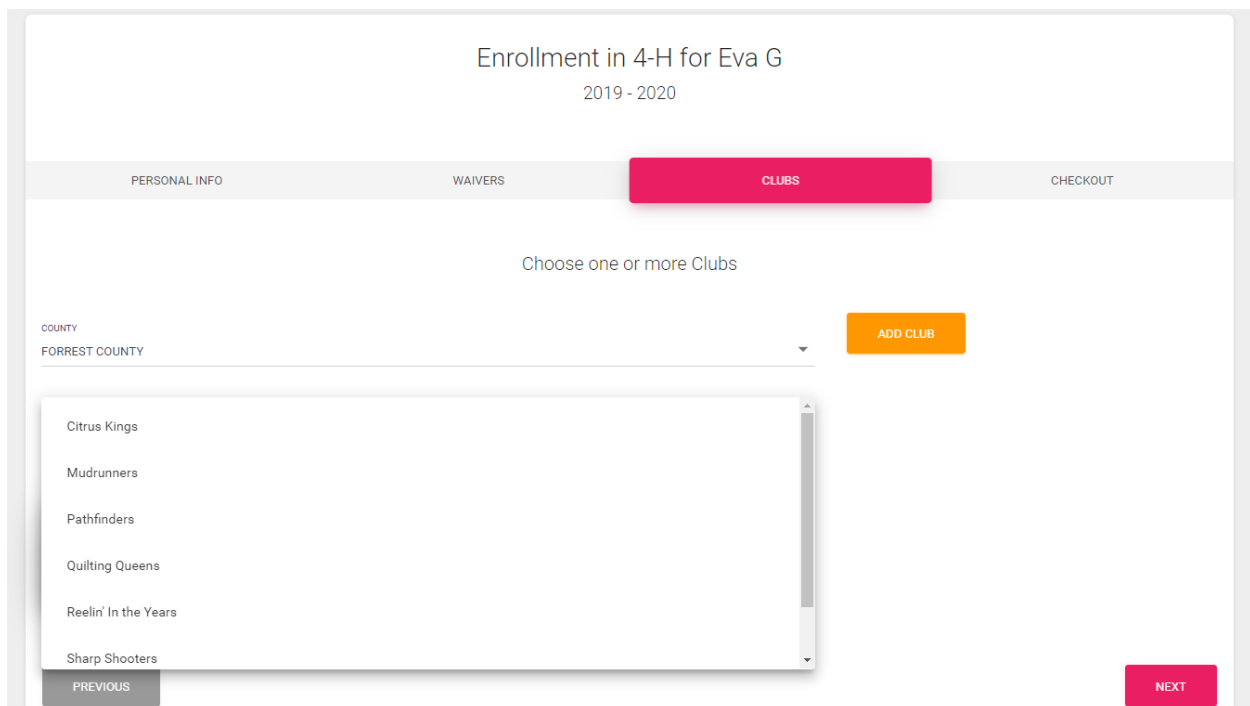


7) Some forms, like the WAIVERS section, require you to digitally type your name and date into the fields provided.

## By Entering my Name I Agree to the Above Release

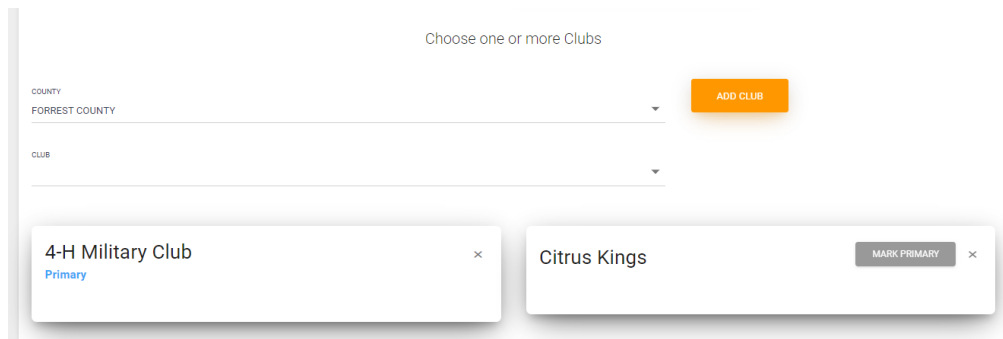
Name	Date
Your Name Here	1/6/2020

8) The 'CLUBS' section allows you to choose the clubs you'll be participating in for the year. You can choose more than one club, if desired. The club drop-down list is populated based on the current county selected in the county drop-down list. It is possible for you to choose multiple clubs, in multiple counties, if you like. (Please make sure this is OK with your state 4-H rules). Alaska 4-H requires that all youth members choose at least one club and one project.



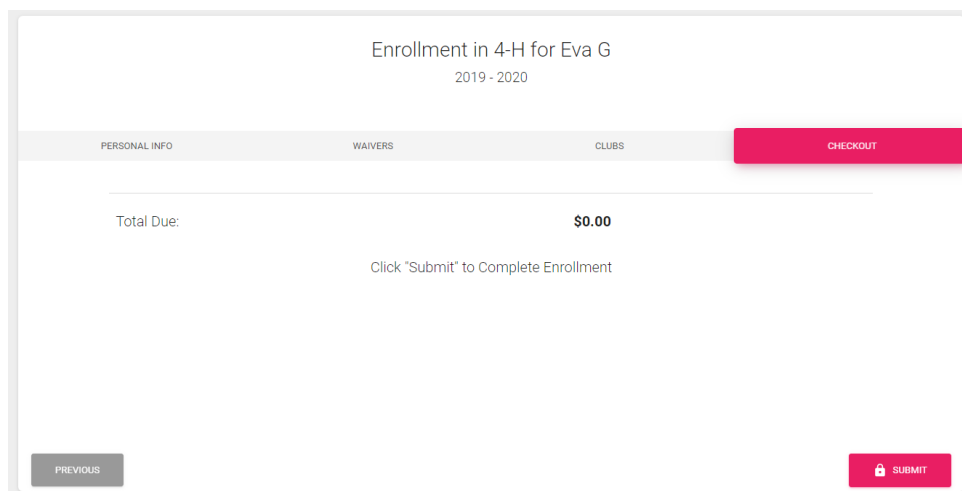
The screenshot shows the 'CLUBS' section of the enrollment form. At the top, it says 'Enrollment in 4-H for Eva G' and '2019 - 2020'. Below this is a navigation bar with four tabs: 'PERSONAL INFO', 'WAIVERS', 'CLUBS' (which is highlighted in pink), and 'CHECKOUT'. The main content area is titled 'Choose one or more Clubs'. On the left, there is a 'COUNTY' dropdown menu currently set to 'FORREST COUNTY'. To the right of the dropdown is an orange 'ADD CLUB' button. Below the dropdown is a scrollable list of club names: 'Citrus Kings', 'Mudrunners', 'Pathfinders', 'Quilting Queens', 'Reelin' In the Years', and 'Sharp Shooters'. At the bottom left of the form is a grey 'PREVIOUS' button, and at the bottom right is a pink 'NEXT' button.

9) Once you select a club(s), the club(s) will appear in their own box at the bottom of the window. Do not delete the boxes, by hitting the 'X' in the top right corner, unless you will not be participating in that club. Click the 'MARK PRIMARY' button to choose your primary club. (The first club you choose will be set as default automatically.)



The screenshot shows a web interface for selecting clubs. At the top, it says "Choose one or more Clubs". Below this, there are two dropdown menus: "COUNTY" with "FORREST COUNTY" selected, and "CLUB" which is currently empty. To the right of the "COUNTY" dropdown is an orange "ADD CLUB" button. Below the dropdowns, there are two club selection boxes. The first box is for "4-H Military Club" and has a blue "Primary" label below the name and a small "x" icon in the top right corner. The second box is for "Citrus Kings" and has a grey "MARK PRIMARY" button and a small "x" icon in the top right corner.

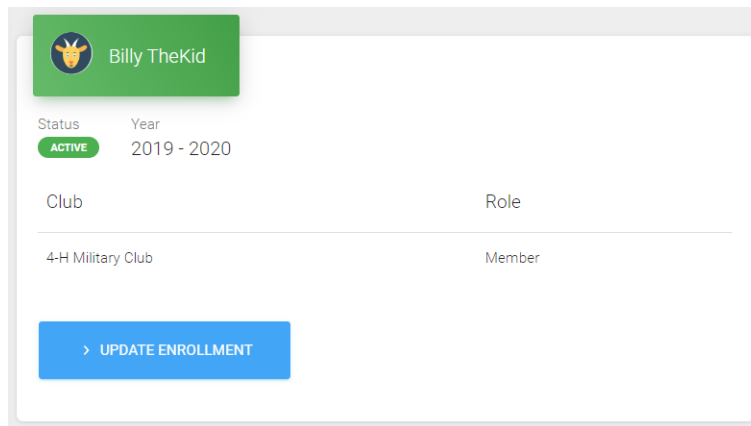
10) Alaska 4-H has an enrollment fee, you will handle this on the 'CHECKOUT' tab. Any payment methods chosen by your state will appear as options on the page.



The screenshot shows the "CHECKOUT" tab of an enrollment page. The title is "Enrollment in 4-H for Eva G" with the year "2019 - 2020" below it. There are four tabs: "PERSONAL INFO", "WAIVERS", "CLUBS", and "CHECKOUT" (which is highlighted in red). Below the tabs, it says "Total Due: \$0.00". Underneath that, it says "Click 'Submit' to Complete Enrollment". At the bottom left, there is a grey "PREVIOUS" button. At the bottom right, there is a red "SUBMIT" button with a lock icon.

11) Once your enrollment is completed, your District administrators will be contacted regarding your enrollment. Your enrollment will be in a 'Pending Approval' state until approval from your Alaska 4-H District staff.

12) Once you're approved, your status will change to 'Active' (see below).



Congratulations!! You're now officially enrolled in 4-H!! Have a fun year!!!