



REENROLLING PREVIOUS MEMBER

1. Access 4H Connect online at: <https://texas.4honline.com> and add the web site to your bookmarks.
2. Use your e-mail and password and access your established profile. If you have forgotten your e-mail and/or password contact your county Extension Office for assistance. **DO NOT CREATE A NEW PROFILE!!!!**
3. Click on the "Edit" button beside profile name. Review and update all information pertaining to this profile. **DO NOT JUST CLICK AND MOVE ON - CHECK IT ALL!!!!** Incorrect information can jeopardize your ability to register for an event, receive school excused absences, and not receive communications, etc.
4. Once all profile information is current and correct under the Personal Information, Additional Information, and Participation areas of enrollment continue to the Invoice page.
5. Review your invoice to ensure that the participation fee has been charged and it is correct. If you have been awarded an award certificate or a scholarship to cover your participation fee, enter the award code in the award code box. Once information has been reviewed, click continue to the Payment screen.
6. If returning please review your payment information for correct account numbers, expiration dates, security codes, etc to ensure your payment will not be declined.
7. Confirm your participation fee by clicking the "Confirm Order." Your pending enrollment will then be sent to the county office for review and acceptance.
8. When the County Extension Office receives your enrollment notice they will review all information and approve your membership. If payment was made by either credit card or e-check the payment will be processed and if accepted your enrollment status will become ACTIVE. If participation fee is by club/county check, the County Extension Office will need to create an invoice, secure a check, and mail both invoice and check to the Texas 4-H Office. Once invoice and check has been received it will be processed and credited against the 4-H members profile. Once credited, the membership status will become ACTIVE.

PAYMENTS FOR ENROLLMENT/EVENT

The invoice/payment screen is where you will add your credit card and/or e-check information into the system. The other option may be the club/county check payment option. Make sure you read the page and add your information - if not, your enrollment will not process correctly! If the club/county check option is visible, please make sure you are allowed to use it - some counties require all enrollment to be paid by either credit card or e-check. (Call your county office and ask). If you are allowed to use the club/county check option you are responsible for writing a check to your club/county 4-H Program which in return send, a club/county check to the Texas 4-H Youth Foundation.

The Texas 4-H Foundation does not accept any personal checks for participation fees or event registrations!

ENROLLMENT FACTS

- If paying participation fees by club/county check plan for your approval and ACTIVE status to take up to two (2) weeks.
- Credit card and eCheck payments for participation fees can be processed and ACTIVE status granted within 24 hours (week-days).
- 4-H members CANNOT register for an event/contest until Participation Fees have been paid and received in the Texas 4-H and Youth Development Office.
- Adult Volunteers are still 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.
- Your not a member or a volunteer of Texas 4-H until you have an ACTIVE status listed on your profile in 4-H CONNECT!