



# Welcome to Texas 4-H and the 2012-2013 4-H Year!



Dear 4-H Families,

Effective with the 2012-2013 registration period all youth members will be required to pay a \$20.00 participation fee for any membership up to October 31, 2012, and a \$25.00 fee from November 1st to the completion of the 2012-2013 4-H year. Therefore, in order to take advantage of the lower participation fee and make sure your enrollment is active, all 4-H families should act now and get enrolled by October 31st! To help ensure your first time enrollment, or your re-enrollment, is as easy as possible, this publication has been developed to lead you through the process. Please read and contact your county Extension Office if you have any questions prior to you beginning the enrollment process.

## REMINDERS FOR 2012-2013

- All youth members must pay a participation fee of \$20.00 before October 31, 2012 or \$25.00 beginning November 1, 2012.
- All membership (youth and adult) must be entered onto the 4-H CONNECT system and be in active status for membership to be granted. Any enrollment completed on paper forms will not be official until entered on 4-H CONNECT and given active status.
- A 4-H member will not be allowed to register for any event until membership is in an ACTIVE status.
- County Extension Offices will have the option to determine the payment options (credit card, e-check, club/county check) for participation fees and event registrations. Please check with your local county Extension Office to find out if they have restricted certain payment types in your county.

## 4-H CONNECT IS . . .

- The **OFFICIAL** Texas 4-H and Youth Development Program database for ENROLLED 4-H members and volunteers.
- **NOT** a database for counties/clubs/families to enter family members (i.e. siblings, grandparents, etc) that are not directly involved as a 4-H member or volunteer.
- A partnership between the 4-H family and the county Extension Office. We encourage all 4-H families to become familiar with 4-H CONNECT in order to prevent “meltdowns” at crucial times of enrollment and/or registration! Please work with your county Extension Office for any questions or problems you maybe experiencing with the system.
- Based on “zero-based enrollment.” This means that each year at the start of the enrollment cycle membership in Texas 4-H goes to zero and everyone must re-enroll. This process is based on federal accounting policies.
- A secured database that is in compliance with the PCI Security Standards Council. The Texas 4-H & Youth Development Program and the 4HOnline company work closely to monitor and ensure the highest level of protection for information stored on the system. Texas 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.

### FOR NEW 4-H MEMBERS

- You will be required to set up a family profile on 4-H CONNECT, the on-line Texas 4-H Enrollment and Event registration program. The website can be found at [www.texas4-h.org](http://www.texas4-h.org), then click on the “Join 4-H/Event Registration” link.
- Once a family profile is setup, you will then add individual youth and adult profiles (members) in your family profiles. You must have either a youth or family profile entered for your registration to be reviewed and accepted.
- **ONLY SET UP ONE (1) PROFILE PER FAMILY!**
- At any time if you lose your e-mail or password, contact your County Extension Office for assistance - **DO NOT SET UP ANOTHER FAMILY or MEMBER PROFILE!**
- Please write down and place in a secure location your email address and password.
- An active membership **WILL NOT** be granted until participation fees have been paid.

### FOR RETURNING 4-H MEMBERS

- **DO NOT** establish another family or member profile on 4-H CONNECT if you already have one in the system.
- When you access your profile to re-enroll **REVIEW YOUR PROFILE VERY CAREFULLY.** Incorrect information can create problems for you, your family, and the Extension Office when trying to communicate, acquiring school absences, etc.
- **IF YOUR ENROLLMENT IS NOT IN 4-H CONNECT YOU ARE NOT A TEXAS 4-H MEMBER!!!!** If your county requires paper enrollment forms, you need to make sure the office has entered information into the 4-H CONNECT system.
- An active membership **WILL NOT** be granted until participation fees have been paid.
- If you lose your email address or password contact your county Extension Office for assistance in resetting the account. Creation of a new profiles will result in charging of additional participation fees.

## ENROLLMENT PROCESS FOR 2012-2013

1. Access the 4-H CONNECT on-line system at: <https://texas.4honline.com/>
2. **New Members:** Create family profile by selecting the "I need to setup a profile" button.  
**Returning Members:** 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. **New Members:** Add a youth and/or adult profiles under your family profile. As you enter information please make sure that all information is correct.  
**Returning Members:** 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, 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. **New Members:** If you are new to 4-H, you can add your payment (credit card and/or e-check) information to 4-H CONNECT and it will be securely stored. To add a credit card or e-check click on the "Add New Credit Card" or "Add New eChecking Account."  
**Returning Members:** If returning please review your payment information for correct account numbers, expiration dates, security codes, etc to ensure your payment will not be declined.  
Select the appropriate method of payment by clicking on the correct button, then click "Select Payment Method." You will be sent to the Confirm page.
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.

### CLUB/COUNTY CHECKS

NOTICE!

NOTICE!

NOTICE!

NOTICE!

NOTICE!

**When you are enrolling in 4-H and you arrive at the invoice/payment screen, please pay close attention!**

**This is the screen 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 (weekdays).
- 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!