# Welcome to Texas 4-H!

Welcome to the largest youth organization in Texas! Texas has more than 550,000 youth who are involved in 4-H experiences each year and we are pleased that you have decided to join 4-H for the 2014-2015 year! If you are new to 4-H, here is some information about our enrollment process and how we need your partnership in getting your membership entered and active!

Each year on August 15th all membership in Texas 4-H goes to inactive and all youth members and adult volunteers must re-enroll. Youth members are required to pay a $20.00 participation fee if enrolled by October 31st, and a $25.00 fee from November 1st to the completion of the 4-H year. Adults pay a $5.00 volunter applicant fee starting in the 2014-2015 4-H year. Adults and youth will need to enroll on 4HConnect and be active to be considered an official member of Texas 4-H. An active enrollment is required in order to register and participate in all 4-H activities and events.

Enrollment payment methods, procedures and additional fees may vary in each county, so check with your local county Texas A&M AgriLife Extension Service office for more information. (counties.agrilife.org) When you are enrolling in 4-H and you arrive at the invoice/payment screen, you will be able to add your credit card information into the system or select the club/county (no personal checks allowed) check payment option. 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 credit card. 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 will send a club/county check to the Texas 4-H Youth Development Foundation. Once a payment method has been selected and enrollment submitted the payment type cannot be changed.

## 4HCONNECT is...

- The official Texas 4-H Youth Development Program database for enrolled 4-H members and volunteers.
- 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.
- 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 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, animal validation or registration! Please work with the county Extension Office for any questions or problems you maybe experiencing with the system.
- 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.

## Did You Know?

- Most questions can be answered by calling your county extension office. (counties.agrilife.org/)
- You are not a member or a volunteer of Texas 4-H until you have an ACTIVE status listed on your profile in 4-H CONNECT.
- 4-H members CANNOT register for an event/contest until the member profile is ACTIVE. If the county requires paper enrollment forms, that office has to enter enrollment information into the 4-H CONNECT system as well.
- Adult Volunteers are required to be screened through the Texas 4-H Youth Protection Standards program every three years.
- The Texas 4-H Foundation does not accept any personal checks for participation fees, animal validations or event registrations.
- A youth that is 8 years old and going into the 3rd grade must wait until September 1st to enroll for proper fees to be accessed in the system.

To help ensure your first time enrollment, or your re-enrollment, is as easy as possible, this document 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. (counties.agrilife.org/)

TEXAS A&M AGRILIFE EXTENSION

Educational programs of the Texas A&M AgriLife Extension Service are open to all people without regard to race, color, sex, disability, religion, age, or national origin. The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating.

# Texas 4-H CONNECT INSTRUCTIONS

1. Access the 4-H CONNECT on-line system at: https://texas.4honline.com/

2. ***New Members:*** Select [I need to set up a profile].
   ***Returning Members:*** Select [I have a profile] or [I forgot my password].
   *Contact County Extension Office for resetting assistance.*

3. ***New Members:*** Select Adult or Youth from the drop down menu and click [Add Member].
   ***Returning Members:*** Click [Edit] to the right of the inactive member's profile.

4. Once all profile information is current and correct under the Personal Information, Additional Information, Health Form, 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 credit card payment information to 4-H CONNECT and it will be securely stored. Click the orange [Add New Credit Card] link if paying with credit card or select the county club check option.
   ***Returning Members:*** If the credit card on file has been updated you will need to remove it and add the credit card again using the new information.

7. Select the appropriate method of payment by clicking on the correct button, then click [Select Payment Method.]

8. On the "Confirm page" each person will be required to click the [Pay By Computer Terms and Conditions]. Click [Submit Enrollment]

9. Once an enrollment (new member) or re-enrollment (returning member) has been submitted, it is sent to the county office for review and approval. Once approved and paid for, an email confirmation will be sent to the family email address. Payment by 4-H Check can take up to 2 weeks to process. An active membership status **WILL NOT** be granted until participation fees have been received and marked as paid.

*4HConnect Instruction pages can be found online at http://texas4-h.tamu.edu/connect*

## NEW MEMBERS

- Set up o**nly one (1) FAMILY profile household on** 4-H CONNECT.
- Write down and place in a secure location the email address and password for the account. Contact the local County Extension Office for assistance in resetting the account.
- Add individual youth and adult profiles (members) in your family profile. Adult/Youth and family profiles must be entered for an enrollment to be reviewed and accepted.

## RETURNING MEMBERS

- **DO NOT** establish another family or member profile on 4-H CONNECT if you already have one in the system.
- Contact the local County Extension Office for assistance with the email or password if forgotten.
- 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, accessing appropriate fees, acquiring school absences, etc.