



TEXAS 4HONLINE FAMILY ENROLLMENT TIPS

<http://texas.4honline.com>

NEW FAMILY

1	2	3	4	
			YOUTH	Adult
Select to set up a profile Setup only one family profile per household.	Start adding a member Enter one enrollment profile at a time. The Next button will take you through each screen.	Review Fees Youth Fees vary with date enrolled. Adult Fees pay \$10.00.	Review enrollment and fees. Click Back to make corrections. Click Submit.	Review enrollment and fees. Click Back to make corrections. Click Submit.
Enter an e-mail address that is checked often. This will be how you get communication.	Youth selects at least one club and one project. Adult selects volunteer type, clubs and projects.	Add and select a credit card to pay for the fees.	Status changes to pending. Local county office reviews and approves.	Adult completes Screening and Required trainings.
Create a password. Requirements are displayed on the screen if not validated.	Enter information in all the fields on the Questions screen. Youth Birthdate and school grade determines eligibility.	Or select payment collected by county office. A confirmation screen will popup.	Payment is locked-in. Credit card is charged or county mails payment.	Status changes to pending. Local county office approves. Payment is locked-in. Credit card is charged or county mails payment.
Complete all family information.	Complete the Health and Consents Screens. Click Next through each screen.	Select payment and agree to Payment and Refund terms.	Status changes to approved after payment is received.	Status changes to approved after payment is received, screening approved and trainings completed.

Contact the local county office before starting a profile, to make sure you are selecting a club which fits your family needs.
Find your local county office online at: <http://counties.agrilife.org>

RETURNING FAMILY

1	2	3	4	
			YOUTH	Adult
Login with the family email address and password. Requirements are displayed on the screen if not validated.	Click Enroll Now next to the member's name.	Review Fees Youth Fees vary on date enrolled. Adult Fees are \$10.00.	Review Enrollment and fees. Click Back to make corrections. Click Submit.	Review Enrollment and fees. Click Back to make corrections. Click Submit.
Contact the local county Extension Office for password assistance or click Reset Password link.	You can only enroll one member at a time.	Add and select a credit card to pay for the fees.	Status changes to pending. Local county office reviews and approves.	Adult completes screening and required trainings. (if applicable)
Do Not Create a NEW Family Profile.	Click Next through each screen. You must enter school, grade, clubs and projects.	Or select payment collected by county office. A confirmation screen will popup.	Payment is locked-in. Credit card is charged or county mails payment.	Status changes to pending. Local county office approves. Payment is locked-in. Credit card is charged or county mails payment.
Review and update family information.	Complete the Health and Consents Screens.	Select payment	Status changes to approved after payment is received.	Status changes to approved after payment is received, screening approved and trainings completed.

If the family has moved to a NEW county in Texas, contact local county office to have the FAMILY PROFILE moved to the new county. **Do not create a new profile.**

The system will send automatic notifications to the family email address in the system!