

UCANR 4-H Online Enrollment Process - Youth

Youth Family Steps

- Go to <https://v2.4honline.com/>
- Enter all enrollment information required and submit online.
- Submit fee payment to Unit Leader/Organization Unit Volunteer.
- Family profile email will receive a reminder email to payment of program fees.
- 4-H Online will show youth enrollment status as Submitted at this point.

Unit Leader Steps

- County staff and Unit leaders will work together to confirm members prior to Approving the enrollment. See the [For Volunteers: Unit Leaders Confirming Members](#) and [For Staff: Unit Leaders Confirming Members](#) helpsheets.
- ONLY confirm youth if payment & all completed forms are received. NO EXCEPTIONS.
- At this point, the unit status is confirmed but the enrollment status is still Submitted.
- The Unit Leader submits payments for County and State fees for the youth enrolled via 4-H Online to the County 4-H Office.

County 4-H Office

- Upon verification of paperwork, County 4-H will login to 4-H Online and Approve the member enrollment.
Youth enrollment status will now show as Approved and the youth may begin to participate in 4-H activities.
- Invoices Unit Leader for enrollments (Frequency is determined by county office)

Youth Family

- 4-H Online will email family profile email address with a confirmation email that enrollment has been approved for the youth. A Membership ID will now appear in the youth profile when logging into 4-H Online and enrollment status will be listed as Active.

For information on self-enrolling in [4-H Online](#) please refer to the [Family Enrollment Guide](#).

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