

ENROLLMENT INSTRUCTIONS

1. Bookmark <http://texas.4honline.com>.
2. Create family profile by selecting the [I need to setup a profile] radial button. Enter the basic information for the family.

3. Click the [Create Login] button.
4. Complete all the requested family information.
5. Click the [Continue] button.
6. Click to add an adult profile from the drop-down menu.

7. Enter all information on the Personal Information, Additional Information, Health Form, Volunteer Screening and Participation screens. Incorrect information will affect the ability to be screened in a timely manner, register for an event, and/or fees associated with enrollment and registration.
8. Click the [Continue] button to the invoice information screen. Review your invoice to ensure that the volunteer application fee has been charged and is correct.
9. Click the [Continue] button to the payment screen.
10. Enter a credit card or select the county/club 4H Check option.

- **Credit Card:** Click the orange [Add New Credit Card] link. Complete all the requested information.
- **Club/County 4-H Check** - Click the [County/Club 4-H Check] radial button. Contact the local Extension Office to see if the club/county check option is allowed in your county. (<http://counties.agrilife.org/>).

11. Click the [Select Payment Method] button to the confirm page.
12. Read and click the [Pay By Computer Terms and Conditions] checkbox to agree.
13. Click the [Submit Enrollment] button.
14. The pending enrollment will then be sent forward for processing.

PROCESSING

Enrollment Credit Card Payment Processing:

- If a criminal background check is needed, it is conducted at this time (volunteer screenings are conducted on a weekly basis). Once screening is complete, the volunteer's profile will be marked as approved and forwarded on to the County Extension Office for final approval. Once accepted at the county level, the volunteer profile will become ACTIVE. This process should take no more than one week.
- If a criminal background check is not needed, the enrollment will be forwarded on to the County Extension Office for final approval. Once accepted at the county level, the volunteer profile will become ACTIVE. On weekdays, this process can be as short as 24 hours.

Enrollment 4-H Check Processing:

- If a criminal background check is needed, it is conducted at this time (volunteer screenings are conducted on a weekly basis). Once screening is complete, the volunteer's profile will be marked as approved and forwarded on to the County Extension Office for final approval. The County Extension Office will create a transfer, secure a check, and mail both invoice and check to the Texas 4-H Foundation. The invoice and check will be processed and credited against the 4-H volunteer's profile. This process can take up to 2 weeks.
- If a criminal background check is not needed, the enrollment will be forwarded on to the County Extension Office for final approval. Once accepted at the county level, the County Extension Office will create a transfer, secure a check, and mail both invoice and check to the Texas 4-H Foundation. The invoice and check will be processed and credited against the 4-H volunteer's profile. The volunteer profile will become ACTIVE. This process can take up to 2 weeks.

Screening

Adult Volunteers are 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. More about this process can be found at: <http://texas4-h.tamu.edu/volunteer>.

Most questions can be answered by calling your county extension office. (<http://counties.agrilife.org/>)