

Quick Sheet - Adult Enrollment

1. Login to the family account
2. Click "Add Member"
3. Click 4-H then click "Next"
4. Enter the basic information for the adult and click "Next"
5. Complete the About You, Demographics and Emergency sections and click "Next"
6. Click to join 4-H as a New or Returning 4-H Volunteer then click "Finish"
7. Click to "Select Volunteer Type"
 - All volunteers must select a "volunteer type" during enrollment. The most common type will be Club Volunteer - Parent Volunteer/ Activity Leader. If the volunteer would like to add projects, he/she must add Project Volunteer - Project Leader as a volunteer type. An adult may have multiple volunteer types.
 - o Select the volunteer type from the drop down menu
 - o Click "Add" next to the volunteer type to add to the enrollment
 - o Once all types have been added, click the "Next" button
8. After reading the instructions for the Clubs section, click "Select Clubs"
 - o Click "Add" next to the club to add to the enrollment
 - o Click the "Select Clubs" button and repeat to add additional clubs
 - o Once all clubs have been added, click the "Next" button
9. After reading the instructions for the Projects section, click "Select Projects"
 - o Click "Add" next to the project to add to the enrollment
 - o Click the "Select Projects" button and repeat to add additional projects
 - o Once all projects have been added, click "Next"
10. After reading the instructions for the Questions section, click "Show Questions"
11. Complete the questions, click the "Next" button
12. After reading the instructions for the Health section, click "Show Health Form"
13. Complete the health information, click "Next"
14. After reading the instructions for the Consents section, click "Show Consents"
15. Complete the consents information, click the "Next" button
16. A payment method must be selected
 - Contact the local county office for payment options (counties.agrilife.org)
 - o **Payment By Card** - If you do not already have a payment method saved in your family profile, add the card information and click "Add Credit Card"
 - o **Payment By 4H Check** - Select that the payment will be collected by the county office option
17. Review the Pay by Computer terms, sign to accept and click "Next"
18. Click to confirm and submit the enrollment
19. Complete the two required training sessions
20. After reading the instructions for the Screening section, click "Show Screening"
21. Complete the screening, click the "Next" button
22. Enrollment must be approved, screening completed, training completed and application fee paid before the status changes to Approved - [What's My Status?](#)