



# Caddo County 4-H

## **NEW MEMBER Enrollment Instructions**

**{A NEW enrollment means that no one *has ever* created an online profile for your family OR child.}**

### **Important Information**

We are excited you have chosen to enroll your child in 4-H! The enrollment process is not difficult – just different. Please pay attention to the following information to make the process go as smoothly as possible.

- Do **NOT** use **INTERNET EXPLORER to enroll** (the system is **NOT** compatible)
- Do **NOT** create a new profile if ANYONE has EVER enrolled your child online
- Payment of the program fee is **DUE within 30 days from the date of enrollment.**  
*Enrollment will be returned if payment is not made.*
- The 4-H online system resets **EVERY** year. All members and volunteers **must** re-enroll for the current year. System maintenance will be performed July 15<sup>th</sup> to August 1<sup>st</sup>.
  - You may enroll your child for the current year **AFTER August 1<sup>st</sup>.**
    - **We CANNOT enroll your child!**
- **Do not make payment to the school or Extension Office if you have not enrolled your child online.** We will keep contacting you or return the payment until the enrollment is completed!

#### **Step 1.** Go to [www.ok.4honline.com](http://www.ok.4honline.com)

Choose: Oklahoma

Select: Caddo County

Enter and confirm an email that you use! *[We need to be able to contact you.]*

Put in last name

Enter and confirm a password (minimum of 8 characters, at least 1 number and 1 capital or non-alpha)

"Role" stays family

Click 'create login'

#### **Family Information Section**

Fill in all **required** fields (These fields have an \*.)

Select 'continue'

Make sure the Family Name and Address you entered are correct. If you need to make corrections select 'Edit Family'.

Click on 'select a member type...'

Choose 'Youth'

Choose 'Add Member'

#### **Member Information Section**

Complete all required fields for your child

Select 'Continue'

#### **Step 2. Additional Information Section** - check all boxes showing that you understand **and** either consent or decline when given the choice.

Section 7 requires that you type your child's name and then yours

Enter t-shirt size

Select N/A Youth Enrollment at the bottom

Click 'Continue'

#### **Step 3. Medical Form Section**

There are some events that require medical information for your child to attend (camp, District & State events). To avoid filling out paper forms also, please log on and update medical information **2 weeks BEFORE event**. We will provide paper forms for these events if you choose not to fill in this section. You may fill out this section or select the 'Choose Not To Complete' option in **BOTH** the top and bottom section.

Select parent/guardian and type your name

Click 'Continue'

#### **Step 4. Participation Section**

Select a Club – select the club your child will attend

Click 'Add Club'

Then select 'Continue'

### Step 5. *Project Information*

A project is an area of interest for your child. The project can be the basis for speeches and competitions your child enters. It can also be the focus of their record book.

Click 'select a project' and choose at least one for your child.

You will need to click 'add project' after each selection.

Select 'continue'

### Step 6. *Group Information*

This section does not apply at this time so select 'continue'.

### Step 7. *Invoice Information*

Verify that your child's name shows on the invoice. Select 'continue'.

### Step 8. *Payment Information*

**PAY ATTENTION** in this section if you are paying by credit card!!

#### **CREDIT CARD PAYMENTS –**

You must select the orange bar labeled 'Add New Credit Card' ***BEFORE*** you select 'continue' to be able to pay by card. (If you hit continue first, you will have to pay by check unless we reset your enrollment. If the enrollment is reset you will have to go through all the information again.)

Select 'Confirm' on payment screen.

Select 'Continue'. Be sure to select the "**SUBMIT ENROLLMENT**" BUTTON FOR ENROLLMENT TO PROCESS.

#### **CASH OR CHECK PAYMENTS**

If you are making payment to a school or the Extension Office, select 'County/Club 4H Check'. Please confirm that your school is accepting payments **BEFORE** selecting this option.

YOU **MUST** SELECT THE '**SUBMIT ENROLLMENT**' FOR ENROLLMENT TO PROCESS.

You **will receive an email** stating that your child has been enrolled in 4-H online. The enrollment status will be listed as PENDING.

\*If you DID NOT RECEIVE AN EMAIL – please log back on and go through each section again. Make sure to click the 'Submit Enrollment' button. If there is still no email, please contact the Extension Office.

### **Enrollment Status Information:**

Payment by credit card – status will be PENDING until County approves enrollment. When enrollment is approved your card will be charged and status will become ACTIVE.

Payment by check/cash to school – status will be PENDING until county receives payment, approves enrollment and sends payment to State. When State processes payment, status will become ACTIVE.

*{SCHOOLS – please submit payment in a timely manner to prevent enrollments being returned.}*

Payment by check/cash to Extension Office – status will be PENDING until county approves enrollment and sends payment to State. When State processes payment, status will become ACTIVE.

**Parents – It is YOUR responsibility to check and know the enrollment status of your child so that they can participate in ALL Caddo County and Oklahoma State 4-H activities.**

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