



Caddo County 4-H

RETURNING MEMBER Enrollment Instructions

If ANYONE has EVER created an online profile for your family or child, you **MUST** use that profile!
DO NOT create another profile!

Please call the Extension Office for help if you are unsure.

Your child will **NOT BE OFFICIALLY ENROLLED** in Caddo County 4-H until payment of the program fee has been made online or received by the Extension Office.

If payment is not received in 30 days from the date of the enrollment, the enrollment will be returned.

IMPORTANT INFORMATION

Enrollment is **NOT COMPLETE** when you click the 'Enroll for 2020-2021' button! You must go through each section and click '**submit enrollment**' on the last page to complete the process. You will receive an email from 4honline stating that you submitted enrollment. **Enrollment is not COMPLETE until payment is submitted.**

REMINDERS:

- We CANNOT enroll your child!
- You have **30 days** to submit payment. If payment is not made in this time frame, the enrollment will be returned. (Parents will have to log on and resubmit.)
- **To compete in contests beyond the county level, youth must have been enrolled for 30 days prior to the event.**
- Do NOT use Internet Explorer. Please use Firefox or Chrome.
- **4-H youth AND All Volunteer Leaders must enroll each year**
- Enrollment for the new school year will begin after **August 1st**.

RETURNING ENROLLMENT INSTRUCTIONS

PLEASE **DO NOT** CREATE **ANOTHER (DUPLICATE)** PROFILE!

4-H MEMBERS who have moved to Caddo from another county... please contact the previous county's Extension Office. There is a form that has to be completed and signed by the Extension Educator for the enrollment to be transferred.

Step 1. Log on to your account at www.ok.4honline.com

Select the edit button to the far right of the name of the child you are enrolling

*(If your child's name does not appear under your family profile, please **STOP** and contact the Extension Office.)*

Scroll to the bottom of the page and click 'Enroll for 2020-2021'

DO NOT STOP there!

Step 2. Member Information

Verify/update all information as necessary

Select 'continue'

Step 3. Additional Information

Parental permissions must be **reset each year.**

A response **MUST** be selected in each section!

Click 'continue'

Step 4. Medical Information

There are some events that **require** medical information for your child to attend (camp, District & State events). 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 the appropriate response in the 'Youth Authorizing Signature' area and then type your name.

Select 'Continue'

Step 5. Participation Section

Verify that the club selected will be the current club.

If your child will be in a different club, select the appropriate club and then click 'add club'.

Select 'Continue'

Step 6. Project Information

Update Project Section as needed

Select 'Continue'

Step 7. Group Information

This section does not apply at this time.

Select 'Continue'

Step 8. Invoice Information

Verify that the invoice lists your child's name.

Select 'Continue'

Step 9. Payment Information

PAY ATTENTION on this screen if you wish to pay by credit or debit card!

If your card information has changed, you will need to select the orange 'ADD NEW CREDIT CARD' bar
OR

Select the 'Pay with an Existing Card' option

OR

Select the County/Club 4H check option for cash or check payments (*NOT all schools accept enrollment fees – check with your local club leader before sending payments to the school*)

Click 'Continue'

Step 10. You MUST select the **SUBMIT ENROLLMENT** button for the enrollment to be processed!

After clicking the Submit Enrollment button you will receive an email from 4honline (*at the email you provided*) stating that you have submitted enrollment.

*****Your child will NOT BE OFFICIALLY ENROLLED in Caddo County 4-H until payment of the program fee has been made online or received by 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 becomes 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, State and National 4-H activities.

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