

# 4-HCONNECT INSTRUCTIONS for 2018 – 2019 Year

Please complete the registration by November 30, 2018

The cost is \$10 payable by credit card.

1. Access the 4-H CONNECT on-line system at: <https://texas.4honline.com/>
2. Returning Members: Select [I have a profile] or [I forgot my password]. Contact County Extension Office for resetting password assistance if needed -- Marcia Felton at the Extension Office (254) 697-7045. DO NOT establish another family or member profile on 4-H CONNECT if you already have one in the system.
3. Enter email and password.
4. Continue to Family
5. Click [Edit] to the right of the inactive member's profile.
6. Click on Enroll 2018 – 2019 to get to your profile, etc.
7. Once all profile information is current and correct under the Personal Information, Additional Information, Health Form, and Participation areas of enrollment continue to the Invoice page.
  - a. On your personal profile under Volunteer Involvement click on community for type of club and special interest for type of group.
  - b. You can skip adding health form information, entering a club and entering a project.
  - c. Your group is the Master Gardeners (already in the pull down menu).
  - d. The year last screened: Just put last year (2017) and put Texas 4-H for "By Whom"
  - e. No need to provide references- Leave Blank
  - f. You will also need you driver's license number.
  - g. First 5 numbers of your social security number
  - h. Date of Birth
8. Review your invoice to ensure that the participation fee has been charged and it is correct. Once information has been reviewed, click continue to the Payment screen.
9. If the credit card on file has been updated you will need to remove it and add the credit card again using the new information.
10. Select the appropriate method of payment by clicking on the correct button, then click [Select Payment Method.]
11. On the "Confirm page" each person will be required to click the [Pay By Computer Terms and Conditions]. Click [Submit Enrollment]
12. Once an enrollment has been submitted, it is sent to the county office for review and approval. Once approved and paid for, an email confirmation will be sent to the family email address. Payment by 4-H Check can take up to 2 weeks to process. An active membership status WILL NOT be granted until participation fees have been received and marked as paid.
  - If you don't live in Milam County, check with Marcia at the Extension Office before you enroll.
  - If you are a Master Gardener and a Master Naturalist you only pay one fee. If you have questions, check with Marcia at the Extension Office.