

County Extension Manager for 4honline for 4-H year 2018-19.

During the peak enrollment season, checking your 4honline activity on a weekly or even daily basis is a good idea. When you log in you will see a note that indicates if you have enrollments or registrations pending.

If you click on Confirm Members, you will see something like this: includes a list of members/volunteers needing county approval. Click on the Login button and review the applications. You may then approve, delete or send back to the member.



The screenshot shows the County Extension Manager interface. At the top, there are tabs for Enrollment, Events, Animals, Connect, Finances, Data, and Friends. Below these are various icons for Search, My Account, Managers, Options, Confirm Members (highlighted), Schools, Clubs, Literature Orders, Project Alliances, Activities, Awards, Groups, Group Enrollment, and Reports. The main content area is titled 'MEMBERS/VOLUNTEERS NEEDING COUNTY APPROVAL' and contains a table with the following data:

Name	4-H Age	Type	Gender	Primary Club Title	Club Status	Enrollment Status	Enrollment Date	Login
Aakre, ST	11	Youth	Male			Pending	Aug 27, 2018	Login

Below the table is a section titled 'MEMBERS/VOLUNTEERS AWAITING PAYMENT APPROVAL' with the message 'There are no records'.

You may approve records of members and volunteers if they are not duplicates, or missing information. If the applicant is an adult volunteer, a Cloverbud, or a Short-term participant, they should become Active upon your approval.

If the applicant is a regular 4-H member and they have paid by credit card, they will become Active upon your Approval. Their credit card is also charged at the moment you click Approve. Keep this in mind so that if something is not right you can get that corrected before their card is charged.

If the applicant is a regular 4-H member and marked pay by check, you can approve the enrollment, however, the member will not become Active until the check has been marked as received and paid by the Center for 4-H.

Some key points to remember – please advise potential members or short-term participants.

4-H members – ages 8 to 18 on August 31 are regular members and charged a program fee of \$20 for the 2018-19 4-H year. There is a \$60 maximum for families. If you have a family with more than three regular 4-H members, contact Micki or Dean before you complete the approval so we can apply a fee waiver for one of the members.

Cloverbud members – ages 5 to 7 on August 31. Cloverbuds are an exploratory phase of membership and are not to participate in competitive events. There is no fee for Cloverbud members.

Short-term participants – ages 8 to 18 are not 4-H members. They are not charged the \$20 program fee and are not eligible for official state competitive events/national trips, etc. If they want to be part of those activities, they must sign up as regular 4-H members. **Short-term participants may not change to regular 4-H member later in the year. They will remain short-term for the entire 4-H year.**

Short-term is primarily used for non-members to register for events, such as EYC or County Project Days, etc. It is also used for some Shooting Sports groups. If your county uses it for this activity, I suggest you create a County Shooting Sports group for Short-term shooting sports participants to sign up.

Regular 4-H members in shooting sports can/should also be added to this group – as well as sign up for the Outdoor Skills project (or if you are using alias – Outdoor Skills – Shooting Sports.)

All program members/participants must acknowledge and mark the statements in Additional Information. If you these green circles are red, it means they have not done this (or someone other than the family logged in to enroll this person). If you approve an enrollment where these are not marked with a checkmark in a green circle, you must give them a paper copy to sign and you will keep this in your office files.

Agreement Statements with NDSU Extension 4-H Programs		
	Guardian Signature	dean
Agreement to Youth Participation Expectations		
	I agree to the Participation Expectations/Code of Conduct	
	Member Signature	ST
Assumption of Risk and Release Statement		
	I agree to the Assumption of Risk and Release Statement	
Evaluation Release		
	Yes, I am willing to participate - or give permission for my child to participate - in any program evaluation.	
Media Release Statement		
	Permission Choice: I give permission.	
Medical Authorization Statement		
	I agree to the Medical Authorization	
Privacy Statement Authorization		
	I agree to the Privacy Statement	
Club List [New Look]		
	Club	
Project List [New Look]		
	Club	Project
		Years in Project
	Project Materials	
Group List [New Look]		
	Group	
	4-H Science	

The Evaluation Release and Media Release statements are the only statements which do not require acceptance, but they still must select a choice.

The Medical Authorization statement provides permission to seek medical attention if needed. You must still have health forms completed for specific events as needed, such as overnight travel, etc.

Short-term participants should sign up for specific groups like Shooting

Sports if you have both members and non-members in such a group.

If you want participants to sign-up for the specific group, you should create that group first so it appears when they sign up.