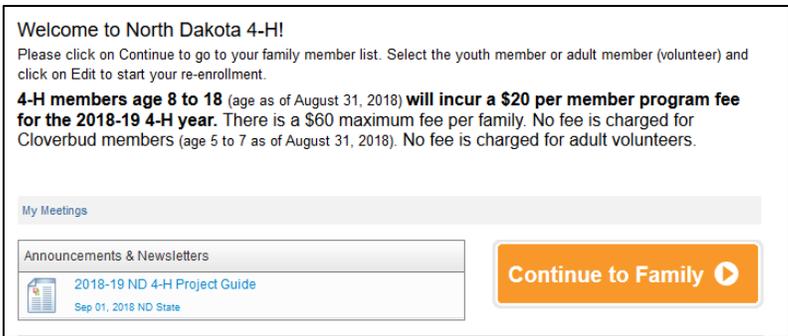


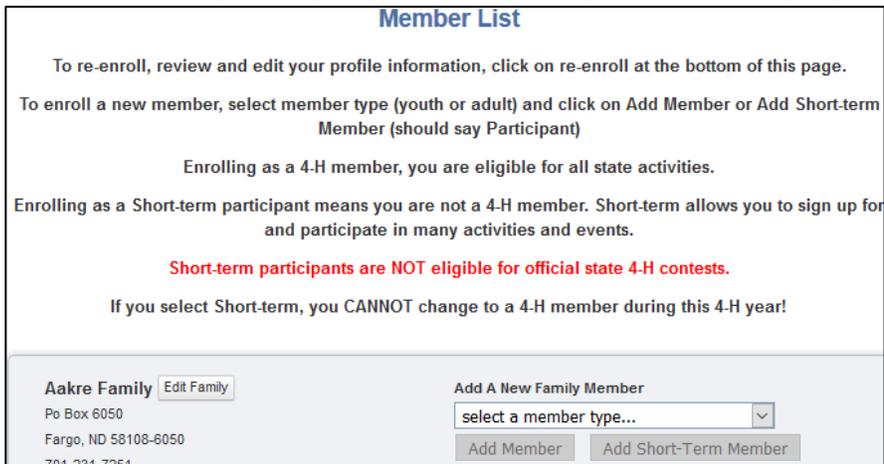
# Enrolling a Short-term Participants in 4honline for the 2018-19 4-H Year

A family logs into the 4honline program and will see a screen which looks like this: Click on Continue to Family:



The next screen will show all of the family members with a profile in the system already. If the participant is listed on this page, click on the Edit button to the right of the name.

If you are enrolling a family member not currently in the 4honline program select Youth or Adult as appropriate:

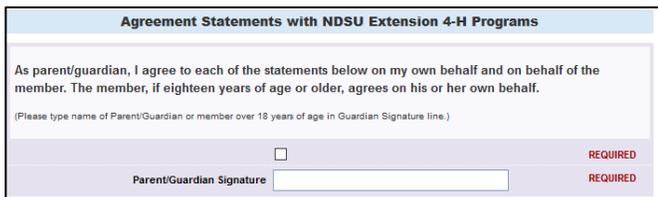
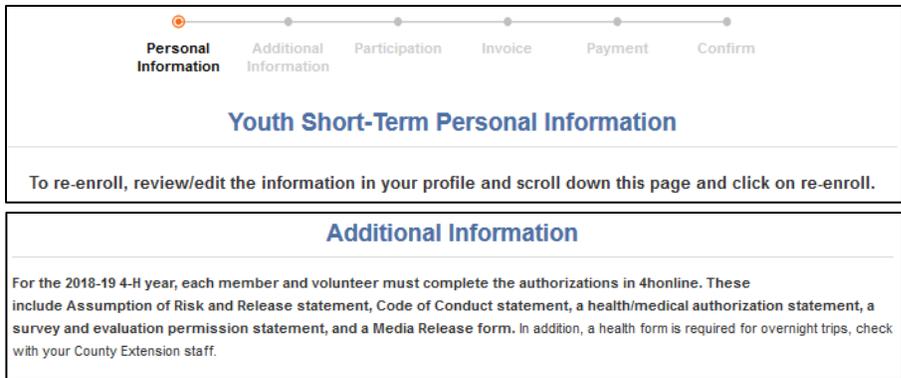


Please note that Short-term participants are NOT 4-H members and are not eligible for official state 4-H contests. So if the goal is to participate in a state competitive event, enroll as a member.

Also note, a short-term participant CANNOT change to a regular 4-H member later in the year. If you select Short-term, you will remain in that category until August 31, 2019.

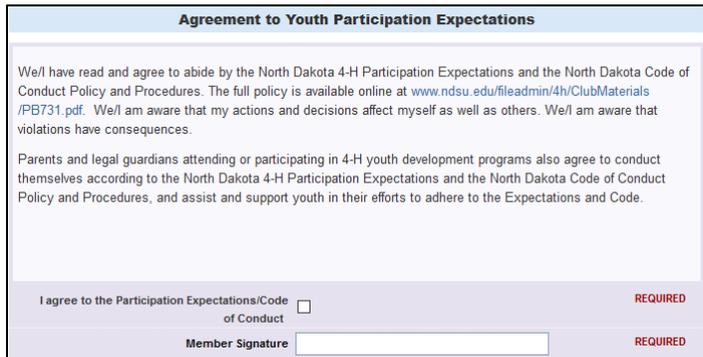
4-H is a program of USDA and NDSU Extension. Therefore, Short-term participants and 4-H members and volunteers must acknowledge and agree to several statements as noted below:

Youth and parent/guardian must read and check the following statements. By typing the name of the parent/guardian in the first



statement, they are acknowledging this.

The youth acknowledges they have read the Participant Expectations/Code of Conduct and by typing their name, they agree to abide by these expectations.



Participants agree to assume responsibility for their participation.

Assumption of Risk and Release Statement	
<p>I hereby release, waive, discharge and covenant not to sue North Dakota State University, its officers, agents, employees, and North Dakota 4-H all of which hereinafter known as "NDSU" from all liability to the undersigned. In consideration of being permitted to participate in North Dakota 4-H, the undersigned in full recognition and appreciation of the dangers and hazards inherent in the above activity, does hereby agree to assume all the risks and responsibilities surrounding my participation therein, and further, do for myself, my heirs, and personal representatives, hold harmless, release and forever discharge NDSU from and against any and all liability, damages, claims, demands, actions, or causes of actions, on account of damage to personal property or personal injury or death which may result from my participation therein whether caused by the negligence of NDSU or otherwise. The undersigned hereby assumes full responsibility for, and risk of bodily injury, death or property damage due to the negligence of the releases or otherwise while in, about or upon the premises of NDSU or while participating in the above described event.</p>	
I agree to the Assumption of Risk and Release Statement <input type="checkbox"/>	REQUIRED

Evaluation Release
<p>I hereby establish my willingness to participate as an adult (i.e. 4-H leader, other volunteer, parent/guardian, site manager, etc.) and give permission for my child (under 18 years of age) to complete evaluations that will be used to determine program effectiveness or to promote the program.</p> <p>I understand that participation in program evaluations is voluntary and that my child and I may choose not to participate and may withdraw from evaluations without impact on my or my child's eligibility to participate in the 4-H program.</p> <p>I understand that my child or I may be asked for consent before completing an evaluation.</p>
Yes, I am willing to participate - or give permission for my child to participate - in any program evaluation. <input type="radio"/>
No, I am not willing to participate - or give permission for my child to participate - in any program evaluation. <input type="radio"/>
Media Release Statement
<p>I hereby give permission to the NDSU Extension Service to use any photographs, video or audio of me (or my child, if under 18) taken by designated 4-H activity photographers for programs, promotions, web sites or for any other educational use by the NDSU Extension Service. I also recognize that these photographs, video or audio tape are the property of the NDSU Extension Service.</p>
Permission Choice: <input type="text" value="I give permission."/> <input type="button" value="v"/>

Participants and/or parents/guardians may choose to participate in program evaluations and may choose to give permission or not give permission to have their name and photos used for new releases, 4-H program promotions, etc.

Participants are required to permit medical treatment if needed and to acknowledge privacy of personal information and its' use in order to participate in Extension youth programs.

A health form may also be required for specific events and activities as directed by your county Extension office.

Medical Authorization Statement	
<p>I understand that the 4-H'ers will be supervised and that, if a serious illness or injury develops, medical and/or hospital care will be given; however, the sponsor is not responsible in case of accidental injury or illness. I further understand that, in case of a medical emergency, we will be notified. In the event I cannot be reached, I hereby give permission to the attending physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child and do solemnly swear or affirm that the health history and medical information I have provided is true and correct to the best of my knowledge and belief. I authorize the release of any medical records necessary for treatment, referral, billing, or insurance purposes and understand that I am financially responsible for charges and hereby guarantee full payment to the attending physicians and/or health care unit.</p>	
I agree to the Medical Authorization <input type="checkbox"/>	REQUIRED
Privacy Statement Authorization	
<p>The contact and health information requested on the Member Enrollment Form and Health Form is private. The information will be used as necessary to assist the member in the event of an emergency, to help ensure safe participation by the member in 4-H programs, and to provide information to the member about 4-H programs. You are not legally required to provide any of the requested information. You may not be allowed to participate, though, in 4-H or in specific programs if you fail to provide the requested information. Information will be shared with 4-H and North Dakota State University for the uses described above and may be released to outside organizations and government bodies in limited circumstances, as authorized by state or federal law.</p> <p><b>Note:</b> North Dakota 4-H limits information posted online to the following: first name, last name, school grade, club, county, city and point of participation (event title, placing, awards, etc.).</p>	
I agree to the Privacy Statement <input type="checkbox"/>	REQUIRED

**Add a Group**

Select a Group:

Group List		[New Look]
Group		Edit
4-H Science		Delete

If enrolling for a specific activity, such as Shooting Sports, select the group from the drop down list and click on Add Group. The group will then appear under the Group List (like 4-H Science is showing here). Note: 4-H Science may appear in the window – simply because it is the first group on the list.

When you click on Continue, the Invoice will show. If you are enrolling as a 4-H member, a \$20.00 Program Fee will show on the Invoice. If you are enrolling as a Short-term participant (non-member), the Invoice will show a \$0.00 charge and balance. Click on Continue.

The next screen explains how to Submit your enrollment application and where to send payment if required.

Your enrollment is not complete until you click 'Submit Enrollment'.

**Payment Instructions:**

**PAYMENT INSTRUCTIONS:**

If paying via check, please make check payable to *Center for 4-H*, mail to:  
 NDSU Center for 4-H  
 FLC 219, Dept. 7280  
 PO Box 6050  
 Fargo, ND 58108-6050

Please include a note detailing program fees or the name of the event you are paying for. If you have questions, please contact the Center for 4-H Youth Development at [ndsuh4h@ndsuh4h.edu](mailto:ndsuh4h@ndsuh4h.edu) or 701-231-7251.

Financial assistance for the program fee may be available. Contact your County Extension Office for details.

Invoice Payment Status				
Date	Payment Amount	Payment Method	Payment Number	Payment Status
08/31/2018	0.00	4H Check		Pending

**Scholarship Selection**

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Invoice Information				
#	Name	Involvement	Description	
34555	ST Aakre	Youth	Enrollment: 2017-2018	

Invoice Items				
Item	Rate	Quantity	Amount	
			<b>Total:</b>	<b>\$0.00</b>
			<b>Paid:</b>	<b>\$0.00</b>
			<b>Balance:</b>	<b>\$0.00</b>

After you have submitted your enrollment application, an email will come to your family email:

Thank you for submitting your enrollment in 4-H through 4hOnline. By completing and submitting your 4-H enrollment you agreed to abide by the 4-H policies including the 4-H Assumption of Risk and Release, Media Release, Medical Authorization, Participant Expectations/Code of Conduct, and Privacy Statement.

You will receive another email when your enrollment has been approved.

After the county office has approved your enrollment application, another email will come to your family email:

Thank you for enrolling in North Dakota 4-H. By completing your 4-H enrollment you agreed to abide by the 4-H policies including the 4-H Assumption of Risk and Release, Media Release, Medical Authorization, Participation Expectations/Code of Conduct, and Privacy Statement. If you opted in for your child to participate in evaluations, click [here](#) for more information.

Welcome to 4-H!

If you have any questions or are in need of anything else, please contact the North Dakota 4-H office at [ndsuh4h@ndsuh4h.edu](mailto:ndsuh4h@ndsuh4h.edu) or 701-231-7251.



**NDSU** | CENTER FOR 4-H YOUTH DEVELOPMENT