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| **Acadia Parish 4-H Online Community Club Enrollment Steps**  *Enrolling in Acadia Parish Community Clubs in 2022-2023*  Follow these steps for members that wish to enroll in a Community Club in 4-H Online. | |
| **Step 1:** Log into your 4-H Online account. Click on your families “Member List” and then click “View” on the person who wants to enroll in a Community Club. | Graphical user interface  Description automatically generated |
| **Step 2:** When you click **View** you will be on that person’s specific profile. On the lefthand side there is a tab called “**Events**”. Click on the “**Events**” tab and then click the blue button that says “**Register for a new event**”  All the events that the member is eligible for will show. Click on the event that you wish to register for and then click the blue “**Next**” button. | Graphical user interface, application  Description automatically generated |
| **Step 3:** Select the registration type that pertains to the member (Example: youth member, adult, returning member, etc) and then click the blue “**Start Registration**” button. | Table  Description automatically generated |
| **Step 4:** Complete ALL questions to the registration including health form, consents, questions, etc. |  |
| **Step 5:** Once you complete all questions, you will be brought to the Payment section. This section will show your total due to join the club. Click on the blue “**Pay by check**” button and sign the consent and press the blue “**Confirm**” button.  You will get a separate email upon completing registration on how to pay dues. | Graphical user interface, text, application  Description automatically generated  Graphical user interface, text, application  Description automatically generated |
| **Step 6:** Click the blue “**Next**” button to move on to the final section. | Graphical user interface, text, application, email  Description automatically generated |
| **Step 7:** Double check that all details are correct and click on the green “Finish” button to complete enrollment. | Graphical user interface, text, application, email  Description automatically generated |
| You can pay your dues by sending payment to the 4-H office by the registration deadline, or by visiting our square account to pay online at[**https://acadia-4-h-foundation.square.site/**](https://acadia-4-h-foundation.square.site/)**.**  You can find the registration deadlines in our monthly newsletters or on our website [**www.lsuagcenter.com/acadia4h**](http://www.lsuagcenter.com/acadia4h) |  |