

# Louisiana 4-H Online Re-enrollment Steps

Enrolling Members in 2022-2023

Follow these steps for members that had previously enrolled in 4-H Online.

**Step 1:** Log into your 4-H Online account. Click on your families "Member List" and you will see the option to **Enroll Now** beside each membership information.

The screenshot shows the "Member List" page for the Beagle family. On the left, there is a navigation menu with options: Family, Events, Credit Cards, Login History, and Email History. The main content area displays the family name "Beagle" and contact information: Gumbeaux@gmail.com, 627 N UNION ST, OPELOUSAS, LA 70570-6309, 337-948-5555, and Training County. An "Add Member" button is visible. Below this, there is a table with two columns: "Member" and "Programs".

| Member                                | Programs                          |
|---------------------------------------|-----------------------------------|
| Abigail Beagle #21293<br>Oct 27, 2011 | 4-H<br><a href="#">Enroll Now</a> |
| Mom Beagle #21336<br>Mar 24, 1974     | 4-H<br><a href="#">Enroll Now</a> |

**Step 2:** When you click **Enroll Now** to re-enroll a member, you will first need to confirm their new grade.

The screenshot shows the "Enrollment" dialog box. It has a progress indicator with "School Grade" selected. The main text asks "What school grade is this member in?". Below this is a "Grade" dropdown menu. At the bottom right, there are "Back" and "Next" buttons. A progress indicator at the bottom shows "2 Confirm Enrollment".

Next, you will need to confirm their enrollment.

The screenshot shows the "Enrollment" dialog box at the "Confirm Enrollment" step. The progress indicator shows "Confirm Enrollment" selected. The main text says "I'm confirming I want to enroll Abby in Louisiana 4-H as a Youth". There is an "Enroll" button at the bottom right. At the bottom, it says "Inactive Members:".

**Step 3:** Next, confirm their clubs and projects for the new year. If they want to add clubs or projects, they can click "Select Units" to add clubs or "Select Projects" to add projects. If they do not need to make any changes, they can click "Next" to continue.

The screenshot shows the enrollment page for Abigail Beagle, 2022-2023 Youth Enrollment (Junior). It has a progress indicator with steps: 1 Clubs, 2 Projects, 3 Questions, 4 Health Form, 5 Consents, and 6 Confirm. Below the progress indicator is a table with columns: Primary, Club, Type, County, and Remove.

| Primary                 | Club            | Type | County   | Remove |
|-------------------------|-----------------|------|----------|--------|
| <a href="#">Primary</a> | New School Club | Club | Training |        |

Below the table is a "Select Units" button. To the right is an "Invoice" section with a shopping cart icon and "Total: \$0.00". At the bottom, there is a "Next" button and a "Delete" button.

**Step 4:** On the About Me section, confirm the previous year's information is correct and scroll down until you reach the "School." Select the member's school from the list or enter it in the box provided if it is not listed.

**NOTE:** This is not where members select their school clubs, they have already completed that step earlier in the enrollment process. If their school is not listed, simply select the option to enter the school in the box provided.

**School**

Please select your school from the list below, by selecting your school's county, then district and then your school

School County

School District

School Name

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below

School Name *required*

School Type *required*

**Step 5:** Complete the re-enrollment process by signing all consents and clicking submit on the summary of enrollment screen.


You should receive an email to your family's login email address that confirms your enrollment has been submitted. **You will also be notified to contact your local 4-H office for a full list of club & project fees and payment options.**


For additional questions regarding 4-H enrollment, contact your local 4-H office.

Abigail Beagle  
2022-2023 Youth Enrollment (Junior)

Clubs Projects Questions Health Form Consents Confirm

**Abigail's Enrollment**

 Birth Date: 10/27/2011, Age: 10, Grade: 6  
Role: Club Member, Youth Division: Junior

**Invoice** 

Total: \$0.00

**Selected Units**

New School Club, Training - Primary

**Selected Projects**

Food & Nutrition - New School Club

Back Submit Delete