All youth must enroll in the Ransom County 4-H program through the North Dakota 4hOnline program.

www.ag.ndsu.edu/ransomcountyextension
Click on the 4-H page

The program allows you to:
⇒ Create your family account and add members
⇒ Manage projects
⇒ Add a Group: Livestock Judging & Hippology

The State 4-H enrollment fee per member has been discontinued.

Ransom County has a fee of $15 per member ages 6-18 with a cap of $45 per family. This fee is due at the time of enrollment and is paid to the Ransom County 4-H office.

Members’ enrollments will not be approved until the County Dues are paid.

Meeting attendance does not count until Enrollment is accepted and the County Dues are received in the Ransom County Extension office.

If you need help finding a club to join contact the Extension office for a list and details on all Ransom County 4-H Clubs.

Registration is due October 15, 2019

County Dues: $15 / member cap of $45 / family
Payable to: 4-H Council

Ransom County 4-H
PO Box 950
Lisbon, ND 58054

Courthouse, Lower Level
204 5 Ave W.
Lisbon ND 58054

701.683.6128
ndsu.ransom.extension
@ndsu.edu

Staff:
Brian Zimprich, Ext. Agent
Deb Lee, Ext. Agent
Robbi Hopkins, Admin. Assist.

www.ag.ndsu.edu/ransomextension
4HOnline Member Enrollment Instructions

4-H Members May Re-enroll in 4HOnline Beginning September 5.
4-H members/families can re-enroll for the 2019-20 4-H year beginning September 5, 2019. These are the steps you should take to re-enroll for the coming year. Please note: after you submit your enrollment, it is not completed or accepted until the county Extension staff approve your enrollment.

Step 1: Go to https://nd.4honline.com/Login.aspx?40554A6A64515775673935673D
Or go to www.ag.ndsu.edu/ransomcountyextension and click on the 4-H link.

Returning 4-H Members: Follow the instructions on pages 3-8

NEW 4-H Members: follow instructions on pages 9-10
Returning 4-H Members

Step 2: If you are a 4-H member or have previously been in 4-H or have logged on to this program you already have an account.

- **Click on I have a profile.**

- Enter the email address you provided the Extension office with or used to log in the last time. If you have more than one email account, be sure to use the account you have provided to your county extension office only. Do not use any other accounts otherwise you will end up creating an additional account in your name.

- **Enter the password you used for this site last.**

- If you forgot your password: **Click on I forgot my password.** Then check your email and you will have an email message with a temporary password. When you login, change your password to something you will remember. **Contact the Extension office if you DO NOT get an email within a day.**

- **Select Family as the Role.**

---

Step 3 (RETURNING MEMBERS):

On this next screen click **Continue to Family**
Step 4 (RETURNING MEMBERS):

This is the screen where you will Edit each current members information which will walk you through several screens to re-enroll.

In your family account, all enrolled members and volunteers will be listed. Your Enrollment Status will say inactive (Everybody’s status changes to in-active on September 1.)

Click on Edit to edit each member’s record.

To re-enroll your each child or volunteer (leader) click on the Edit button to the right of their name.

This is the next screen that you will see.

Scroll to the bottom and click:
Enroll for 2019-2020
You will see a screen like this to edit or add your new information. Review carefully all information listed in this page and make changes where necessary.

Click Continue>> when finished.

**Years in 4-H:**
The year in 4-H will advance automatically once you click on the Edit button to get into their account. Do not manually adjust the year.

**Grade:**
The child’s grade in school will automatically advance. Do not manually adjust the grade.

**Text Messages:**
On this page please choose your cell phone provider and check the box if you are willing to accept text messages from our office.

Sometimes we will send a text to parents if I have a question or short message.

---

**Step 5 (RETURNING & NEW MEMBERS):**
The next page is the Agreement Statements, Media Release, Evaluation Release, Medical Release and Privacy Statement that must be completed.

Click Continue>> when finished.
Step 6 (RETURNING & NEW MEMBERS):
This is the screen where you can edit your Club, Projects and Groups.

Club: The Club you were in last year will be listed at the bottom. If you are staying in the same club just click Continue.

NEW MEMBERS: If you are enrolling for the first time:
- Click on Select a Club and choose a club name.
- Click on Add Club
- Click Continue

The Project Screen is where you can edit or delete the projects that you were enrolled in last year or you can add projects. **You MUST select at least one project to be enrolled.**

Click Edit to change the number of years in the project, add literature to order or delete the project. The section will expand so you can change the number of years to the project or click on the blue down arrow below the project to select literature to order for that project. You can also click Delete to delete the project. After you are finished click update to update that project. Do the same for each project listed.
To ADD projects click on Select a Project and select the project available. Select years in project. If you would like to order literature select the Select Project Materials and click all that you would like to order then OK.

When you are all finished entering your projects click Continue.

Groups Screen you can add our county specific groups that you would like to join such as: Livestock Judging, Crops Judging, Hippology
Select the group you would like to be a part of and click Add Group.
- Click Continue
If at any time you need to go back and change something you can click on the "Previous" button to scroll back one screen at a time.

Step 7 (RETURNING & NEW MEMBERS): Submit Enrollment

Click Submit Enrollment.

After clicking Submit it will bring you back to the Member List screen so you can edit the rest of your family’s members.

If you have another child that will be joining 4-H for the first time follow instructions below:

To Add an additional Member or Volunteer (leader) that is not listed

- Click Add A New Family Member
- Select Youth from the drop down box
- Click Add Member

You are finished!
Go to the back page of this manual to clip out the County Dues voucher to mail in with your County Dues due by October 15.
NEW 4-H Members

If you are a new 4-H member and have NEVER logged in to this program

- Click on I need to setup a profile.
- Enter the email address you will check regularly. This is the email that you will have to log in to this program with. Do not use any other accounts when you log back in in the future otherwise you will end up creating an additional account in your name.
- Enter a password.
- Select Family as the Role.
- Click Create Login

Step 2 (NEW MEMBERS): You will see a screen like this.
- Enter your family information and click Continue>>

To Add a Member
- Click Add A New Family Member
Step 3 (NEW MEMBERS): You will see a screen like this.

- Select **Youth** from the drop down box
- Click **Add Member**

**NEXT:** You will see a screen like this to add your new information.

Click **Continue>>** when finished.

You will then advance through several screens to enter your information, complete the release section, enter your club and projects.

**Follow the next steps to complete your enrollment:**

**Step 5:** Agreement Statements (page 5)

**Step 6:** Club, Projects, Groups (page 6-7)

**Step 7:** Submit Enrollment (page 8)
Step 8: Ransom County Dues

Fee is $15 per member ages 6-18 with a cap of $45 per family

Mail or drop off cash or check for the Ransom County Dues along with the below form. Make check payable to: Ransom County 4-H
Mail to Ransom County 4-H, PO Box 950, Lisbon ND 58054

Your status will remain Inactive until State and County fees have been received. Robbi in the Extension office will approved your enrollment after fees are collected.

---

Ransom County Dues due by October 15.

Child’s First & Last Names _______________________________________________________________

Parent’s Name ____________________________________________  Phone _______________________

Club Name ____________________________

I am paying for ______ children at $15 per child or cap of $45 per family.           Total $ _______________

Make payable to: 4-H Council

Mail fee and completed form to:
Ransom County 4-H Council
PO Box 950
Lisbon ND 58054

For office use: Date:
Check ___________ Cash