

GROUP ENROLLMENT USING 4HCONNECT 1.0 AFTER THE TRANSITION

For group enrollment information that did not get inputted before August 1, 2020 please see instructions below.

All information will be moved over after the September 30, 2020 deadline.

The county deadline for having all **group enrollment** entered into 4HConnect is **September 30, 2020**. This reporting requirement **applies to ANY agent** conducting programs targeting youth audiences. This includes CEAs 4-H, ANR, FCH, HORT, MARINE and EA-CEP, EA-HEALTH... any Extension professional conducting programs (regardless of topic, presenter, or location). Any programs targeting youth between September 1, 2019 and August 31, 2020 must be submitted through 4HConnect to be included in each county's ES-237 annual federal youth enrollment report.

Visit: <https://www.4honline.com/>

Enter your login credentials used prior to August 3, 2020. If you have password issues, you must go through the password reset steps.

- Click on Admin
- Enter the email address
- Enter the password
- Change State to Texas 4-H...
- Change role to County
- Click Continue

The deadline for having all Group Enrollment entered into 4HConnect 1.0 is September 30, 2020.

Available Resources:

- Group Enrollment Instructional Video: <https://youtu.be/KzucR3GCAR8>
- Fast Facts documents available online: <https://texas4-h.tamu.edu/management>
- [Group Enrollment form](#)

The screenshot shows the 4Honline website interface. At the top, there is a navigation bar with 'Home', 'Features', and 'Contact Us' buttons. Below this is a banner for '4-H Online Enrollment' with a photo of a child and the text '4,678,314 members and counting'. A quote from Toby L. Lepley, PhD, is visible: 'By utilizing online registration, we have been able to provide a requested service to our members and volunteers, while minimizing the need for data entry and paper registration at the county and district levels.' Below the banner, there is a section titled 'The 4Honline community includes:' with a list of states: Alabama, Alaska, Arizona, and Arkansas. On the right side, there is a 'Login to your account' form. The form has two radio buttons: 'Registrant' and 'Admin' (which is selected). It includes fields for 'Email', 'Password', 'State' (a dropdown menu set to 'Texas 4-H and Youth Dev'), and 'Role' (a dropdown menu set to 'County'). A 'Continue' button is at the bottom of the form.

If you have any questions about group enrollment, please contact your District office.

If you have any questions about 4HConnect, please contact Misty Cathey at mmcathey@ag.tamu.edu

