Adding a New Youth Enrollment
For youth who have not enrolled in South Dakota 4-H before.

1. Open a web browser and type in: [http://sd.4honline.com](http://sd.4honline.com) (Please note, adding the www. prefix will return an error message). You will now see the South Dakota 4-H Youth Development login page. TIP: Any browser will work well with 4HOnline, but Firefox works best.

2. Choose 'I need to setup a profile'.
3. Enter your desired login information.
4. Click ‘Create Login’.
5. If you receive a message that your account already exists, contact your County 4-H Office for your login information.

6. Enter your Family Information.
7. Click ‘Continue’. In 4HOnline, ‘Continue’ means the same as ‘Save’. 
8. Members in 4HOnline are categorized by Family. Add youth and adult family members who would like to enroll in 4-H. 

NOTE: Only add adults who would like to enroll as Volunteers. Parents who are not volunteers should not create an Adult member account.

To view your County’s contact information click on ‘Contact Info.’

9. Select ‘Youth’ and click ‘Add Member.’

10. Enter the Youth’s Personal Information.

11. Information in **Bold** is required. All other information is optional.

12. Click ‘Continue.’
13. Read the Additional Information carefully.

14. Mark the check box and/or sign each section. Please remember, by typing your name in these sections, you agree to allow the South Dakota 4-H Program to use your typed name as your legal electronic signature.

15. Click ‘Continue.’

16. Fill out the Health Form and click ‘Continue.’

17. If a Health Form does not appear, return to the Personal Information page and check the youth’s birthdate. The Health Form will only appear for members ages 5 – 18 as of January 1 of the current program year.

18. Click ‘Continue.’
19. In order to enroll in South Dakota 4-H, a member must be enrolled in at least one Club.
20. If you would like to be an Independent member, select the 'Independent' Club for your County.
21. Cloverbuds must enroll in the local 'Cloverbuds Club' ONLY. Please do not enroll your Cloverbud in any other Clubs. If you would like your Cloverbud to participate in a local Club, contact your County 4-H Office.
22. Select your desired Club.
23. Click 'Add Club.'
24. Your Club will appear in your ‘Club List.’
25. If you would like to join another Club, select it from the drop-down list and click 'Add Club.'
26. Be sure to select which Club will be your Primary Club.
27. When you have finished adding Clubs, click ‘Continue.’
28. In order to enroll in South Dakota 4-H, each youth member must select a project.
29. If this is your first year enrolling in 4-H, you may select 'Exploring 4-H' as your project which allows you to try any project you would like throughout the year.
30. Cloverbuds may only enroll in the 'Cloverbuds' project.
31. Click 'Add Project.'
32. You may enroll in as many projects as you would like.
33. When you have finished adding your projects, click ‘Continue.’
34. Groups are optional. You may leave this area blank.
35. Click ‘Submit Enrollment.’
36. The member that you just added will appear in your ‘Member List’ as ‘Pending’ and you will receive an email that your enrollment has been submitted to your County 4-H Office.
37. Once you County 4-H Office reviews the member enrollment, you will receive another email either confirming your enrollment, or asking you to make changes and resubmit your enrollment.
38. To enroll another family member, select the member type and repeat the enrollment process (see the ‘New Adult Enrollment’ Help Sheet for instructions on how to add adult members).
39. If the second member’s Parent Information is the same as the first member’s information, select ‘Copy parent information from another youth record’ to auto-fill these portions of the form.
40. You may login to South Dakota 4HOnline at any time to edit member information or view Announcements and Newsletters that your County Office uploads.
41. To edit member information, click ‘Continue to Family.’