

Wayne County 4-H



Enrollment Guide

What You'll Need

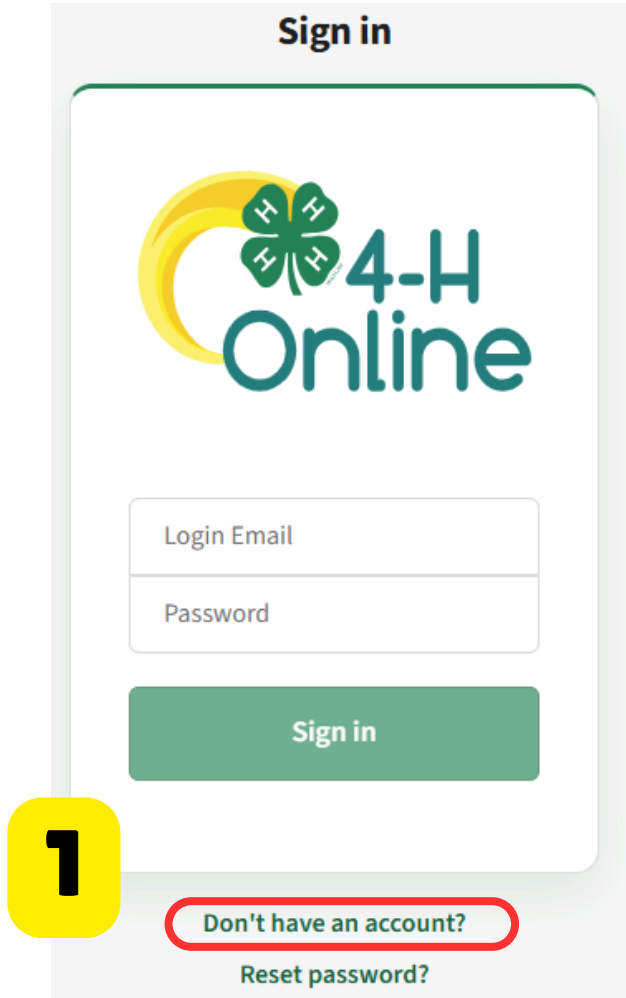
- Wayne County 4-H Family Handbook
- Member Enrollment Packet (Horse or Non-Horse)
- Volunteer Enrollment Packet

*Visit ccewayne.org/4-h-youth-development/4-h-forms
to download enrollment documents.*

Contact cc2944@cornell.edu for questions or assistance with enrollment.

Joining Wayne County

1. Go to 4honline.com and click “Don’t have an account?” on the sign in page to start the account creation process.



Sign in



Login Email

Password

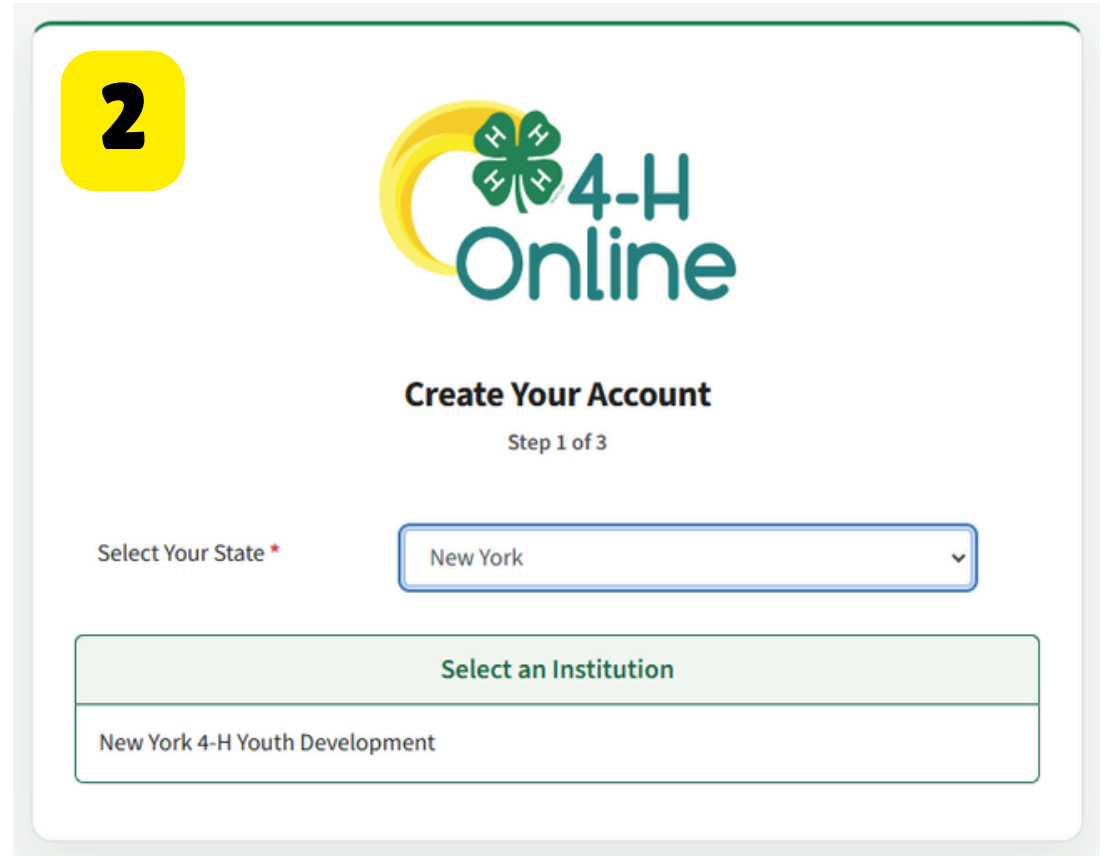
Sign in

1

Don't have an account?

[Reset password?](#)

If you already have an account, simply sign in to pick up where you left off last year!



2



Create Your Account

Step 1 of 3

Select Your State *

New York

Select an Institution

New York 4-H Youth Development

2. Select New York and click on New York 4-H Youth Development. This will bring up a page to select a county.

Joining Wayne County

3. Select Wayne County, then enter your email, family name, mobile phone, and password to create your account.

Please use an email that we can use to reliably contact you with important program information.

3



Create Your Account

Step 3 of 3

New York 4-H Youth Development

County *	Wayne
Email *	exampleman@gmail.com
Confirm Email *	exampleman@gmail.com
Family Name *	Exampleman
Mobile Phone Number *	315-331-8415 Format ###-###-####
Password *	*****
Confirm Password *	*****

[Back](#)

[Create Account](#)

4

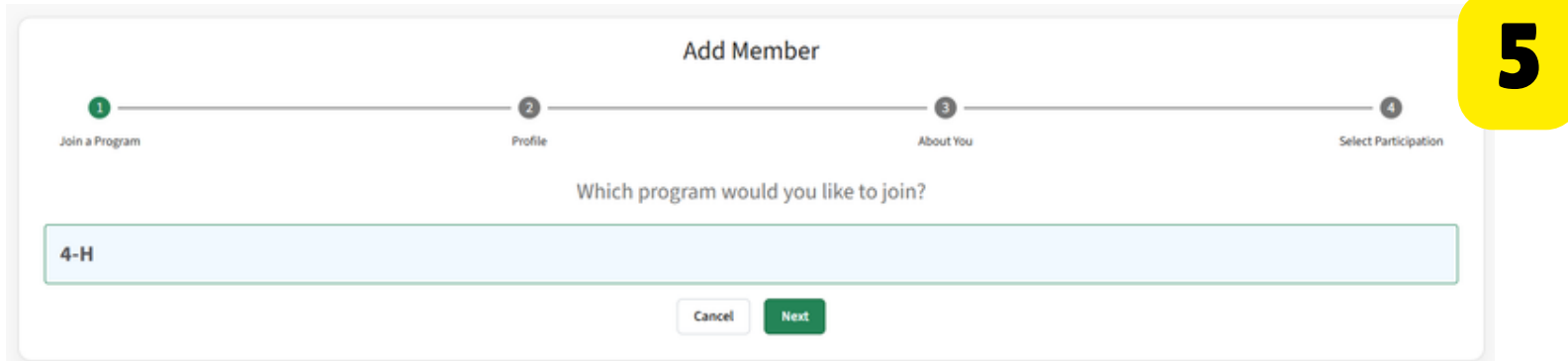
Verify Your Address

Address	1581 NY-88
Address 2	
City	Newark
State	New York
Postal Code	14513
Country	US
Verify	

4. Enter your address and click “Verify” to begin the program enrollment process.

Adding a Member

5. On the program selection screen, click 4-H and then Next to create a member profile.



5

Add Member

1

Join a Program

2

Profile

3

About You

4

Select Participation

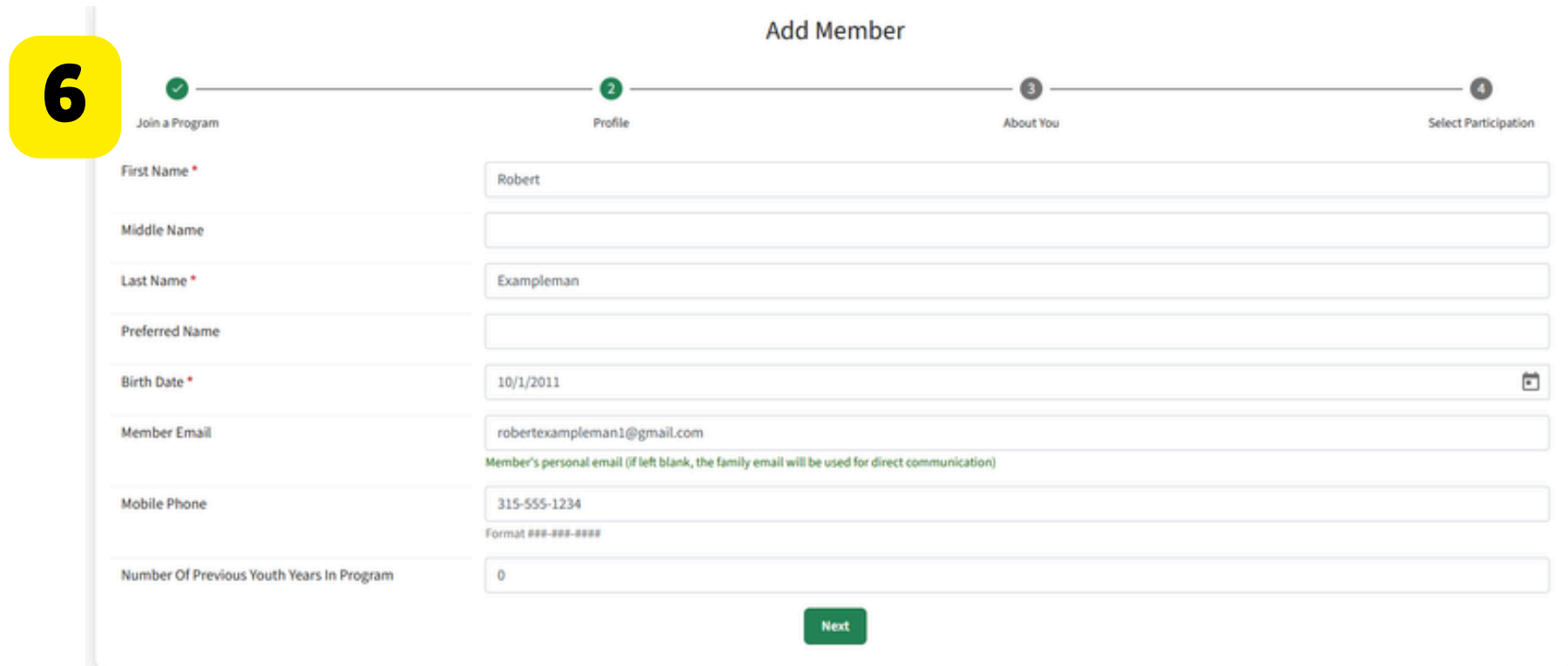
Which program would you like to join?

4-H

Cancel

Next

6. Enter youth name, birthday, and contact information. **If the youth has their own email address separate from parent or guardian, please include that so that we can share program information with them as well.**



6

Add Member

✓

Join a Program

2

Profile

3

About You

4

Select Participation

First Name *

Robert

Middle Name

Last Name *

Exampleman

Preferred Name

Birth Date *

10/1/2011

Member Email

robertexampleman1@gmail.com

Member's personal email (if left blank, the family email will be used for direct communication)

Mobile Phone

315-555-1234

Format ###-###-####

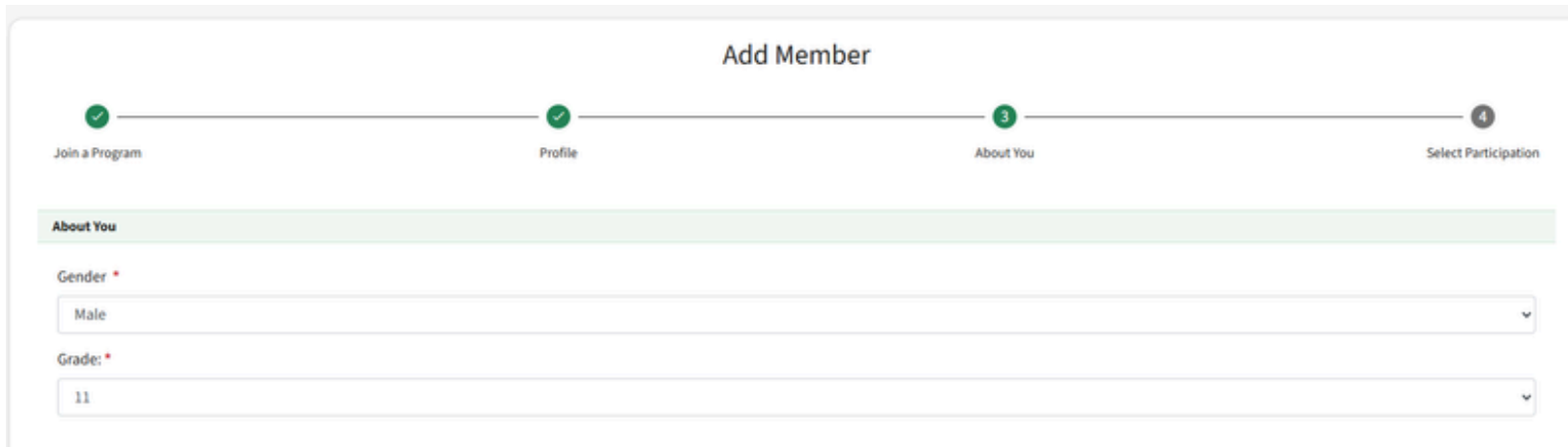
Number Of Previous Youth Years In Program

0

Next

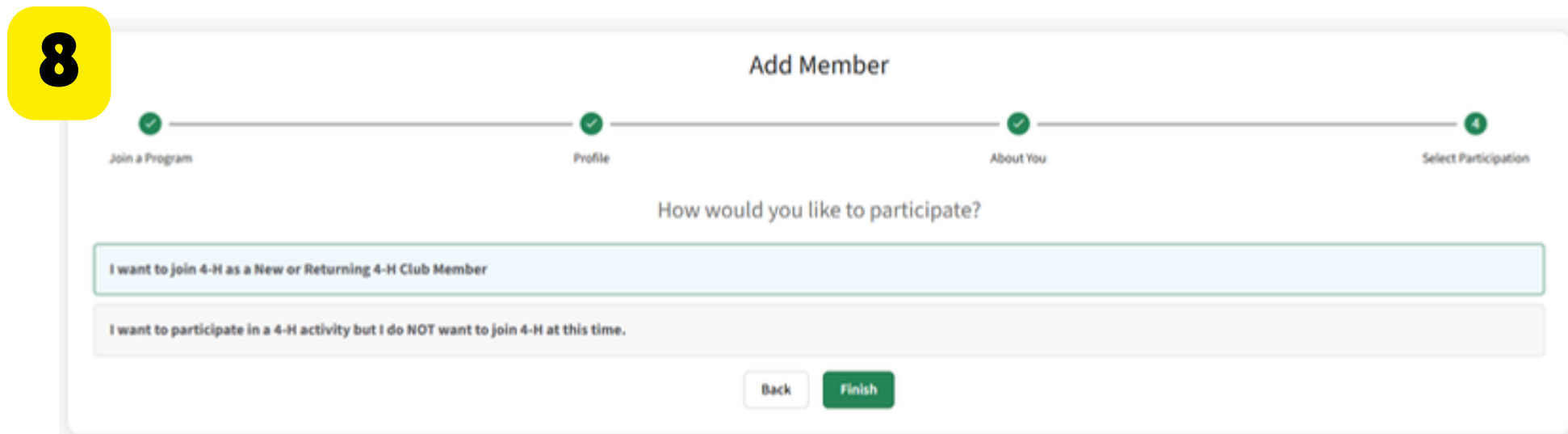
Adding a Member

7. The next page will have some questions about demographics and emergency contact information. **Please ensure that emergency contact information is accurate so that we may contact you in case of emergency.**



The screenshot shows the 'Add Member' form at step 3, 'About You'. A progress bar at the top indicates four steps: 'Join a Program' (completed), 'Profile' (completed), 'About You' (current step, marked with a green circle and the number 3), and 'Select Participation' (marked with a grey circle and the number 4). Below the progress bar, the 'About You' section is highlighted with a green background. It contains two dropdown menus: 'Gender' with 'Male' selected, and 'Grade' with '11' selected. A yellow box with the number '7' is overlaid on the right side of the form.

8. Once you have answered these questions, click next to choose participation. Select “I want to join 4-H as a New or Returning 4-H Club Member.”



The screenshot shows the 'Add Member' form at step 4, 'Select Participation'. A progress bar at the top indicates four steps: 'Join a Program' (completed), 'Profile' (completed), 'About You' (completed), and 'Select Participation' (current step, marked with a green circle and the number 4). Below the progress bar, the question 'How would you like to participate?' is displayed. There are two radio button options: 'I want to join 4-H as a New or Returning 4-H Club Member' (selected) and 'I want to participate in a 4-H activity but I do NOT want to join 4-H at this time.' At the bottom, there are 'Back' and 'Finish' buttons. A yellow box with the number '8' is overlaid on the left side of the form.

Clubs

9. You are required to select a club to proceed with creating the profile. You do not need to be in a club to join 4-H— just select “Wayne 4-H Family” or “Independent 4-H Member” if you are not a member of a volunteer-led club.

9

Robert Exampleman

2025-2026 Club Member Enrollment (Senior Member)

1 Clubs 2 Projects 3 Questions

Primary	Club	Type	County	Remove
☒	Wayne 4H Family	Club	Wayne	

Select Clubs View Instructions

Next

County *
Wayne

4-H Camp Beechwood	Add
4-H Staff	Add
Animal Science PDC	Add
Barnyard Bandits	Add
Bucks & Does	Add
Country Critters (Formerly Rabbit Club)	Add
County Line Club	Add
Cows & Clovers	Add
Guns & Clovers	Add
Heart and Soil	Add
Independent 4-H Member	Add
Teen Exchange Program	Add
Wayne 4H Family	Add
Wayne Volunteers	Add

Please note that selecting a club does not automatically enroll you with that club — you must contact the club leader directly. Refer to the Family Handbook to find a list of clubs and leader contact information. Choose “Wayne 4-H Family” if you have not spoken with a club leader, and we can update your club selection later.

Projects

10. 4-H Online also requires a Project selection to create your profile. **Our county does not track project progress in 4-H Online, so what you select here is not important and will not affect your enrollment.**

10

Add State Projects

Club

Wayne 4H Family

Type To Search...

Aerospace

Select

Agriculture Literacy

Select

Animal Science

Select

Arts and Crafts

Select

Astronomy

Select

ATV Safety

Select

Automotive

Select

Automotive Safety

Select

Beef Cattle

Select

Add

Cancel

Robert Exampleman

2025-2026 Club Member Enrollment (Senior Member)

1 Clubs

2 Projects

3 Question

Project Alias	Years In Project	State Project	Club	Youth Volunteer Type	Remove
Arts and Crafts	1		Wayne 4H Family		

Select Projects

View Instructions

Back

Next

Questions

11. This page will have some more questions about demographics, residence, military status, parent contact information, etc. Complete the questions, then scroll down to the section labeled Forms.

Robert Exampleman
2025-2026 Club Member Enrollment (Senior Member)

✓ Clubs

✓ Projects

3 Questions

✓ Confirm

Questions

Cornell Cooperative Extension is State and Federally funded, our funders want to make sure our programming reaches demographics that mirror those of our community. While not required, answering all of these questions helps us to better report on our programming.

Show Questions

Invoice		Total
Total:		\$0.00
Paid:		\$0.00
Amount Due:		\$0.00

Back

Next

11

Forms

12. Complete and upload the Enrollment Packet that you downloaded from the CCE Wayne website.

IMPORTANT: DO NOT DOWNLOAD FORM TEMPLATES FROM 4-H ONLINE, ONLY USE THOSE PROVIDED ON OUR WEBSITE.

12

Forms
These forms may be different than those your county uses, please refer to your county guidelines on required forms.

Files

 Upload State Permission Slip  	 Upload Acknowledgement of Risk Form - 4-H Member - Non-Horse Club Use this form only if instructed by your county, this is for 4-H Members with no Horse contact.  	 Upload Acknowledgement of Risk - 4-H Member/Equine Member Use this form only if instructed to do so by your county, this is for 4-H Members that have Horse contact.  
 Upload Photo Release Photo Release  	 Upload Combined Enrollment Forms Horse Members (Enrollment Packet) Some counties may elect to combine forms and upload them as a packet, this is the area for that upload.  	 Upload Combined Enrollment Forms Non Horse Members (Enrollment Packet) Combined Enrollment Forms Non Horse Members (Enrollment Packet)  


PDF

Combined Enrollment Forms Non Horse Members (Enrollment Packet)
Uploaded    

If the packet is not submitted with your 4-H Online registration, we will contact you via email to request it. The enrollment will not be approved until we receive the packet.

Submit Profile

13. Once you have uploaded forms, proceed to the next page to review the member enrollment. Be sure to click “Submit” or we will not be able to see the profile. **Once you click submit, you will not be able to upload forms unless the enrollment is sent back by one of our staff.**

Robert Exampleman

2025-2026 Club Member Enrollment (Senior Member)

✓ Clubs

✓ Projects

✓ Questions

4 Confirm

Robert's Enrollment

Birth Date: 10/1/2011, Age: 14, Grade: 11

Role: Club Member, Youth Division: Senior Member

Selected Units

Wayne 4H Family, Wayne - Primary

Selected Projects

Arts and Crafts - Wayne 4H Family

Back

Submit

Invoice

Total

Total:	\$0.00
Paid:	\$0.00
Amount Due:	\$0.00

13

We do not collect payment through 4-H Online. Please refer to the last page of the enrollment packet or the CCE Wayne website for information regarding enrollment payments.

Member List

14. After you click Submit, you will see the “Member List” page. From this page, you can add more members to your family, or view profiles of existing members to edit contact information. Members whose enrollments have been submitted for the current year will say “Awaiting Review” until they are approved by one of our staff.



Member List

Family

Events

Credit Cards

Login History

Email History

14

Exampleman

New York 4-H Youth Development

exampleman@gmail.com

1581 Ny-88

Newark, NY 14513

315-331-8415

Wayne County

Add Member

Robert Exampleman

#168598 · Oct 1, 2011

4-H · Club Member

Awaiting Review

View profile

NOTE: If you already had a 4-H Online account from previous years, signing in will bring you straight to the Member List page. Returning members will have an “Enroll Now” button. You may have to fill out some questions again. **Everyone must submit new enrollment forms each year.**

Volunteer Enrollment

Entering profile details for someone older than 19 will add them as a Volunteer. The enrollment process is mostly the same – the only major difference is the “Volunteer Type” page. Select whichever role you feel is most applicable. **On the Forms page, upload the Volunteer Enrollment Packet that you downloaded from the CCE Wayne website.**

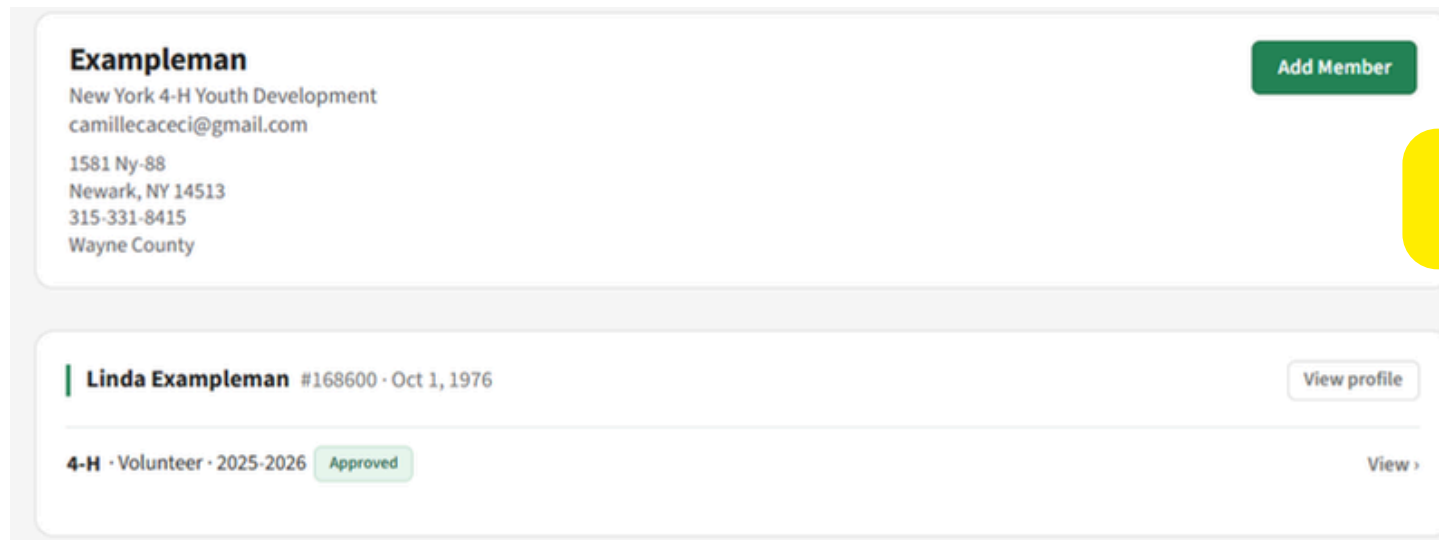
The screenshot shows the 'Add Member' process with four steps: 1. Join a Program, 2. Profile, 3. About You, and 4. Select Participation. The 'Select Participation' step is active. Below the question 'How would you like to participate?', there are two radio button options. The first option, 'I want to join 4-H as a New or Returning 4-H Volunteer', is selected and highlighted with a red circle. The second option is 'I want to participate in 4-H but NOT as a 4-H Volunteer at this time.' At the bottom, there are 'Back' and 'Finish' buttons.

The screenshot shows the 'Enrollment' process for Linda Exampleman, 2025-2026 Volunteer Enrollment. The process has five steps: 1. Volunteer Type, 2. Clubs, 3. Projects, 4. Questions, and 5. Confirm. The 'Volunteer Type' step is active. Below the step indicator, there is a table with columns 'Type', 'Role', and 'Remove'. The table contains one row: 'Club Volunteer' with the role 'Activity Leader'. Below the table, there is a red circle around the 'Select Volunteer Types' link and a 'View Instructions' link. To the right, there is an 'Invoice' section with a table showing 'Total: \$0.00', 'Paid: \$0.00', and 'Amount Due: \$0.00'. At the bottom, there is a 'Next' button.

All volunteers must complete a background check at least every 3 years before being approved to volunteer with CCE Wayne. Please contact cc2944@cornell.edu for more information on background checks.

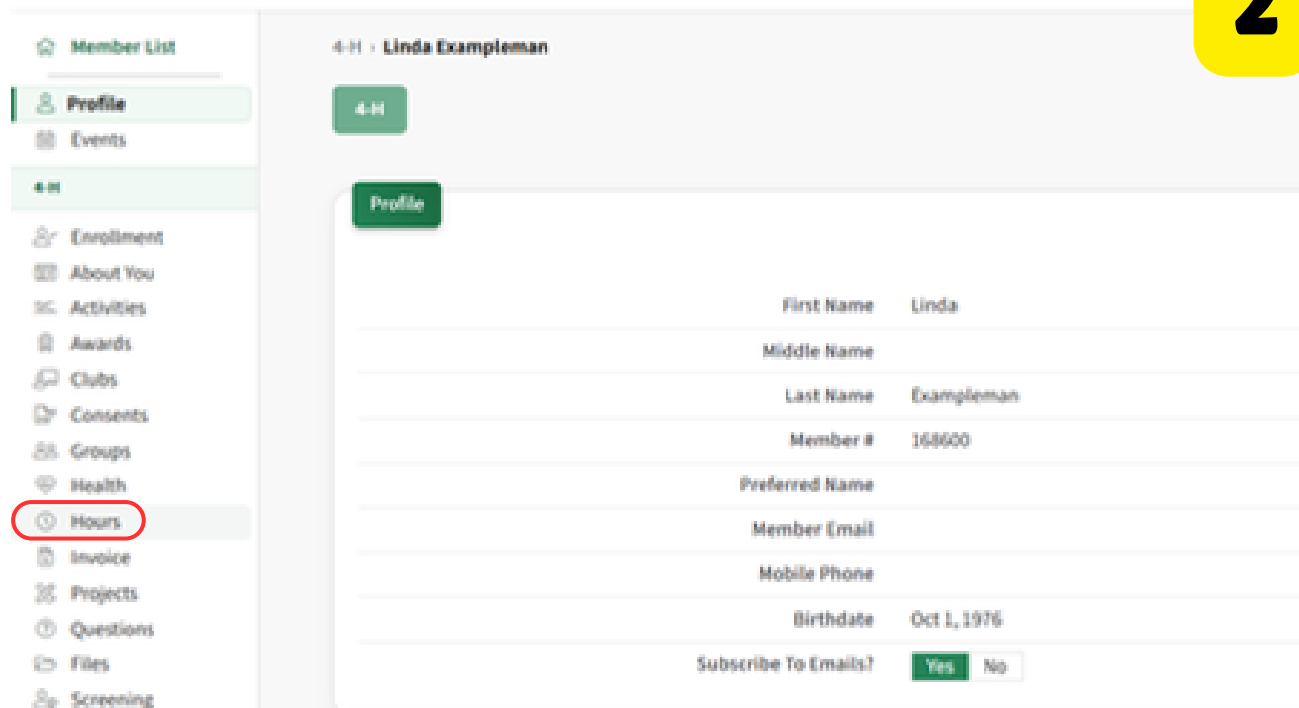
Volunteer Hours

1. To help us track volunteer hours, you can log them in 4-H Online. On the Member List page, click on View Profile to pull up your profile.



This screenshot shows the 'Member List' page. At the top, there is a card for 'Exampleman' with contact information and an 'Add Member' button. Below this is a card for 'Linda Exampleman' with her member ID (#168600) and birthdate (Oct 1, 1976). A 'View profile' button is located to the right of her name. At the bottom of the card, it indicates she is a '4-H Volunteer' for the '2025-2026' season, with an 'Approved' status and a 'View' link.

2. On the left sidebar, you will see a list of options. Select “Hours” to add volunteer hours.



This screenshot shows the '4-H Linda Exampleman' profile page. On the left is a sidebar with various options: Member List, Profile, Events, 4-H, Enrollment, About You, Activities, Awards, Clubs, Consents, Groups, Health, Hours (highlighted with a red circle), Invoice, Projects, Questions, Files, and Screening. The main content area shows the '4-H' tab selected, followed by a 'Profile' tab. Below the tabs is a form with the following fields: First Name (Linda), Middle Name, Last Name (Exampleman), Member # (168600), Preferred Name, Member Email, Mobile Phone, Birthdate (Oct 1, 1976), and a 'Subscribe To Emails?' checkbox with 'Yes' and 'No' options.

Volunteer Hours

3. Click “Add Hours” to enter information about the time you spent volunteering. Please do this after every club meeting or volunteer event that you do with Wayne County 4-H.

4-H - Linda Exampleman

4-H 2025-2026

Volunteer Hour Summary

Volunteer Hours	0
Education Hours	0
Total Hours	0
Miles Driven	0
Total Travel Time (minutes)	0

Volunteer Hours Download Excel Add Hours

Date	Project Name	Volunteer Hours	Education Hours	Miles Driven	Travel Time (Minutes)	Comment
------	--------------	-----------------	-----------------	--------------	-----------------------	---------

3

4

4. Put the activity or event under the “Comment” section (e.g., Club Meeting, Park Cleanup, Tabling at Farmers Market).

Add Volunteer Hours

Volunteer Date *

8/24/2026

Project *

Arts and Crafts

Volunteer Hours

8

Continuing Education Hours

Miles Driven

Travel Time (Minutes, Total)

Comment

Add

Cancel

Volunteer Hours

5. You can now see a summary of the volunteer hours you have logged for the current program year on the Hours page.

4-H > Linda Exampleman

4-H

2025-2026

Volunteer Hour Summary

Volunteer Hours	8
Education Hours	0
Total Hours	8
Miles Driven	0
Total Travel Time (minutes)	0

Volunteer Hours

Download Excel

Add Hours

Date	Project Name	Volunteer Hours	Education Hours	Miles Driven	Travel Time (Minutes)	Comment
8/24/2026	Arts and Crafts	8	0	0	0	Club Meeting

5

We are testing this as an easier way to track volunteer hours rather than via email or paper submissions. Please contact our staff to let us know how it works for you!