TX4H

New Member Enrollment Guide

A step-by-step walk through for families and members enrolling for the first time

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Welcome! This guide walks you through enrolling in the TX4H system from start to finish. No prior experience is needed — just follow the steps in order. Set aside about 15–20 minutes, and have information ready for each family member you plan to enroll.

What you'll need

- A computer, tablet, or phone with an internet connection
- A valid email address (you'll use it to create and sign in to your account)
- Basic information for each member — date of birth, grade, and school
- A payment method for the enrollment fee *[Clover kid: $10, Youth Members: $25 until Nov 1. (moves to $30 Nov. 1), Adult Volunteer: $10]*

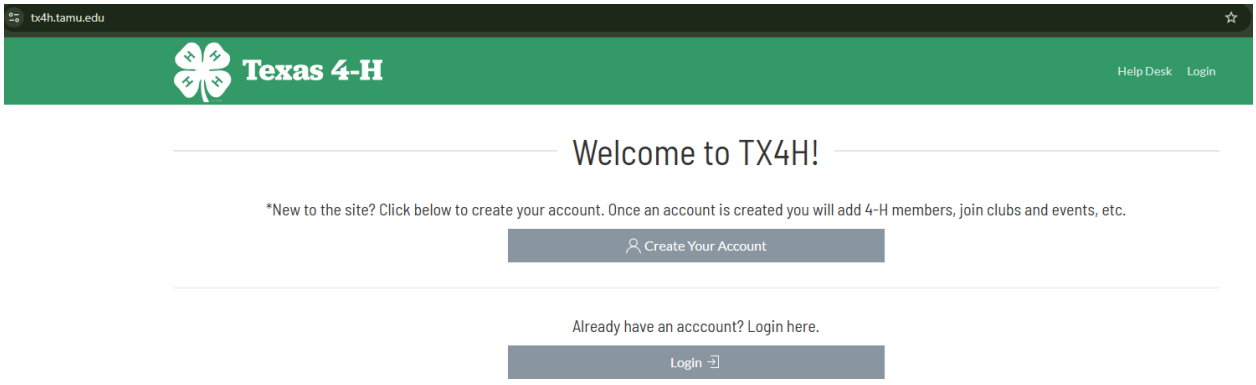
How enrollment works — the big picture

Enrollment happens in four stages. You'll set up your account once, then repeat the last stage for each family member.

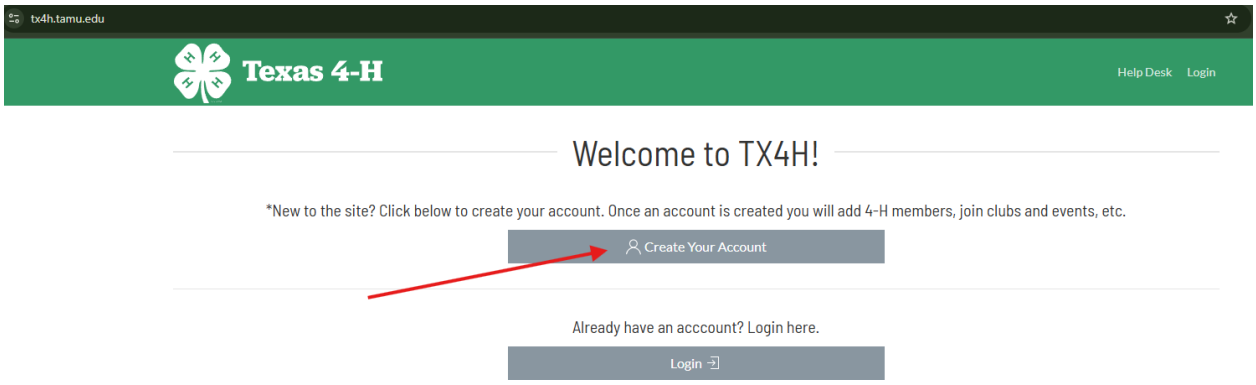
1. **Create your user account** — your login for the system
2. **Create your family account** — groups all members together and sets your enrollment county
3. **Add each member** — the system decides their member type from your answers
4. **Complete each member's enrollment** — forms, payment, clubs/projects, then submit for approval

Part 1 · Create your user account

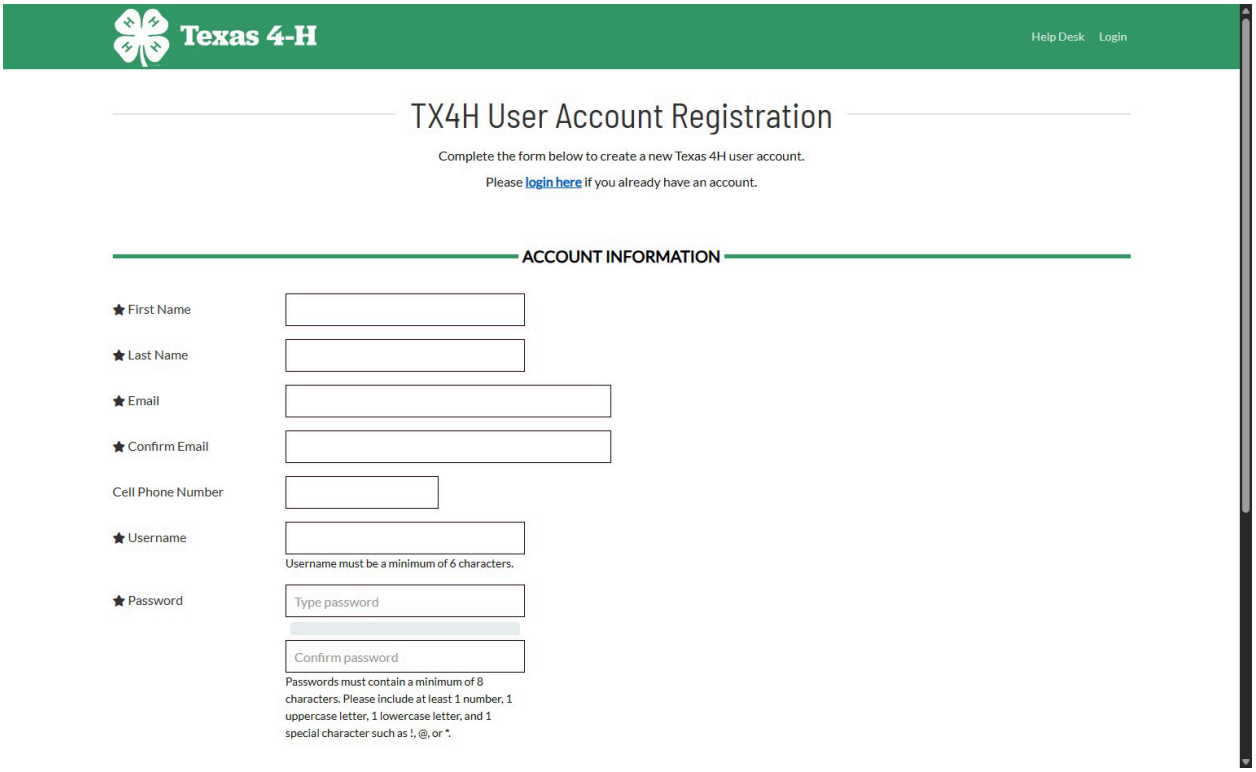
1. In your web browser, go to **tx4h.tamu.edu**



2. Click **“Create an Account.”**



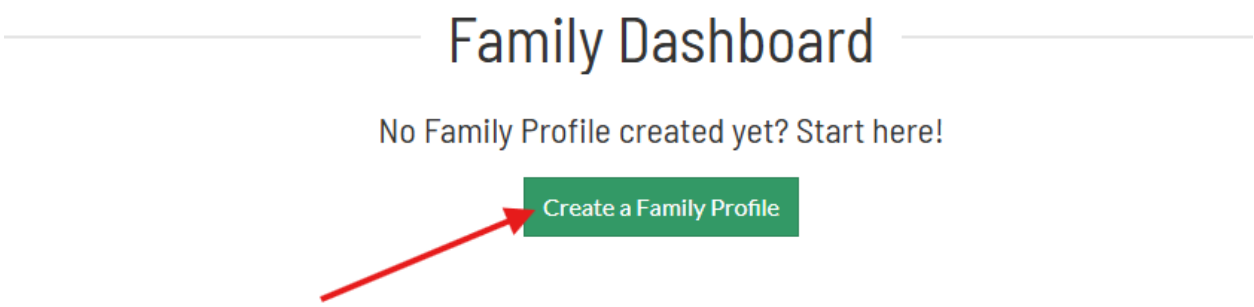
3. Complete the user account creation form, then continue.



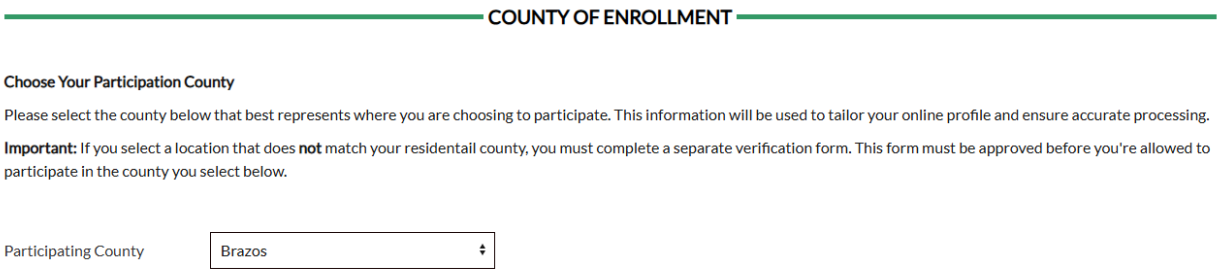
Part 2 · Create your family account

Your family account is the “home” that holds everyone in your household under one login. It also captures the **enrollment county** that all of your members will participate under, so choose it carefully.

1. After your user account is created, choose the option to set up your **family account**.

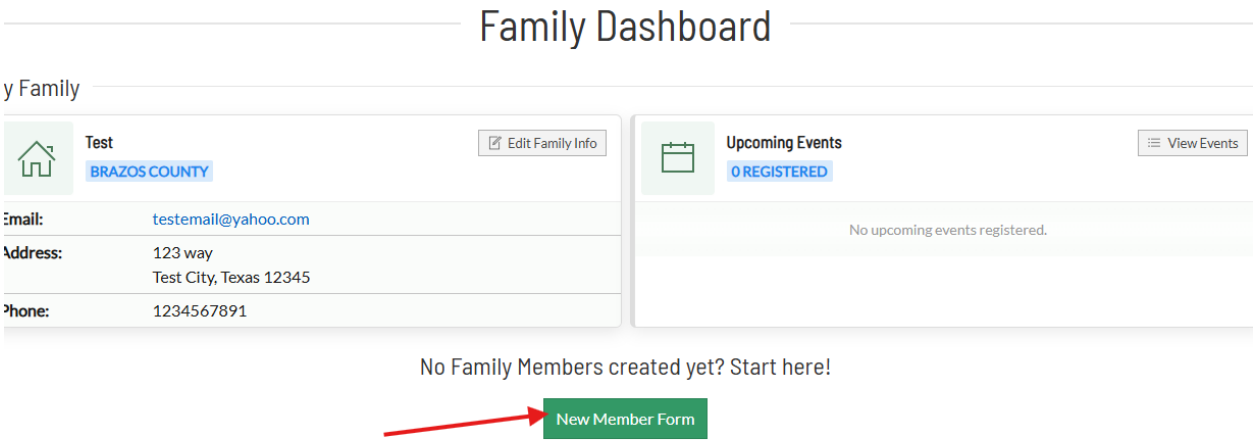


2. Enter your family information and select your **enrollment county**, then save.
   *note - the enrollment county is the county that the family is wanting to participate in. A review will initiate if county of residence and participating county do not match.



Part 3 · Add your members

1. Click the **"Add Member"** button.
2. Answer the questions in the member profile (name, date of birth, grade, and so on).



Good to know: The system automatically decides whether a member is a Clover Kid, Youth Member, or Adult Volunteer based on the answers you give — mainly age and grade. You don't pick the type yourself.

The three member types

Member type	Age & grade	What they can do	Key notes
Clover Kids	Ages 5+, in kindergarten through 2nd grade	Take part in age-appropriate 4-H activities and projects	Cannot compete in contests, serve as club officers, or take part in competitive events meant for older youth
Youth Members	Age 8+ at the start of the program year, in 3rd through 12th grade	Full participation — all eligible 4-H activities, projects, contests, camps, leadership positions, and events. This is the standard membership for most youth.	Must complete the required forms and enroll in at least one club and one project
Adult Volunteers	Age 18+ and not enrolled in a grade level	Assist with clubs and events, serve in leadership roles, and work with youth	Must re-enroll each year and typically complete a volunteer screening (background check + trainings), unless exempt — for example, many AgriLife employees

Part 4 · Complete each member's enrollment

What comes next depends on the member type. Find your member's type below and follow that path. Repeat for each member in your family.

Path A · Youth Members & Clover Kids

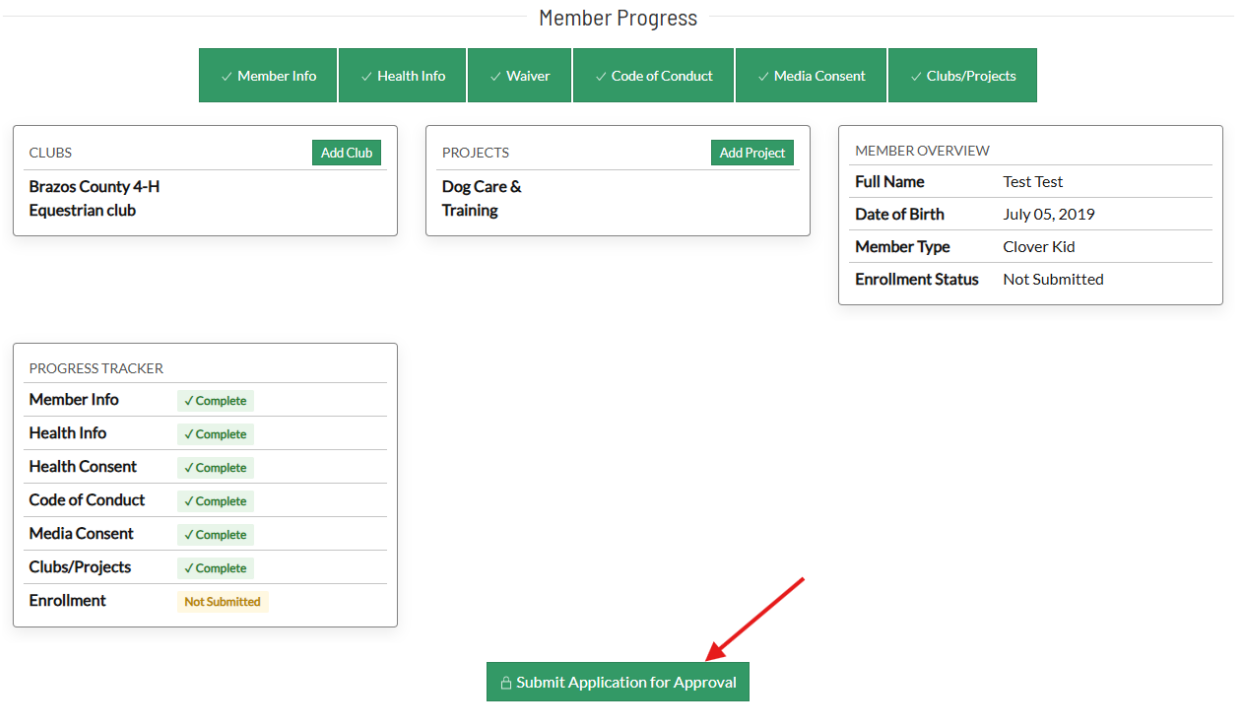
Clover Kids follow the same enrollment path as Youth Members.

Required forms for the program year:

- Member information
- Health waiver
- Health form
- Media consent
- Code of conduct

Then complete these steps:

1. Complete the forms listed above.
2. Make your payment.
3. Add clubs and projects — **at least one club and one project** are required.
4. Submit for approval.



Path B · Adult Volunteers

Adult Volunteers complete the same forms as youth and Clover Kids, plus a background check and required trainings.

Required forms for the program year:

- Member information
- Health waiver
- Health form
- Media consent
- Code of conduct

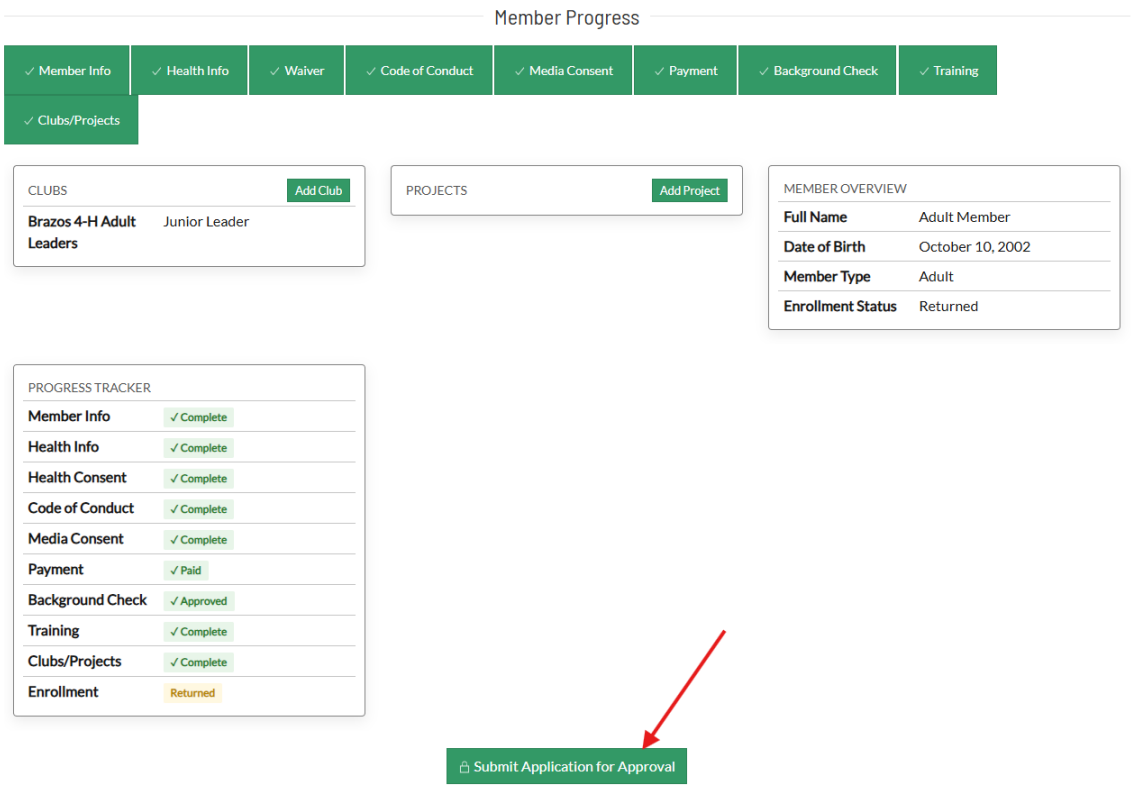
Plus screening requirements:

- Background check *(valid for 3 years)*
- Child protection training *(valid for 2 years)*
- Volunteer training *(valid for 2 years)*

> **Already been screened before?** If you believe you've already completed a background check that's still valid, look for the option to review your legacy record instead of starting a new one.

Then complete these steps:

1. Complete the forms listed above.
2. Make your payment.
3. Consent to the background check.
4. Complete the required trainings (child protection and volunteer training).
5. Add clubs or projects — **at least one club or one project** is required to be eligible for the program year.
6. Submit for approval.



Understanding the payment page

The “Make your payment” step in both paths above leads to the same member payment page. Once a member’s forms are complete, you’ll see three buttons there:

- **Pay Now (ACH or Credit Card) —** sends you to Authorize.Net, TX4H’s secure payment processor, where you can pay online by credit card or by ACH bank transfer.
- **Offline Payment to County —** choose this if you’re paying your county 4-H office directly (for example, by cash or check) instead of paying online. Selecting this option does not complete payment in the system — it’s on the family to reconcile that payment with the county office, and the member should not be approved to enroll until the county confirms payment has been received.
- **Add More Members —** lets you set up another family member’s enrollment before paying. From here, the payment page works like a shopping cart — add as many members as you need, then pay for all of them together in one transaction.

Good to know: You don’t have to pay for one member before starting the next. Use Add More Members to build your full family list, then complete payment once for everyone.

What happens after you submit

Once you submit, your enrollment goes to your county 4-H office for review. You'll be notified when it's approved. Until then, the status will show as pending — that's normal.

Need help? [Add your county Extension office name, phone number, and email here so members know who to contact.]

TX4H Enrollment — Quick Reference

The short version. Use the full guide if you get stuck.

Set up (once)

1. Go to **tx4h.tamu.edu** → **Create an Account**.
2. Complete the user account form.
3. Create your family account and pick your **enrollment county**.
4. Click **Add Member** and answer the profile questions (the system sets the member type).

Member types at a glance

- **Clover Kids —** ages 5+, K–2nd grade. No contests, officer roles, or older-youth competitions.
- **Youth Members —** age 8+, 3rd–12th grade. Full participation.
- **Adult Volunteers —** 18+, no grade level. Enroll yearly; screening required unless exempt.

Finish enrollment — Youth & Clover Kids

1. Complete forms (member info, health waiver, health form, media consent, code of conduct)
2. Make payment
3. Add clubs and projects — **1 club + 1 project minimum**
4. Submit for approval

Finish enrollment — Adult Volunteers

1. Complete forms (same as youth)
2. Make payment
3. Consent to background check (valid 3 years)
4. Complete trainings (child protection + volunteer)
5. Add clubs or projects — **1 club or 1 project minimum**
6. Submit for approval