# Texas 4-H Online (TX4H)

## New Member Enrollment Guide

*A step-by-step walkthrough 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]*

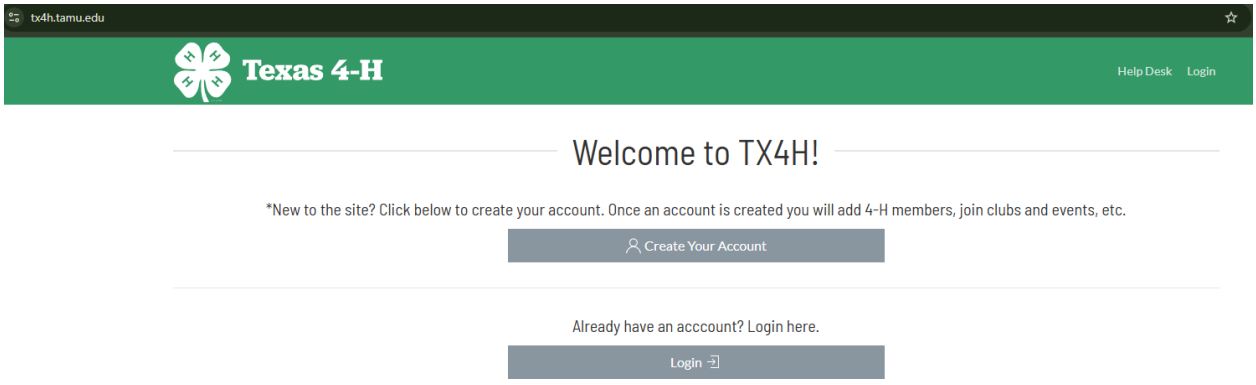
### How enrollment works — the big picture

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

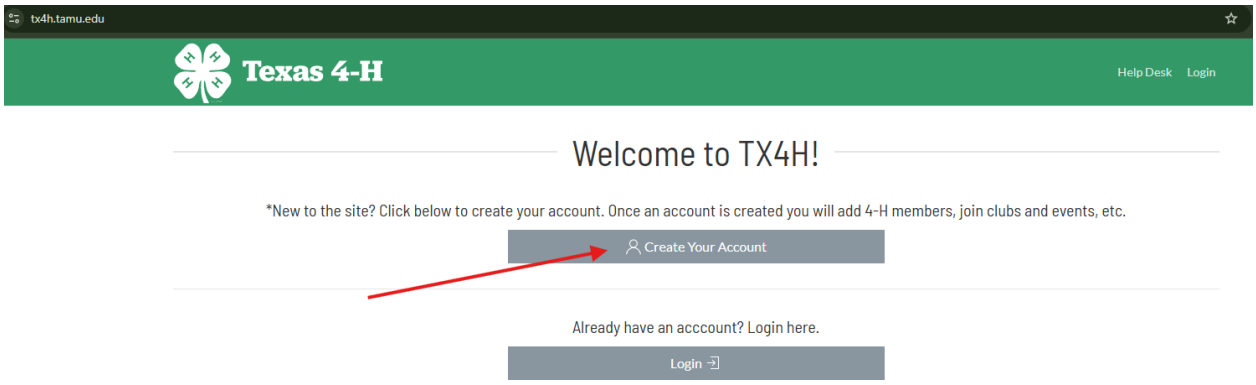
1. **Create your user account** — your login for the system
2. **Create your family account** — groups all members together and sets your enrollment county
3. **Add each member** — the system decides their member type from your answers
4. **Complete each member's enrollment** — forms, payment, clubs/projects,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

## Part 1 · Create your user account

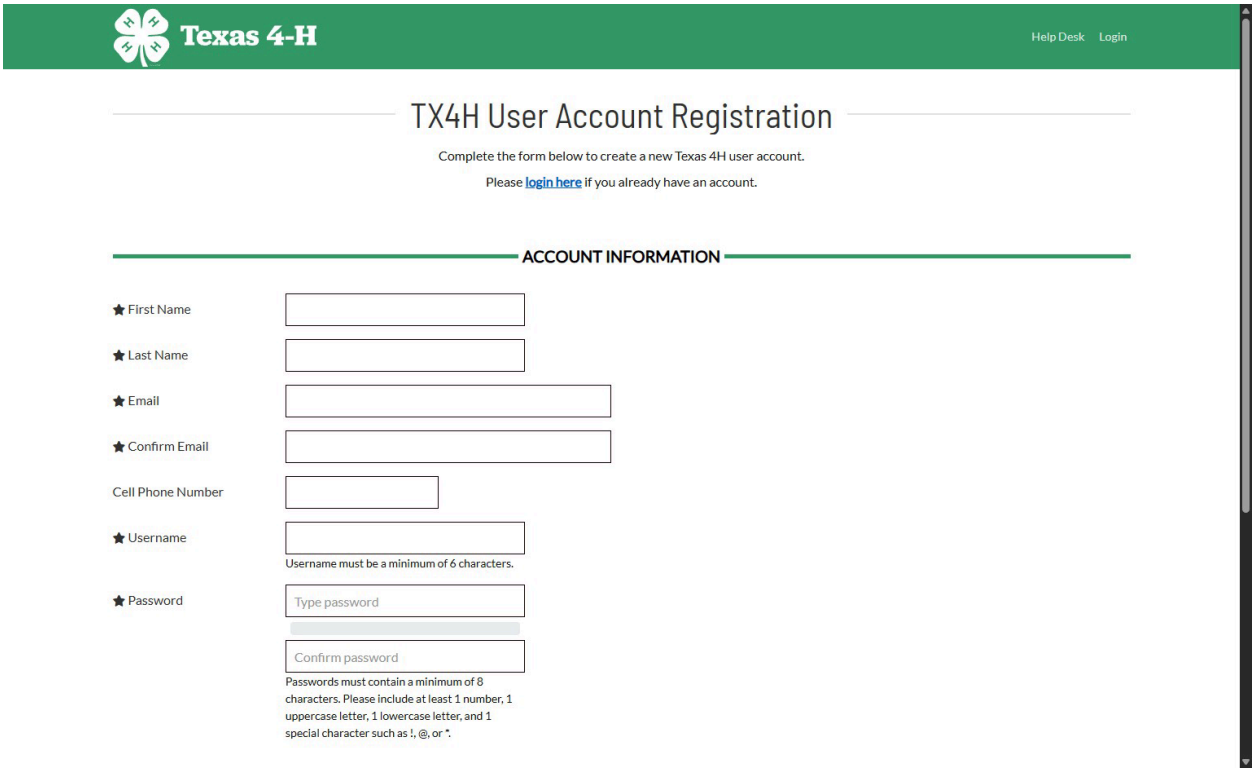
1. In your web browser, go to **tx4h.tamu.edu**



2. Click **“Create an Account.”**



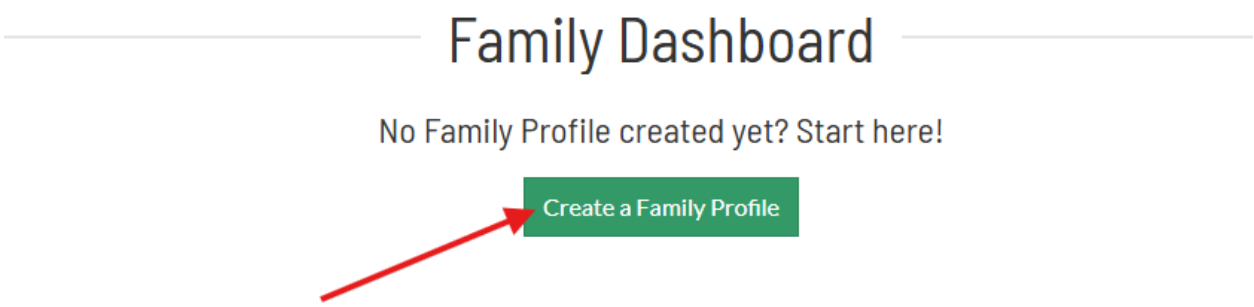

3. Complete the user account creation form, then continue.



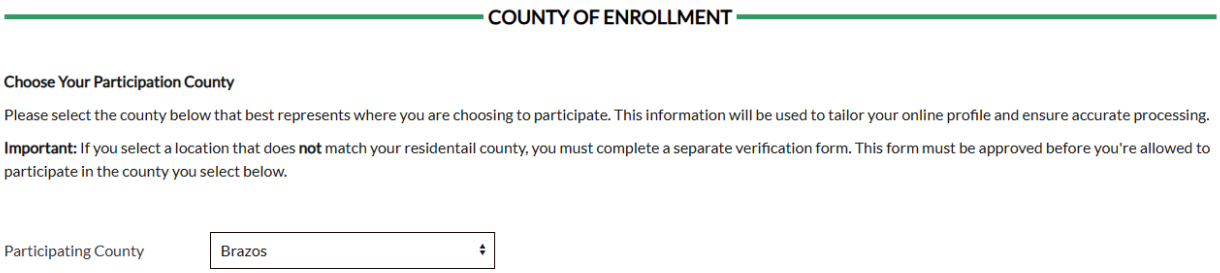
## Part 2 · Create your family account

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**.

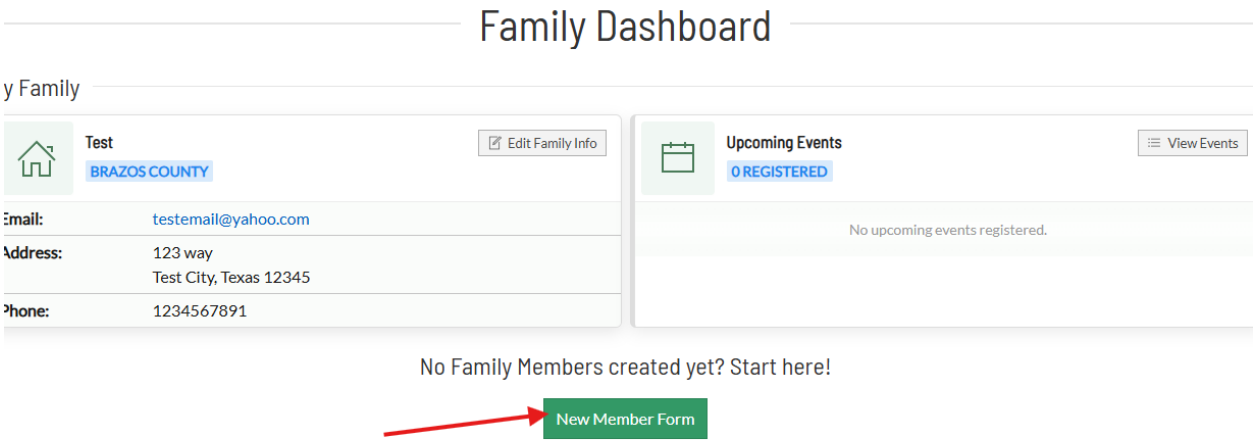



2. Enter your family information and select your **enrollment county**, then save.
   *note - the enrollment county is the county that the family is wanting to participate in. A review will initiate if county of residence and participating county do not match.



## 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

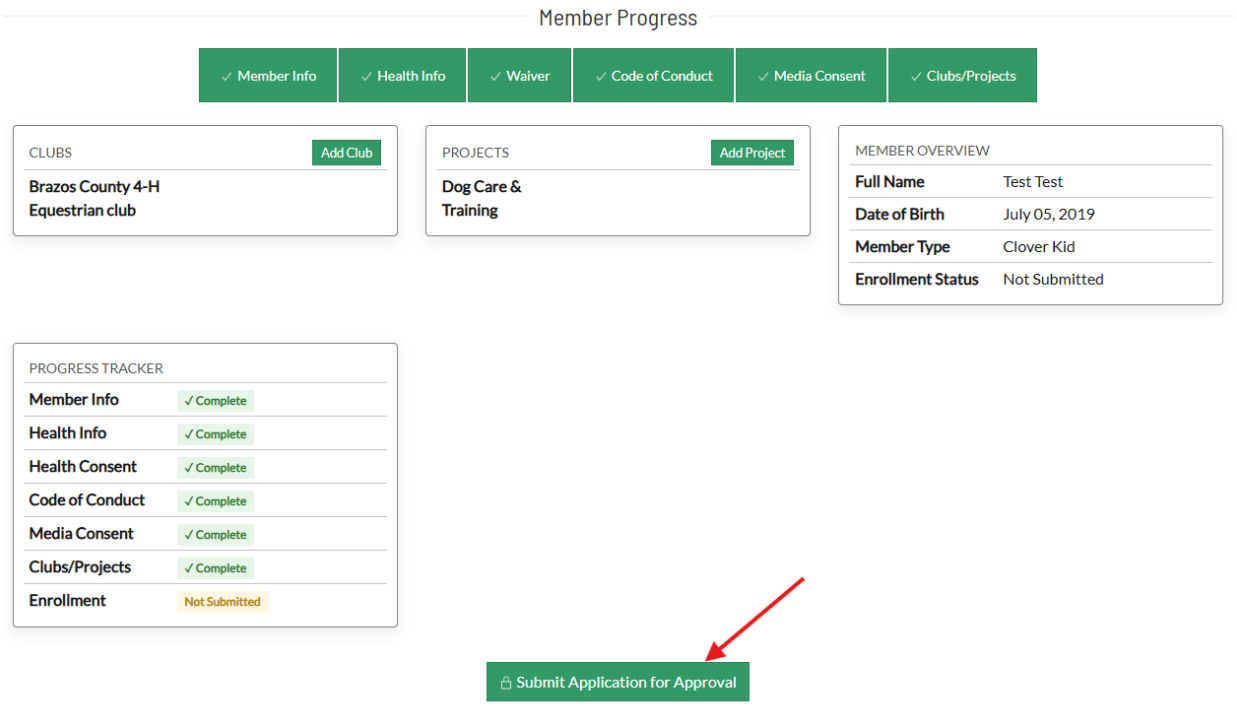
*Clover Kids follow the same enrollment path as Youth Members.*

**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

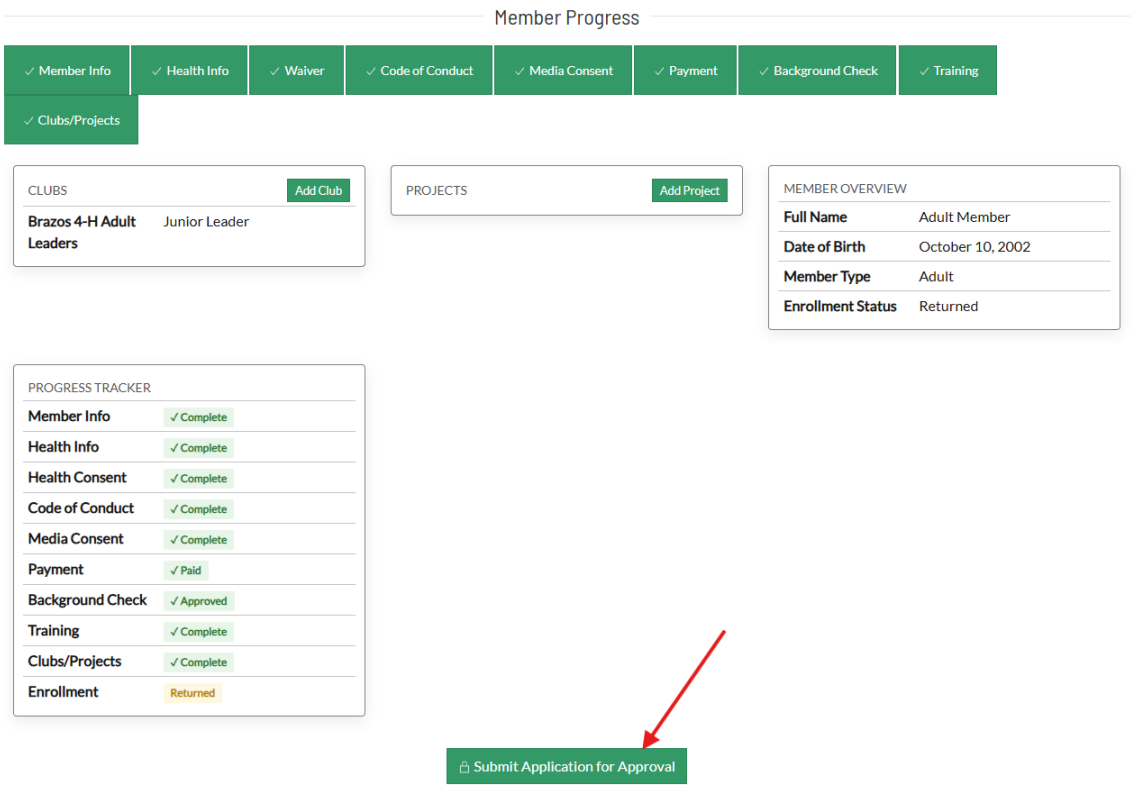
**Plus screening requirements:**

- 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.*

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## 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