

# 4-H Enrollment Fact Sheet

Everyone should read the General Information section.  
In addition, there are specific sections for New Members, Returning Members,  
and Volunteer Leaders.

## General Information

- The 4-H Online system will open for enrollment beginning on Oct 1, 2024.
- The **deadline** to enroll, if you wish to compete in the 2025 Asotin County Fair, is **Nov 15th, 2024**.
- All required fields must be filled in to continue to the next page
- You must complete all steps in the enrollment process and then hit the submit button.
- Carefully review all your information before submitting. We often send out informative emails through 4-H Online so **it is important that your email is correct**.
- After submitting your enrollment, it will be pending approval by the Extension Office. **The enrollment fee must be paid before your enrollment is approved and you are considered active.** Fees can be paid online using a credit or debit card, with cash or check at the Extension Office directly, or by mail (to PO Box 9 in Asotin). Please make checks payable to WSU. Some club leaders may collect fees for the group and send them to our office.
- The enrollment fee will be \$35 for all members except Cloverbuds, which will be \$25. Volunteer leaders do not pay enrollment fees.
- If you need assistance with the enrollment fee, **scholarship request forms are available**.
- To enroll a new person under your family profile, go to the **Add Member** tab on the member page then choose youth or adult from the drop-down menu.

## New Families

- **Always get approval from the 4-H leader before enrolling in a club**
- You may join more than one club
- Families new to 4-H must set up a profile using a **valid email** and a secure password.
- Passwords must be a minimum of 8 characters and include at least one number and one symbol or capital. **Save your password**.

- Carefully follow the directions for enrolling
- If you need assistance, contact the Extension Office by phone 243-2009 or email. [jreed@co.asotin.wa.us](mailto:jreed@co.asotin.wa.us) or [j.kaufman@wsu.edu](mailto:j.kaufman@wsu.edu)
- Once you have completed the enrollment, it will be sent to the Extension Office for approval.

### **Returning Families**

- Log on using your email and password from last year.
- If you have forgotten your password, you can re-set it by checking “I forgot my password” button on the login screen. The Extension Office can also re-set it for you.
- **You must use the email that you enrolled with last year.** If this has changed, log in with the old email and then change the information once you have logged in.
- If you cannot log in, **DO NOT CREATE A NEW PROFILE!!!!!!** Contact the Extension Office for assistance.

### **Leaders**

- Adult volunteers enroll in 4-H under the existing family profile for their children. If you do not have children in 4-H you will need to create a profile for yourself.
- Leaders need to list the projects that they participate in and indicate what type of volunteer you are; general leader, project leader, activity leader
- Volunteer leaders do not pay enrollment fees
- All volunteers are required to complete training before enrolling. Contact the Extension Office for assistance.