COOPERATIVE EXTENSION SERVICE
Santa Fe County Extension Office
College of Agriculture, Consumer and Environmental Sciences
3229 Rodeo Road
Santa Fe, NM 87507
Phone 505-471-4711 Fax 505-471-6076

RETURNING FAMILY!!!

Dear 4-H Family,

The 4-H Online Enrollment System will open for Santa Fe County RETURNING MEMBERS on OCTOBER 7!!!

Returning members will have priority in the enrollment process from October 7th- November 7th. After November 7th, new members will be accepted in the system. Most of our clubs have membership caps stated in their club by-laws. We encourage all our returning families to complete their registration within the 1st month to ensure a spot in their club!

All 4-H enrollments will be completed on our 4-H Online System. All continuing families will be responsible for entering themselves in the system.

We have a couple of items and tips we would like to remind you of as you begin the enrollment process. **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY!**

- Included in this letter are detailed instructions on how to re-enroll your family in 4-H. All returning families already have an account set up in the system. You will be asked to log in to the system using the email and password you provided last year. **DO NOT create a new family profile.** The instructions will guide you through the process of re-setting your password if you cannot remember your password from last year. Upon getting in to your family account you may change any information you see fit.
- We send almost all 4-H information through email. We will use the e-mail address that you provided in this system. Be sure this is a good email to receive information on.
- All members/ leaders must complete a medical release form**. These forms are included in this packet. Please turn these forms in to your organizational leader. These forms will only be accepted in the CES office from the organizational leaders.** This is how we will know that the organizational leader has verified the member's enrollment in their club. This form will stay on file in the CES office and will be used anytime the member/leader attends a 4-H event. This form will

New Mexico State University is an equal opportunity employer. All programs are available to everyone regardless of race, color, religion, sex, age, handicap, or national origin. New Mexico State University and the U.S. Department of Agriculture cooperating.

only have to be filled out once per year. Please note that there are both "youth forms" as well as "adult forms".

- As you register yourselves in the on-line system, your membership status will remain "pending" until we receive all medical release forms in our office. As soon as all paperwork is complete the member's/leader's status will be changed to "Active".
- **Concerning Adult Volunteers: NMSU may be requiring a new volunteer screening process. At this point we do not know what this process will be. Please continue to register yourself in the system as before, but be prepared for your status to remain "pending". When we have more details about this process we will be in contact with instructions.**
- Please remember that cloverbud members (ages 5-8) can only take cloverbud projects. These projects are listed in the project literature list available on the state 4-H website. If cloverbuds wish to exhibit animals (livestock, rabbits, poultry etc.) they can sign up for Our Animal Friends. If you have a cloverbud member as well as regular members (ages 9-19), we ask that you enter the cloverbud FIRST.
- Clubs will be charged $5 per project for every project over seven taken by a single 4-H'er regardless of how many project books have been requested. Self-Determined projects do not apply. All project materials are under copy-right protection. It is illegal to reproduce project materials without written permission from the New Mexico State 4-H Office. We **WILL NOT** accept money from individual 4-H members. Please speak to your organizational leader to determine how your club plans to handle these fees.
- All 4-H Clubs will receive a club dues bill from the Santa Fe County 4-H office at the close of enrollment. Club dues will be $10 for every family enrolled in Santa Fe County 4-H. Again, it is at your club's discretion as to how these dues will be paid for. Please speak with your organizational leader to determine if your family will owe money for fees.

We hope that our new 4-H year will be positive and exciting for our county. We thank you for all the hard work and dedication that you put in!

Sincerely,

Christina M. Turner

Christina M. Turner
4-H Ag Agent

Jacqueline S. Baca

Jacqueline S. Baca
4-H Home Economist

The 4-H Online Enrollment System will open for Santa Fe County RETURNING MEMBERS on OCTOBER 7!!!

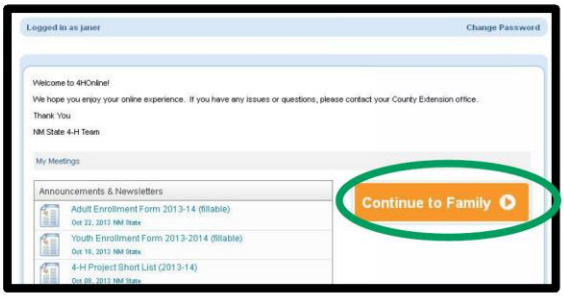
Returning members will have priority in the enrollment process from October 7th- November 7th. After November 7th, new members will be accepted in the system. Most of our clubs have membership caps stated in their club by-laws. We encourage all our returning families to complete their registration within the 1st month to ensure a spot in their club!

New 4-H Year: Re-Enrolling

Already created a 4-HOnline account? Re-enrollment is a snap! If you do not remember your login or password, contact your County Extension Office for assistance.

1. Go to nm.4honline.com
2. Select **I have a profile**
3. Enter **Email** and **Password**
4. Click **Login**

5. Click Continue to Family
6. Click **Edit** next to the person to re-enroll



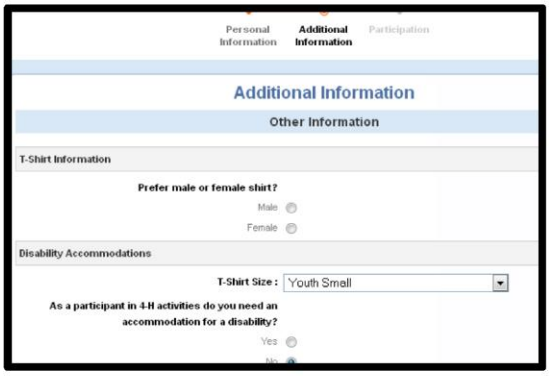
7. Click **Enroll for** (year)

8. Edit/Correct/Update **Personal Information**

   * Individuals do **not** need email info unless different from family email.

9. Click **Continue**

10. Edit/Correct/Update **Additional Information**
11. Click **Continue**

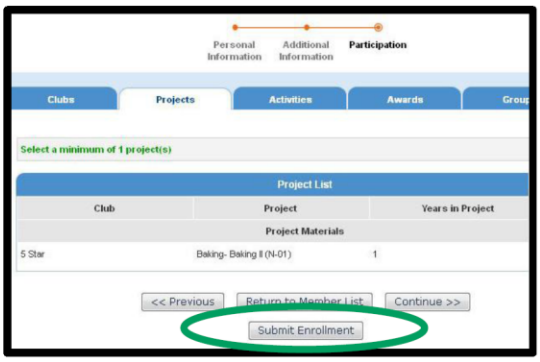


* All adult volunteer leaders must be screened to become members. Forms must be submitted to County Extension Office.

12. Edit/Correct/Update **Club** and **Project** information

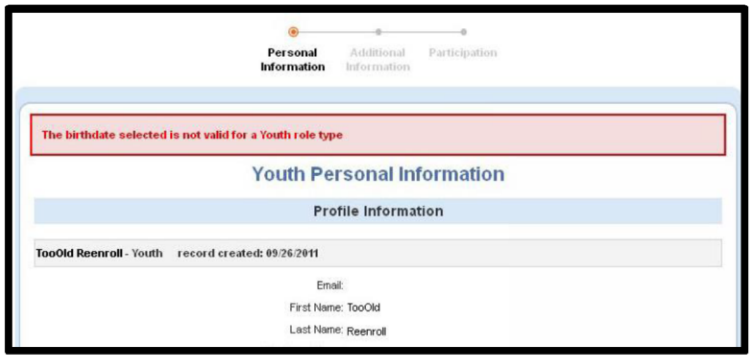
    * Youth **must** select at least one club and one project

13. Click **Submit Enrollment** button



Youth Re-Enrolling Error

1. When re-enrolling a youth who may no longer fit criteria for youth membership the following error will occur: **Error: the birthdate selected is not valid for a Youth role Type**
2. Contact County Extension Office



New Mexico State University is an equal opportunity employer. All programs are available to everyone regardless of race, color, religion, sex, age, handicap, or national origin. New Mexico State University and the U.S. Department of Agriculture cooperating.