

BANDERA COUNTY 4-H ENROLLMENT PROCESS 2011-2012

RETURNING 4-H MEMBERS:

1. Contact the Bandera County Extension Office to have your password reset.
2. Your temporary password will be emailed to your email address. If you do not receive it, please contact the Extension Office at 830-796-7755.
3. Once you receive your password, go to the Bandera County website: <http://bandera-tx.tamu.edu> and select the “4-H Connect” link.
4. Select “I have a profile” and put in your email address and temporary password. You will be prompted to change your password. **DO NOT CREATE A NEW PROFILE!**
5. Select “FAMILY” on the role drop down menu and click “Login”
6. Click “Continue to Family”
7. At the MEMBER LIST PAGE, find your name and click “Edit”
8. At the **Personal Information Page**, select Enroll for 2011-2012. Your personal information page will be shown. Review and update all information and click CONTINUE at the bottom when complete. Be sure to update your school information as well. **Incorrect information can jeopardize your ability to register for an event, receive school excused absences, not receive 4-H newsletters, email communications, etc.**
9. **ADDITIONAL INFORMATION PAGE.** Add any additional information to include any offices you have held in your project or club and be sure to select “agree” to the Code of Conduct information and click CONTINUE at the bottom when complete.
10. **PARTICIPATION PAGE.** Select the projects that you are interested in. Note if you are in the Rifle, Shotgun, ATV Safety or Plant ID, you must select “GROUPS” from the top menu and then choose the group you are in from the drop down menu and click CONTINUE.
11. **INVOICE PAGE.** This is where you will pay for your membership. Select “Add New Credit Card” or “Add New E-Checking Account Payment can be made by credit card or e-check. For e-check payments, have a blank check in front of you, all of the information is on it that you will need.
12. **CONFIRM YOUR ORDER.** Select the “confirm your order” button after you have completed the invoice page. Your pending enrollment will be reviewed and accepted by the Bandera County Extension Office. Upon acceptance of your enrollment your credit card and/or e-check will be charged.

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NEW 4-H MEMBERS:

1. Go to: <http://bandera-tx.tamu.edu>
2. Select the "4-H Connect" link
3. Create a family profile by selecting the "I need to setup a profile"
4. Select BANDERA from the county drop down menu.
5. Select "FAMILY" on the role drop down menu and click "Login"
6. **SETUP YOUR FAMILY PROFILE.** Be sure to put your mailing address, where you receive your mail, and parent's email address for your family email address. When complete, select "continue".
7. **ADD A 4-H YOUTH MEMBER.** Select the box "Add a New Family Member" and from the drop down menu select "YOUTH". Then select button "Add Member".
8. **PERSONAL INFORMATION PAGE.** Put in your personal information. Be sure to complete all fields marked in bold lettering. **Incorrect information can jeopardize your ability to register for an event, receive school excused absences, not receive 4-H newsletters, email communications, etc.**
9. **ADDITIONAL INFORMATION PAGE.** Add any additional information to include any offices you have held in your project or club and be sure to select "agree" to the Code of Conduct information and select CONTINUE at the bottom when complete.
10. **PARTICIPATION PAGE.** Select the projects that you are interested in. Note if you are in the Rifle, Shotgun, ATV Safety or Plant ID, you must select "GROUPS" from top menu and then choose the group you are in from the drop down menu.
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ADULT VOLUNTEERS:

1. Adult Volunteers must come to the Bandera County Extension Office to register. All volunteers need to be registered and will be screened. **You are not a volunteer leader unless you register through our office.**

EVENT REGISTRATIONS:

1. **4-H Event registrations**, to include contests, trainings, etc. will be processed by the Bandera County Extension Office. You must contact or come by the Extension Office to register and pay for your event.
2. Any 4-H event registration that does not follow the above mentioned statement, will result in a delay in processing and be subject to “non-approval”.