



Short-Term Enrollment Instructions

Please be advised that this is the FINAL STEP in registering your child for camp. If you do not submit the registration forms and a payment to the Leon County 4-H YOUR CHILD'S SPOT WILL NOT BE GUARANTEED! Your child will remain "pending" in the system without the paperwork and payment.



<https://florida.4honline.com>

1. I need to set up a Profile (**First Time Users**)
2. Enter Email Address
3. Enter Password (one you will remember, must be 8 characters-use both letters & numbers, case sensitive)
4. Role: Family
5. Press: Login
6. Continue to Family
7. Add A New Family Member: Youth (drop down arrow)
8. Press Button that says “ADD SHORT-TERM MEMBER”
9. Enter Youth Short Term Personal Information – Please complete all blanks
10. Press Continue button
11. Complete Additional Information Page-click on the boxes and print child’s name in member boxes and parent’s name in parent boxes.
12. Under the tab that says “Membership Dues Paid” select “No Membership Dues Required” **DO NO PAY ANY MONEY ON 4-H ONLINE.**
13. Press Continue button
14. Complete Health Form
15. Press Continue button
16. For Group: Choose 2017 Summer Camps or Cherry Lake: Leon
17. Press Submit Application

For Returning Campers that already have a 4-H Online Profile set-up:

1. Enter Email Address
2. Enter Password
3. Select Child's Name
4. Click on Enroll 2016-2017 Button & complete process

****Under the tab that says "Membership Dues Paid" select "No Membership Dues Required" **DO NO PAY ANY MONEY ON 4-H ONLINE.**