



## ONLINE PROFILE AND REGISTRATION INSTRUCTIONS

Before registering for SEEK you must create a family profile online using the Arkansas 4-H Online management system. You will need a computer with internet access. If you are already registered as a 4-H family you will need to make sure your child is in active status.

1. Open your internet browser and go to <https://arkansas.4honline.com>. Click "I need to setup a profile." Tip: Do not hit your browser's "Back" button while within the 4-H Connect system.
2. From the county drop down menu select **State Office**.
3. Fill in the fields marked Email, Confirm Email, Last Name and create a password you will remember.
4. Select "Family" on the Role drop down menu.
5. Click "Create Login."
6. Follow the on-screen prompts and complete the Family Section as a parent to register your family and all family members. Fields marked in bold are required.
7. To the right of family address, add a student by clicking on "select a member type", choosing "Youth", and then clicking "Add Member."
8. Fill out all information on the student. When you get to the School Information section, choose the second option of "if you are unable to locate your school in the list above, please enter the school name and type, in the fields below." Create a name for your home school and under school type choose "Home school/Alternative".
9. Continue through the sections of Personal Information, Additional Information, Health Form, and Participation.
10. You must choose a minimum of one club to fully register. Under the section heading of Add a club, in the drop down select "Arkansas 4-H Club" then click add club. Click on continue
11. Select any project your child has an interest in. Click add a project, then continue.
12. You do not have to select a group. Click on continue and you will be returned to the Member list where it will show your child as pending.
13. Add additional students by adding members.
14. After entering all family members, please log out of Arkansas 4-H Online.
15. Your enrollment into 4-H Online will be approved before March 23<sup>rd</sup> by the 4-H Center staff.

### Registering for classes:

When registration for classes opens you will need to go back into Arkansas 4-H Online.

1. Registrations will be accepted in the order they are received.
2. Log in to your account by clicking "I have a profile" and providing your email address and password.
3. Click on "Continue to Family"

4. On the "Member List" page, scroll to the bottom of the page and select a member from the "Register a member for an event" drop down menu.
5. Select the event you are registering for. Only events that a member is eligible for will be shown. Select the appropriate class you would like your student to be enrolled in. *For example "SEEK\_5-6 grade\_Thursday."*
6. In "NOTES" enter pertinent information such as *"2<sup>nd</sup> choice would be Tuesday."*
7. 4-H Staff will review your registration and approve. Once approved you will be accepted into the class. **You will receive an email either confirming registration or letting you know the class is full.**

If you get lost in the process, please call our office 821-6884 and request assistance.