



Alabama 4-H
Alabama Cooperative Extension System



How to Register for Summer EOLS Workshops

1. Go to the registration page found on the 4-H website, or click here: <https://al.4honline.com>.

2. Select “I need to setup a profile” to set up your profile. Your role is “Family”. Provide the requested contact information. Complete the family info section to set up your family profile.

The screenshot shows a registration form with the following elements:

- Three radio buttons: "I have a profile", "I need to setup a profile" (selected, indicated by a green arrow), and "I forgot my password".
- A checkbox for "Are you in a Military 4-H Club?".
- A dropdown menu for "County" with the text "Select your county ...".
- Text input fields for "Email", "Confirm Email", and "Last Name".
- Text input fields for "Password" and "Confirm Password". A note next to the password field says "Min. of 6 characters, at least 1 num".
- A dropdown menu for "Role" with "Family" selected.

***If you receive a “User account already exists” message, this means that a family profile exists because your child has been enrolled through their school 4-H Program. Contact your [local county extension office](#) to gain control of your family account.*

3. Once your family exists, you must add its members. In the “Add a New Family Member” box, choose Contact.
4. Fill in your personal information and click continue.
5. At the bottom of the Member’s List page, find the “Register for an Event” box. Select your name, the event that you would like to register for, and click Register.
6. Complete the requested information for the event and click continue.
7. A summary will appear showing the amount owed; click Check Out.
8. Click Add New Credit Card to add your card information. Once the card is listed, select the bubble next to that card and click Select Payment Method.
9. If the information is correct on the Confirm screen, click Confirm Order.
10. The last page will give you a summary of your registration order.