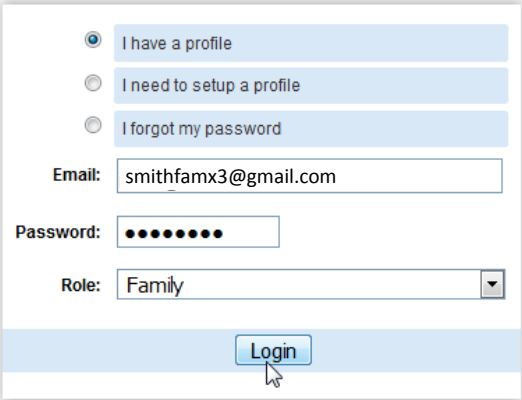
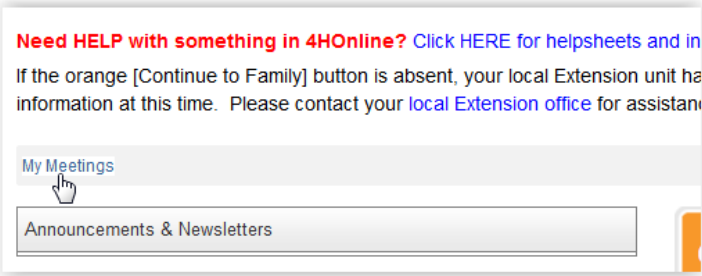
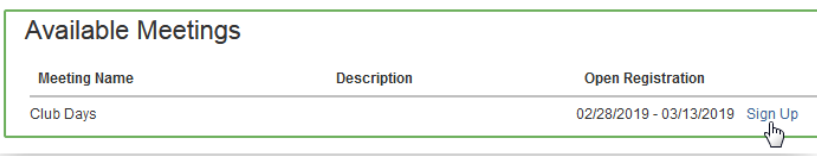


**OVERVIEW**

If your 4-H agent or local Extension office has instructed you to sign up for a meeting in 4HOnline, this resource will help you choose a specific timeslot. Please note – you must be ACTIVE to complete this process.

<p>1. Login to 4HOnline using your family’s email and password used to access your 4HOnline enrollment records.</p> <p><i>Contact your local Extension office for assistance if you cannot login to your existing account.</i></p>	
<p>2. From your Home page, click “My Meetings.”</p>	
<p>3. Available meetings will appear.</p> <p>4. Click “Sign Up” to view available timeslots.</p>	
<p>5. Select the Member who is signing up.</p> <p>6. Select the Topic.</p> <p>7. Select a Timeslot.</p> <p>8. Save</p> <p>Click “Sign Up” to sign up more members if desired.</p>	