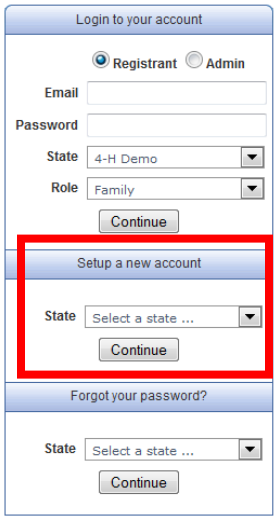
University of New Hampshire Cooperative Extension

4H Online 4-H Enrollment and Event Registration

Help Sheet for New Families

Enrolling in 4hOnline as a NEW family – Quick Start Guide



Your county Extension office staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or online in 4hOnline.

LOGGING IN

Start by going to https://www.4honline.com/

- **New 4-H Families**
  - Select "Setup a new account", select a state and click *Continue*
  - On the next screen, select "I need to set up a profile"
  - Fill in requested information and click *Create Login*
    *Please note: *E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information.**
- **Previously enrolled 4-H Families**
  - Sign in (and select "I have a profile") or "I forgot my password"
  - After logging in, click "Continue to Family"

To move between boxes, you need to use your mouse or the TAB key.

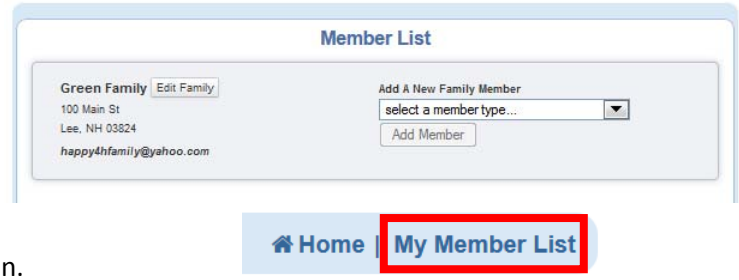
Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

MEMBER LIST SCREEN

You will then be on the "Member List" page where you can:

- Enroll new 4-H members and adult volunteers
  - In the drop down box under "Add a New Family Member", select "youth" or "adult" and click on "Add Member"
- Re-enroll existing 4-H members and adult volunteers

Click on "My Member List" at any time to return to this screen.



PERSONAL INFORMATION SCREEN

Every youth and adult volunteer in a family will have a "Personal Information" page.
Please carefully enter, review, and update this information.

- Please give special attention to the cell phone/text messaging section, so that if possible, we may communicate with you via text messaging.
  - **a.** Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program.

10/01/2014

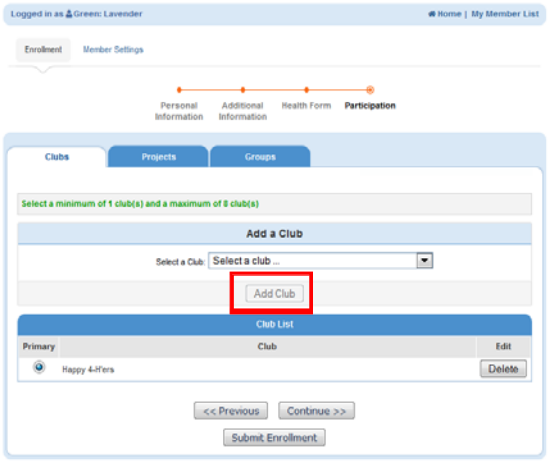
Authorizations and Releases

These screens contain authorization statements and information, along with important health and emergency contact questions.

Additional Information

- **Digital Signatures**
- Enter both the name of the parent/guardian and the youth. If a field requires as youth signature as well as a parent/guardian signature, both fields must be filled in before you can click the "Continue" button.
- *By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.*

The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.

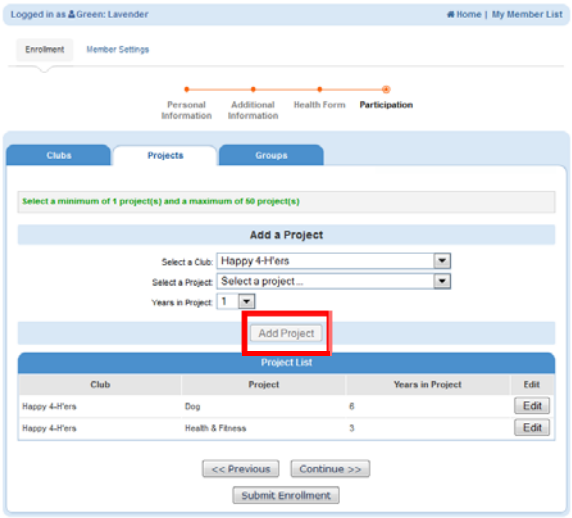


- Select the correct club from the drop down menu and click on it.
- Be sure to click "Add Club".
- If your child is a member of more than one club, add the next one the same way. Make sure that the main club has the filled-in dot next to it.
- Click the "Continue" button.

The "Projects" tab.

- Under "Select a Project" click on the drop down menu and select the first project for this youth.
- "Years in Project" – must have 1 for 1st year members. For returning members, the years are automatically updated.
- Click on "Add Project".
- For each additional project that you want to add, repeat the steps above.

Once you have entered all your project(s), you need to click on "**Submit Enrollment**" and you are done!



If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them. There is an option to "copy parent information from another youth record".

What Happens Next?

Once your enrollment has been submitted, it is sent to your County Extension Office to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail with instructions for logging back in (with the same email/password you set up) and correcting those. If there are no problems, you will receive an e-mail stating

that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can login to the program and update your records whenever you need to.

Next year, when it's re-enrollment time, you'll log in to the records you created this year, and simply "reactivate" any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

Q: I forgot my password, how can I get it?
A: On the login page, click on "I forgot my password" and then click "Send My Password"

Q: I forgot the e-mail address that I used, how can I get it?
A: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

Q: I requested my password to be sent, but it never came, what can I do?
A: Contact your county Extension office and ask for your password to be reset.

Q: If I forgot my e-mail and/or password, can I just set up another profile?
A: NO! If you do that it duplicates the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

Q: I was given/e-mailed a password but when I typed it in, it did not work?
A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

Family and Individual Profile

Q: Now that the new 4-H year has started, do I create a new family profile, or a new member profile?
A: No, to re-enroll all you have to do is access your CURRENT family profile, click on each name of the person re-enrolling (youth and adult) and review the information for correctness. Once complete, make sure you submit your enrollment.

Q: I completed my profile over a week ago and it is still pending, what do I do?
A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.