

Ashland County 4-H Enrollment Help Sheet

Revised 1/20

All 4-H enrollment for members and volunteers is be done on-line. This help sheet will guide you through the process.

First of all it is important to understand that if you have been enrolled in 4-H before, you already have a profile in the system. If you or anyone in your immediate family has already enrolled you will enroll in that family unit. Please do not make a new profile. For example, if you were a member last year, you will just need to update your profile, not make a new one. Also, if your sibling who lives with you was a member last year, you will just be added on to the family and will not need to start a new profile. If you are in your first year of 4-H and have not had any siblings in the program nor have a parent who is a 4-H volunteer, you will set up a new profile.

New 4-H Volunteers cannot enter themselves on-line. They should contact the Ashland County Extension office.

This database is **ONLY** for 4-H members and volunteers (Advisors and Committee Members) that are part of the Ashland County 4-H Program. It is **NOT** for non-4-Hers, grandparents, etc.

If your child(ren) belong to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple emails may be entered.

The ability to change or update your information is limited to certain fields in the system. If you see information that is incorrect and you are not able to make changes, please call the office and we will make the change for you. An example of this may be an activity your child is participating in, such as 4-H Camp.

For questions or problems please contact:

Laurie Aulger, Office Associate – OSU Extension, Ashland County

Phone: 419-281-8242/ Email: aulger.3@osu.edu

OR

Kathy Blackford, Extension Educator, 4-H Youth Development – OSU Extension, Ashland County

blackford.10@osu.edu

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

Ohio 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.



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AND ENVIRONMENTAL SCIENCES



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ashland.osu.edu

4-H Online Tutorial - Ashland County

Let's Get Started!

Directions for members and volunteers who were enrolled in the past and new siblings/children of these members/volunteers.

*****If you are brand new to 4-H and do not have a family profile, please turn to Page 9 for directions.*****

The 4HOnline program works best with Chrome, Firefox or Safari as your browser. **Do not use Internet Explorer.**

The 4HOnline website is: <https://4honline.com>.
Scroll down and select Ohio before you log in.
Your log in page should look like this



Keep Role as family.
Log in using your email and password.

Click the orange "Continue to Family button" on the resulting screen.
Proceed with directions on page 4.

If you have forgotten your password you can request a new one. See the instructions below.

- Click "I forgot my password."
- Enter the email that you have used before.
- Make sure Role is Family
- Click "Send My Password"
- ***If you do not remember your email address or you do not use that email address any longer you must call the Extension Office at 419-281-8242 to proceed.**

4-H Online Tutorial - Ashland County

Check your email, you now have 2 options:

4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps.

- 1.) Go to oh.4honline.com
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickey@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

OPTION 1:

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to the screen at the bottom of this page
Please update your password

Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

OPTION 2:

- Highlight, Right click and Copy the temporary password from your email.
- Go back to oh.4honline.com
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role is Family
- Click "Login"
- Once you login you will be prompted to reset your password.

OHIO 4-H Ohio 4-H Youth Development Logout

Logged in as Flintstone Home My Member List

Credit Cards Email History Family Family Settings Login History

Please update your password

Password Management

New Password:

Confirm New Password:

- Passwords must be:
 - At least 8 characters
 - Contain at least 1 number
 - At least 1 capital letter
- Make sure your password is something you will remember.
- Write it down in a safe place!

After you have reset your password – click Continue and this will bring up the Member List screen.

4-H Online Tutorial - Ashland County

Now update your info as needed. See below for assistance if needed.

OHIO 4-H
Ohio 4-H Youth Development
Logout

Logged in as Flintstone | Home | My Member List

Member List

Flintstone Family

252 3rd St Ne
Carrollton, OH 44615-1236
123-456-7890
flintstonefamily3@gmail.com
Serial#: 19@Osu.Edu Carroll County Manager County [contact info]

Add A New Family Member
select a member type...

ReActivate An Archived Family Member
select a member...

- Review basic demographic information here.
- Check your email address! (This is your "FAMILY" email)
- If anything is incorrect, click on -make changes and click on -this will bring you back to the home screen

You may enter new siblings or children of advisors here by selecting Youth and clicking Add Member. This will bring up a Youth Personal Information Screen with personal information, additional information, and participation sections.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth	663589	Inactive	2013-2014	<input type="button" value="Edit"/>

Member Reports
Member: select a member...
Report:

Register A Member In An Event
Member: select a member...
Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor or Committee Member, you should be listed as a **Volunteer**.
- Each person listed should have an **Enrollment Status** of "**Inactive**".
- Click on the button for each person to bring up his/her personal information screen

4-H Online Tutorial - Ashland County

For new children in this family – create the 4-H record by working through those items and click continue at the bottom of each screen.

For existing members – scroll down to the bottom of the page and click on the Enroll for 2019-20.

This is the current 4-H year.

Second Household Send Correspondence: No
Second Household Correspondence Preference: Mail
Second Household Family Name:
Second Household First Names:
Second Household Primary Phone:
Second Household Address:
Second Household City:
Second Household State: Ohio
Second Household Zip Code:
Second Household Email:
Emergency Contact Name: Wilma Flintstone
Emergency Contact Phone: 123-456-7890
Emergency Contact Cell Phone:
Emergency Contact Email:
Emergency Contact Relationship: Mother
4-H County: Carroll

Enroll for 2015-2016

SCROLL DOWN

• Click on the Enroll Button

Personal Information Additional Information Health Form Participation

Youth Personal Information

Profile Information * Required Fields

Email: flintstonefamily@gmail.com joe@4honline.com

Prefix:

* First Name: Pebbles

Middle Name:

* Last Name: Flintstone

Suffix:

Preferred Name:

* Mailing Address: 123 Bedrock Lane

Mailing Address 2:

* City: Carrollton

* State: Ohio

* Zip Code: 44615 12345

* Birth Date: 02/14/2000 mm/dd/yyyy

* Gender: Female

* Primary Phone: 123-456-7890 555-555-1234

Correspondence Preference: Mail

Cell Phone: 555-555-1234

You wish to receive notices via text message: @ Select your provider

* Years in 4-H: 2 #

* Parent 1 First Name: Fred

* Parent 1 Last Name: Flintstone

Parent 1 Cell Phone: 123-456-0897 555-555-1234

• Review and update the 4-H Record.
• Note that all fields that have an * are required.

TIP: An email that differs from the FAMILY email may be entered here. This is an excellent option if you have an active teen that is responsible for his or her own schedule!

This number has already been updated.
DO NOT CHANGE

4-H Online Tutorial - Ashland County

Second Household Send Correspondence:

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

These are the fields that can be filled in for those who have blended/shared households. Be sure to enter the email address!

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school name.

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.

Tips:

- If you go to school outside of Ashland County you must select the county in which the school is located (this does not apply for Crestview or Black River) to find your school name.
- Choose your school building name
- If you are home schooled or do not see your school on that list go down to the next radio button and click on school type. For home schooled students name your school "home"

OHIO 4-H Ohio 4-H Youth Development

Logged in as Home | My Member

Enrollment Member Settings Trainings

Personal Information **Additional Information** Health Form Participation

Additional Information

The **Additional Information** page asks for signatures in areas such as:

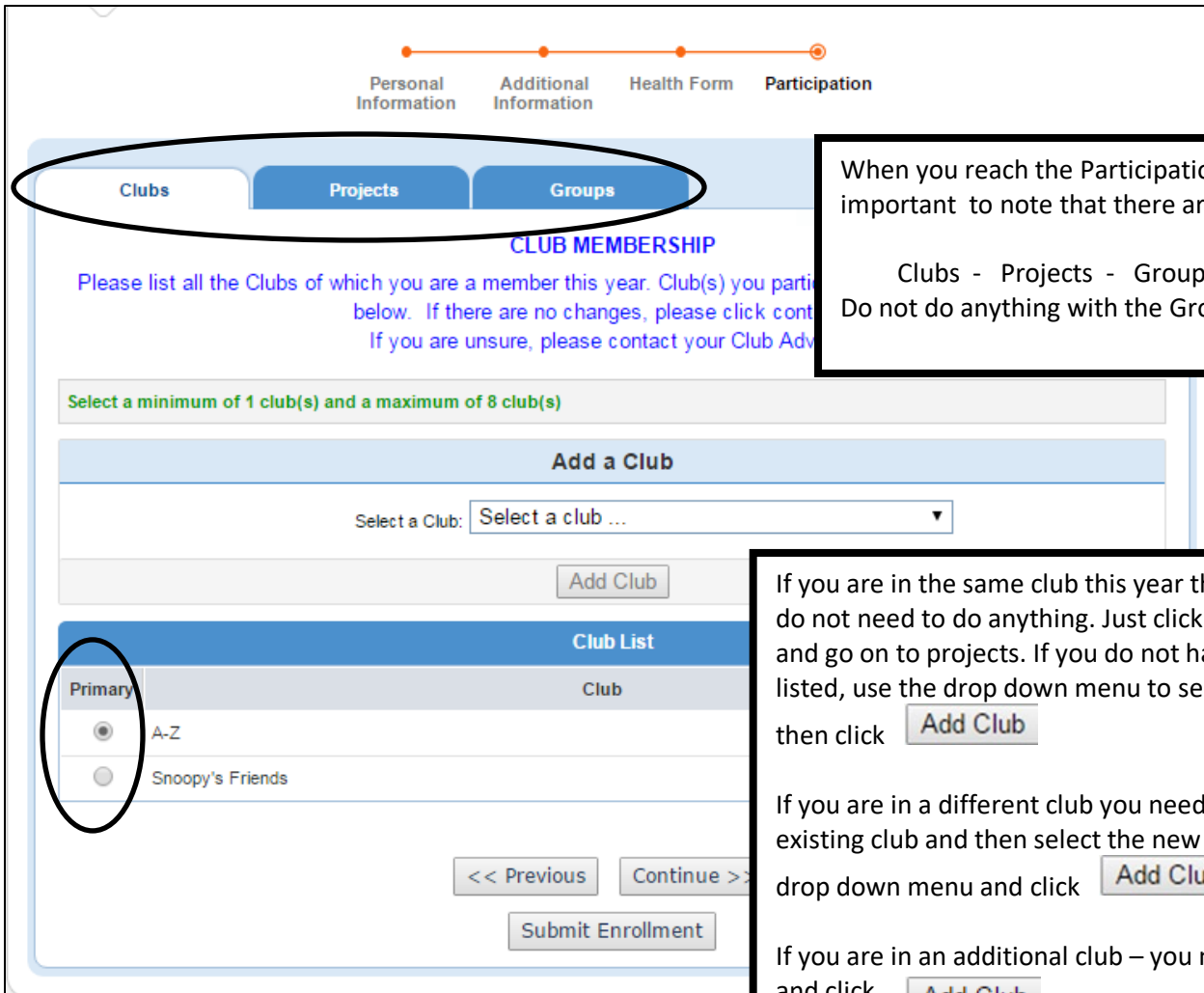
- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking boxes and typing in member/adult names
DO NOT LEAVE SIGNATURES BLANK!

Mark your T-Shirt Size.



The **Health Form page is optional**. You may include any health considerations such as allergies, medical conditions or dietary restrictions if you wish.



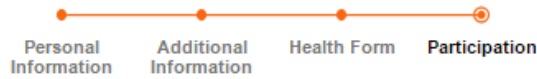
When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups
Do not do anything with the Groups tab.

If you are in the same club this year that is listed you do not need to do anything. Just click **Continue >>** and go on to projects. If you do not have a club listed, use the drop down menu to select your club – then click **Add Club**

If you are in a different club you need to delete the existing club and then select the new club from the drop down menu and click **Add Club**

If you are in an additional club – you may add it also and click **Add Club**



Clubs | **Projects** | **Groups**

PROJECTS

Please list all projects you are taking this year. Projects you participated in LAST YEAR will be listed below. Please make any necessary changes and then click **Submit Enrollment**.

Select up to 50 project(s)

Add a Project

Select a Club: A-Z
 Select a Project: Select a project ...
 Years in Project: 1
 Select Project Materials: Please select a project from above...

Add Project

Project List

Club	Project	Years in Project
Project Materials		
A-Z	150CE Chicken Exhibition (Fancy)	3
A-Z	617 Exploring Ponds	1
Snoopy's Friends	2010 Dog Obedience	1

<< Previous | Continue >>

To add a project:

- Make sure the correct club is selected (if you are in more than one)
- Hit the dropdown arrow on Select a Project
- Choose your project from the list
- See notes on yellow page for helpful tips on selecting projects
- Do not worry about Select Project Materials. We will not be using this field.
- Click **Add Project** **Important!!!**

Projects taken last year if any will be listed.

- If you are **NOT** taking the project again this year- Click on the **Edit** button and delete the project. *******Important!**

Do not worry about the Years in Project – we do not keep that record here.

Club	Project	Years in Project	Edit
Project Materials			
	150CE Chicken Exhibition (Fancy)	3	Update Delete

Once all projects are entered; you are ready to submit.

* If you decide to add or change a project after you have submitted your enrollment, you can do that until June 1, 2020 at 11:59pm. Just log in, go to participation tab to add a project or click on **Edit** by the project you wish to change.

PLEASE REVIEW YOUR ENROLLMENT AND BE SURE YOU HAVE ALL CLUBS AND PROJECTS ADDED BEFORE YOU CLICK THE **Submit Enrollment BUTTON.**

The Extension office has your updated information! Your status is now “pending” and your enrollment will be reviewed and approved by the Extension Office within a few days.

4-H Online Tutorial - Ashland County

pg. 9

Welcome to 4-H Online

Your log in page should look like this.



Create a family profile by selecting the “I need to setup a profile” button.

Choose Ashland County and enter your email, last name and password of your choosing.

Press the Create Login button.

Complete the family information screen with mailing address, primary phone, and other information as needed. Be sure to click the “update member records with same address” box to save you time in the future. Don’t worry about password as you already set it.

Click [Continue >>](#) This will bring up the Member List screen.

Under Add a New Family Member click Youth. Then click add member. This brings up Youth Personal Information screen with Personal Information, Additional Information and Participation sections.

See page 5 & 6 for more detailed instructions.

Create the 4-H record by working through those items and click [Continue >>](#) at the bottom of each screen. Items with a red asterisks must be completed.

- Make sure the birthdate has the correct birth year!
- Leave the years in 4-H at 1.
- Second household correspondence information can be filled in for those who have blended/shared households. Be sure to enter the email address.
- Under military family, you must select a status. Click the drop down box to see choices.
- Please fill out school information. If you go to school outside of Ashland County you must select the county in which the school is located (this does not apply for Crestview or Black River) to find your school name. Then choose your school building name. If you are homeschooled or do not see your school on that list go down to “If you are unable to locate your school in the list above, please enter the school name and type in the fields below.” For homeschooled students you may name your school “Home”.
- Select your grade in school and click [Continue >>](#)

This opens the Additional Information page:

The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission

4-H Online Tutorial - Ashland County

pg. 10

Mark T-shirt size. Click

The Health Form page is optional. You may include any health considerations such as allergies, medical conditions or dietary restrictions, or leave it blank. Click

The next screen is club membership. As a new member, find your club name in the drop down box and click on it. You must click button or the 4-H Club will not be added to your enrollment. **See page 7 & 8 for more detailed instructions on how to add a club and/or project.**

DO NOT CLICK "Submit Enrollment" until you have added and reviewed your projects.

Please list all the projects you want to take this year by finding them in the drop down box and click on each one individually, then click on Continue to add all projects that you will be taking this year in 4-H. Make sure all of your projects appear in the project list.

* **If you decide to add or change a project after you have submitted your enrollment,** you can do that until June 1, 2020 at 11:59pm. Just log in, go the participation tab and add a project or click by the project you wish to change.

Once all projects are entered; you are ready to submit.
Do not do anything with the Groups Tab.

**PLEASE REVIEW YOUR ENROLLMENT AND BE SURE YOU HAVE
ALL CLUBS AND PROJECTS ADDED BEFORE YOU SUBMIT YOUR ENROLLMENT**

CLICK THE SUBMIT ENROLLMENT BUTTON

The Extension office has your updated information! Your status is now "pending" and your enrollment will be reviewed and approved by the Extension Office within a few days.

You can add another youth member to the family by selecting youth under add a new family member and repeating steps above.