4-H Online 2.0 Family Enrollment Guide

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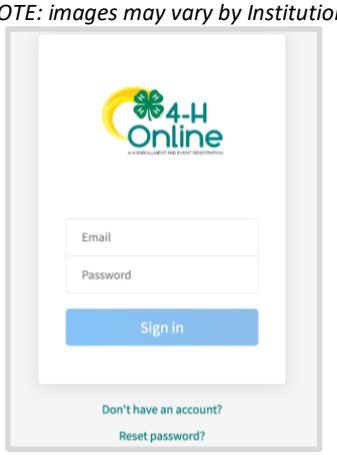
Creating a New 4-H Online Account: (Never enrolled in 4-H before)

1. Go to http://v2.4honline.com.
2. Click "Don't have an account?" if you have never enrolled in 4-H before in any county using 4-H Online.

NOTE: If you had an account in 4Honline before, enter the login information for your existing account and skip to Member Enrollment section of this help guide.

NOTE: images may vary by Institution



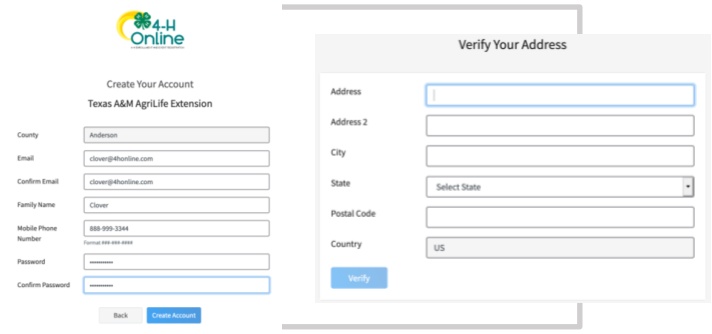
3. Select your state from the drop-down menu.

4. Choose **ASHLAND** County from the drop down menu.

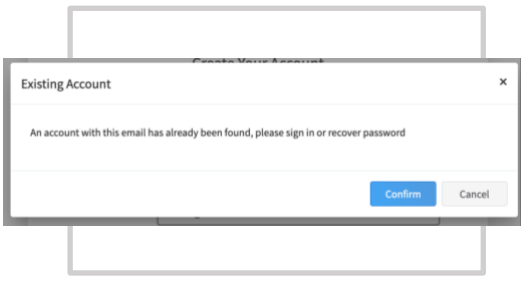
5. Complete your family information

6. Click Create Account button. **Use an email address that you check FREQUENTLY as this is our main way communication.**

7. Enter your family's address. **Note: This is the address where your Jr. Fair livestock check and any other corespondance will be sent.**



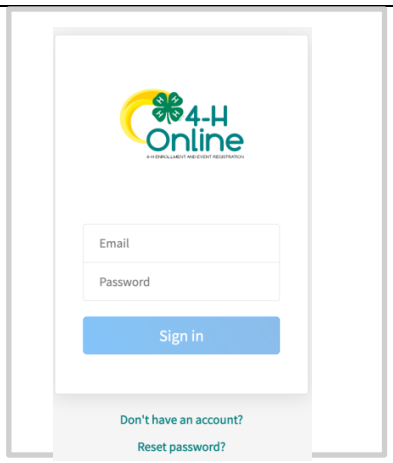
8. Click the Verify button. NOTE: The verification process may require you to select an appropriate USPS format.



f you create a new account and an existing account is found, click the Confirm button and continue to : **Logging in with an Existing 4-H Online Account** in this help guide

Logging in to an Existing 4-H Online Account

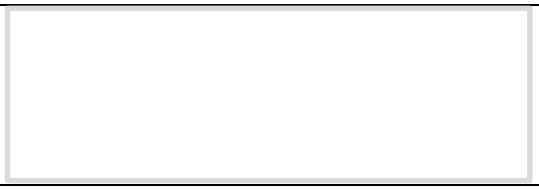
1. Go to http://v2.4honline.com.
2. Enter your email address and password.
3. Click Sign-In
4. Continue to Youth and Cloverbud Member Enrollment to re-enroll youth members, to Adult Enrollment to re-enroll Adult members or to Adding New Members to add new Family Members.



If you have forgotten your password, click "Reset Password?" to receive an email with a link to set a new password.

If you do not have access to the email used to create your 4Honline account, please contact the Extension Office.

MAKE SURE TO CHECK THAT YOUR EMAIL, PHONE NUMBER AND ADDRESS ARE CORRECT AND CURRENT!!

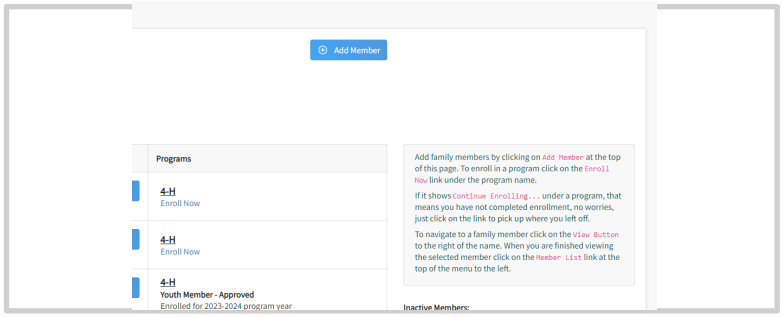


This is the email/phone number we will use to contact you, send your Jr. Fair livestock sale check to, etc.

Use an email that you check frequently as this is our main way of communication.

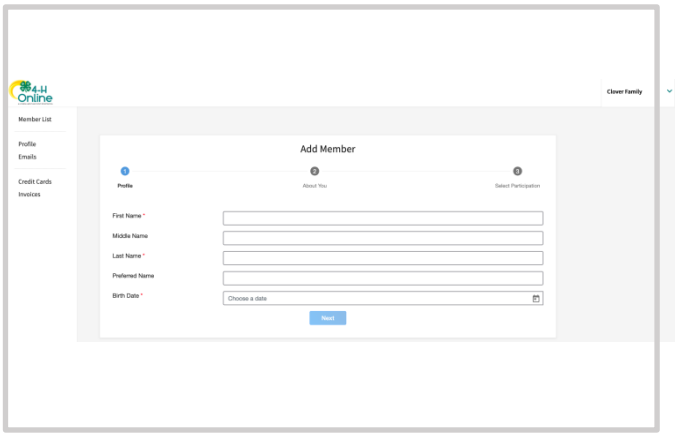
Adding a New Member to the Family

1. Log into your 4Honline family account. member's information.
2. Click the BLUE ADD MEMBER button.



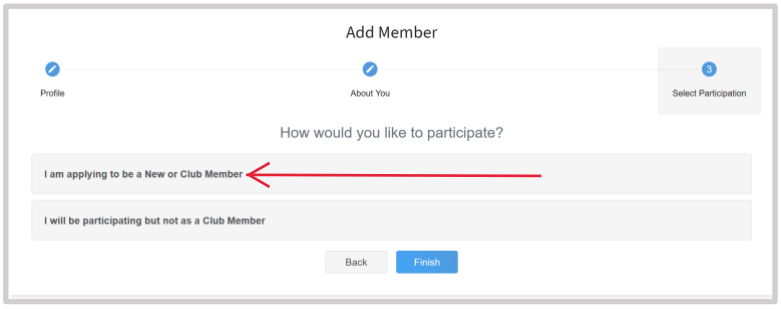
3. Choose " I want to Join 4-H"
4. Complete the "About You" form with the requested information.
5. Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

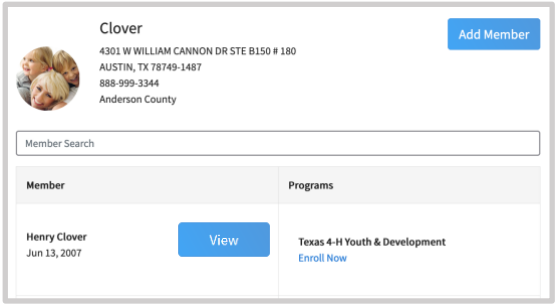


5. **SELECT APPLYING TO BE A NEW OR CLUB MEMBER.**
6. **Participating, not as a Club member is for events only. If you chose this, you will NOT BE enrolled in 4-H & YOU WILL NOT BE ELIGIBLE for Fair)**
7. Click the Finish button. New or Returning Club Members, continue to Youth and Cloverbud Member Enrollment.

If you are participating as an Adult Volunteer, continue to the Adult Volunteer Enrollment instructions.



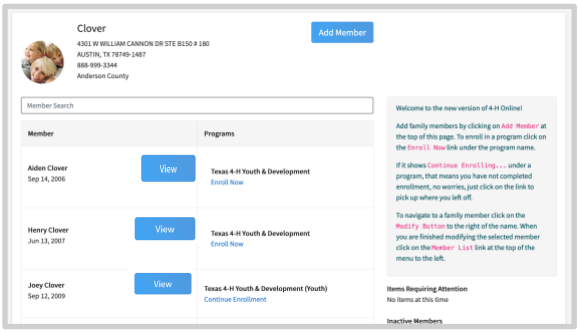
To enroll as a Club Member or Volunteer click "Enroll Now" from the Member List and continue to Youth and Cloverbud Member Enrollment or Adult Volunteer Enrollment.



Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click the BLUE BUTTON "Enroll Now".

If you are a new member and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," on page 4, then continue to Step 1 below.



1. Select the member's Grade and click Next.

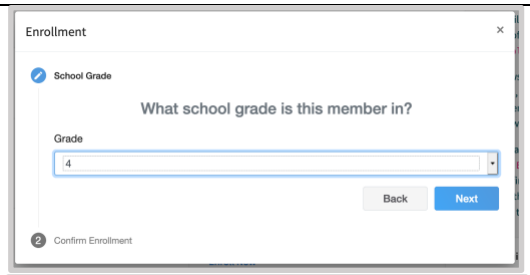
2. Select to Confirm that you would like to enroll as a Club Member.

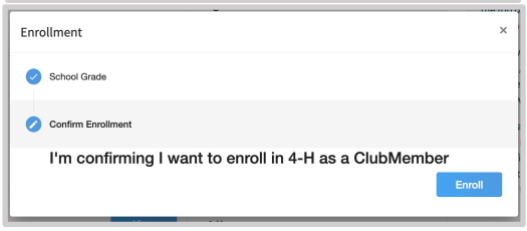
   FFA members, your "club" will be your FFA Chapter.

3. Click the Select Clubs button.

   Units = Clubs

   Youth DO NOT need to list a Volunteer type (club office held)

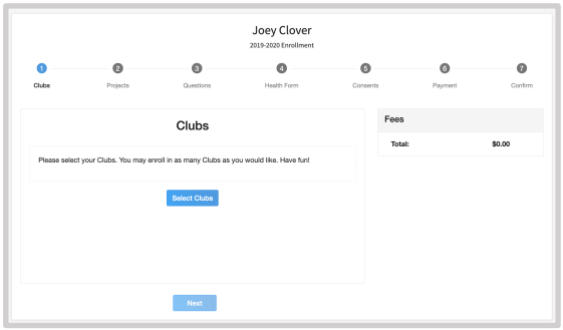




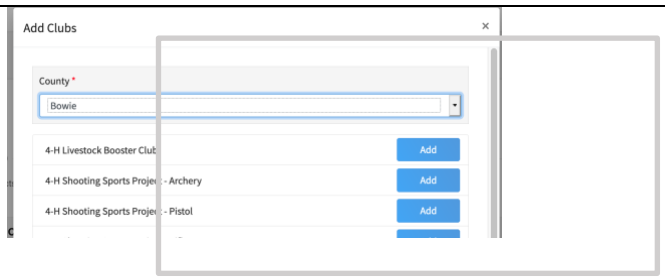
4.Select the County in which your Club is located.
5.Click Add next to the Club you would like to join.

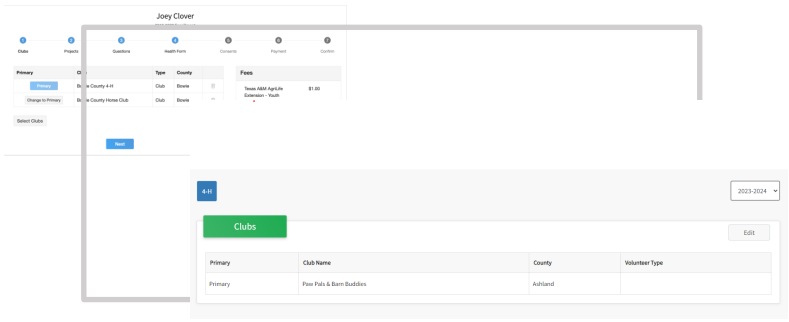
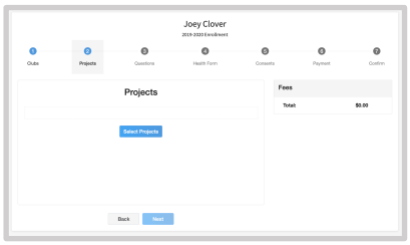
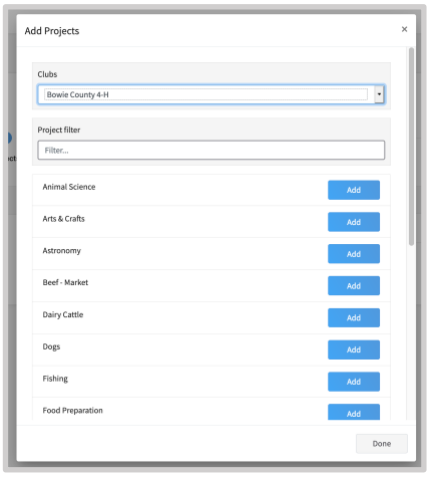
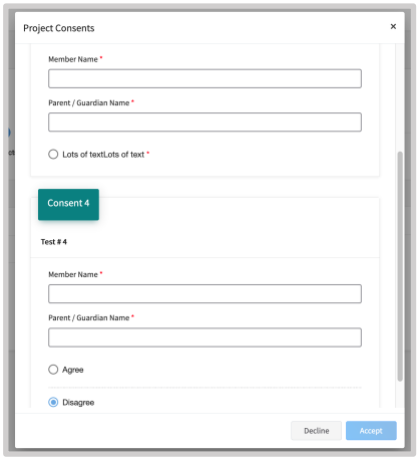
FFA members: Choose your FFA chapter as your unit/ club. By choosing your FFA chapter, THIS DOES NOT ENROLL YOU IN 4-H.

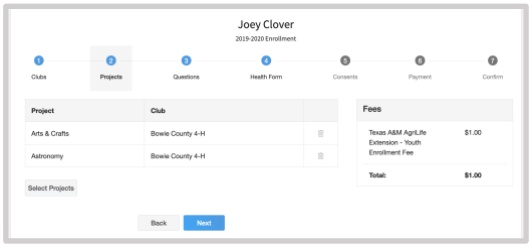
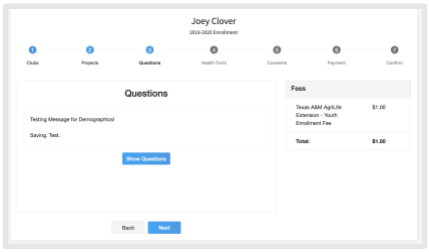
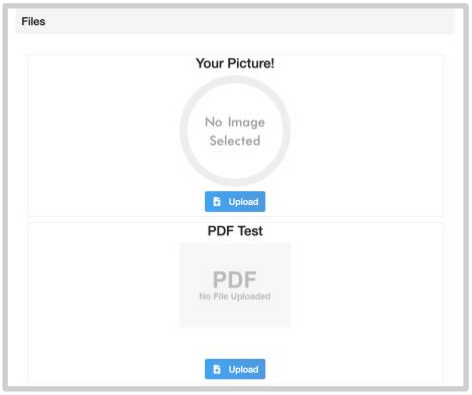
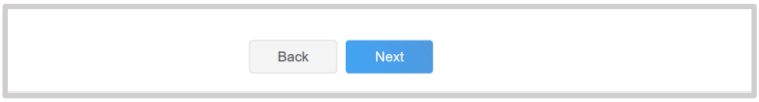
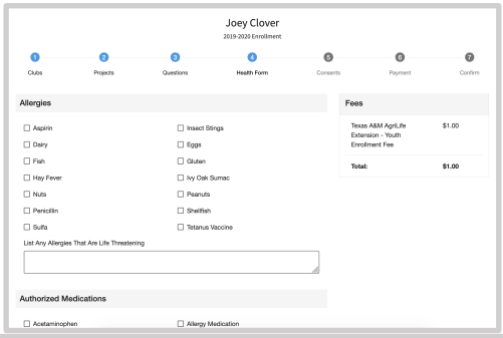
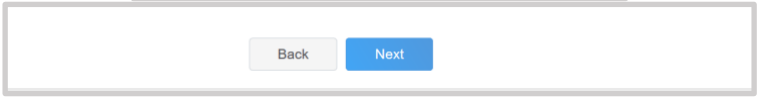
If you are taking projects in FFA AND in 4-H, add both your FFA chapter and your 4-H club and the projects you are taking listed under each.

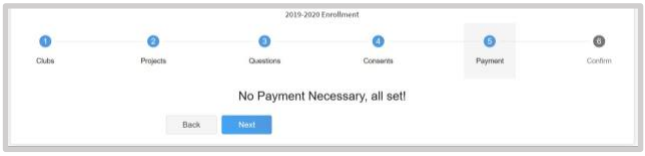
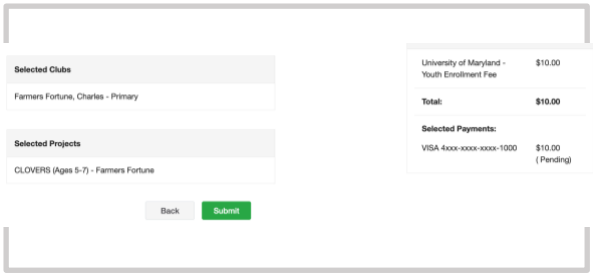


4. Select ASHLAND County
5. Click Add next to the Club you would like to join.
6. Repeat steps 1-3 to add all of the Clubs in which you would like to participate. MAKE SURE TO MATCH YOUR CLUB WITH YOUR PROJECT. EX: **Shooting sports projects must be listed with Top Shots Club**. Most members will only list 1 Club.

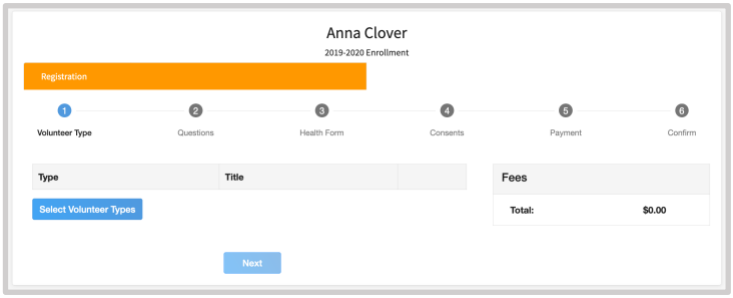
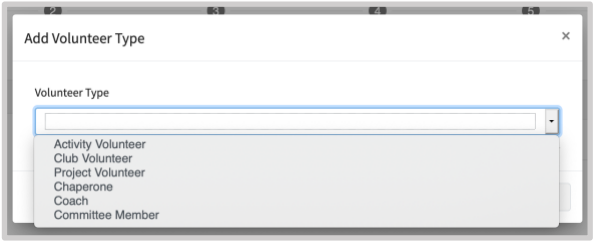
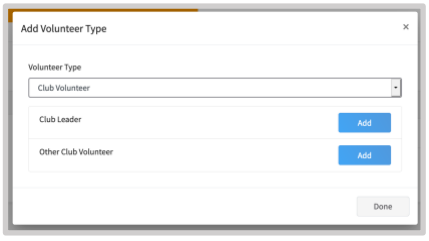


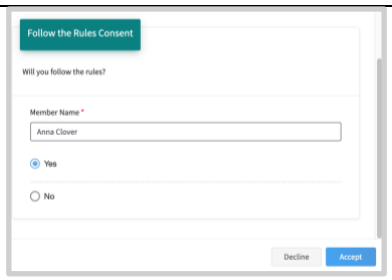
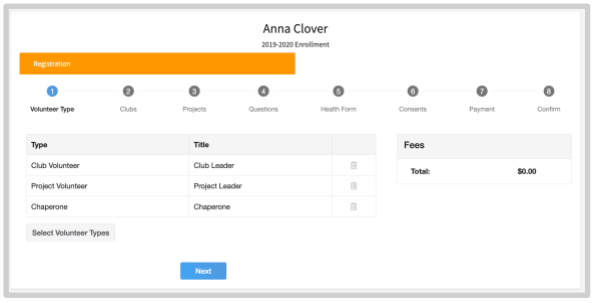
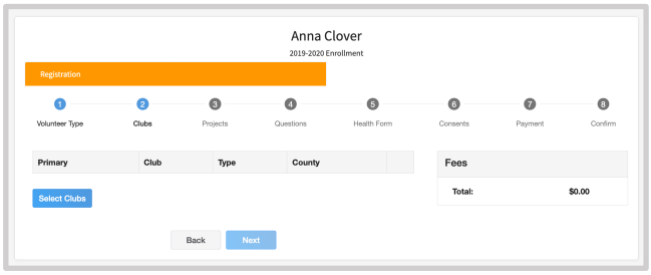
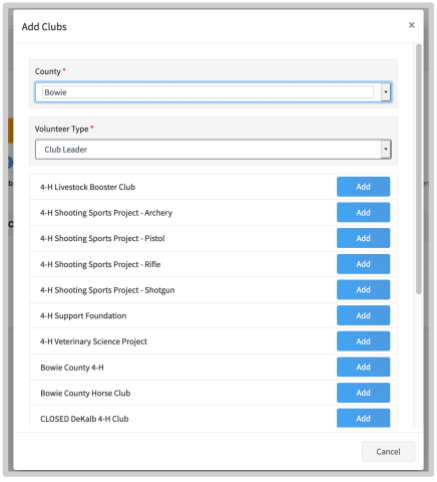
7. If not, click the Change to Primary button to mark a different Club as your Primary Club. 8. Click the trash can icon to remove a Club from the list. 9. Once all of your Clubs are added, click Next at the bottom of the screen. 10. **IF YOU NEED TO ADD A SECOND CLUB, USE THE EDIT BUTTON. DO NOT REQUEST TO ADD A NEW CLUB! This is only used to add a new club to the county.**	
7. Click Select Projects **Be sure to enroll any shooting sports projects in Top Shots 4- H Club** **Cloverbuds: Select 710 Cloverbud Activities**	
8. Select the Club with which you want your project to be associated with. 9. Click the Add button next to the project you want to add to the member's enrollment. 10. Repeat steps 7-9 for each project in which you would like to participate.	
NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".	

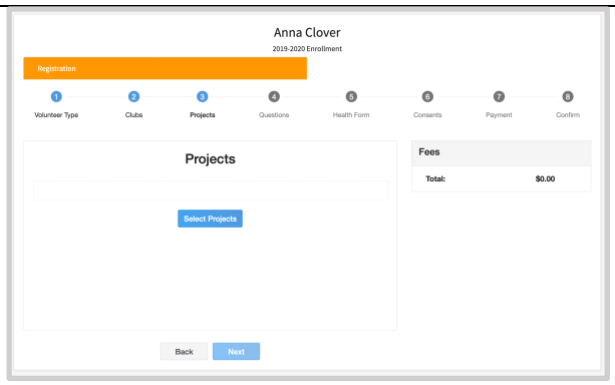
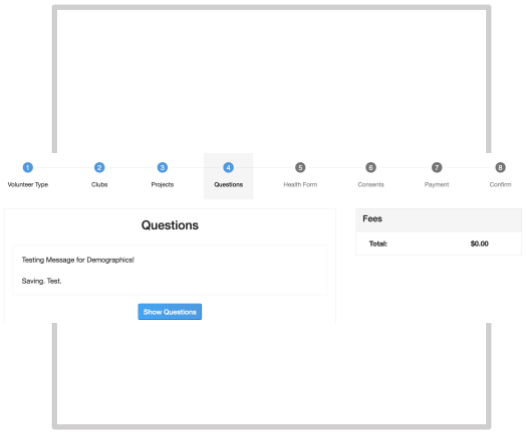
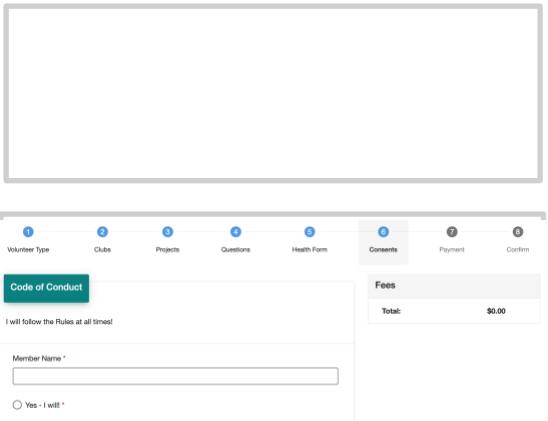
11. Click the trash can icon to remove any projects. 12. Click the Next button once all the member's projects have been added.	
13. Click "Show Questions" 14. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record. NOTE: Any questions with a red asterisk (*) are required. Questions may vary by Institution. NOTE: It is not required to upload your picture Click the Next button at the bottom of the screen when you are finished.	  
15. Click the Next button at the bottom of the screen when you are done.	 

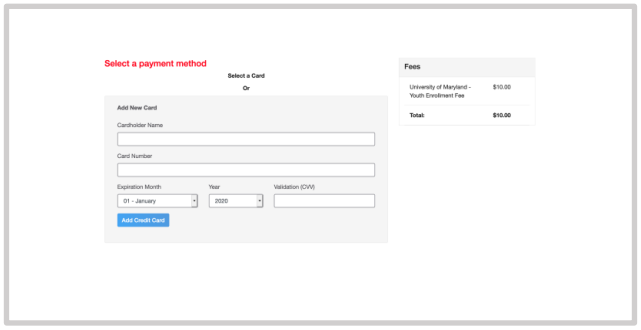
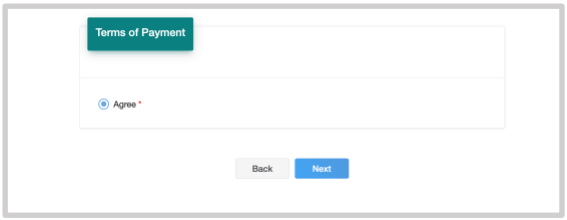
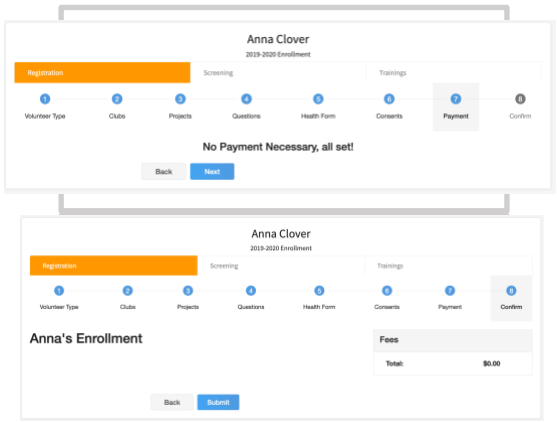
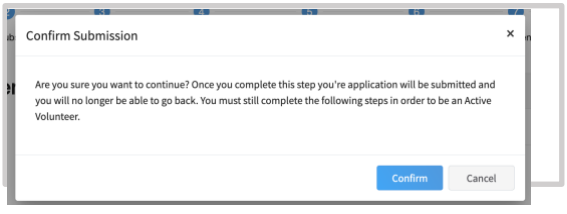
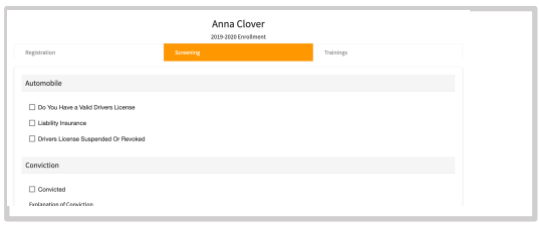
17. Complete any Consents your Institution requires. **<u>**This program does not accept auto fill for names, phone number. You must type it in. **</u>** Click the Next button at the bottom of the page when you are finished.	
No fees are due, click the Next button and skip to step 25.	
25. Review the Enrollment information. 26. Once you have verified the clubs and projects are listed correctly, click the "submit" button. Congratulations! Your enrollment is complete!	
You will receive an email from 4Honline to let you know your enrollment has been submitted. **You will receive a second email from 4Honline once your county Extension Office has approved your enrollment stating your enrollment has been approved.**	
You may also view your enrollment status anytime on the member list in 4Honline.	

Adult Volunteer Enrollment

If you are returning to 4-H, your Volunteer record will be listed on the family Member List. Click "Enroll Now" under the Program in which you would like to enroll.	
If you are a new volunteer and your name is not yet listed, click "Add Member" and follow the steps for "Adding a New Member to the Family," then continue to Step 1 below.	
1. Click Select Volunteer Typ At least one Volunteer Type is required during the enrollment process. You may add additional Volunteer Types later, if needed.	
2. Select a Volunteer Type: Select Club Volunteer or **If you are a Committee Member, Select Program Volunteer**	
3. Click Add next to your Volunteer Type Role.	

Some Volunteer Types require additional Consent forms. If additional Consent is required, you will be prompted to sign the Consent before the Volunteer Type will be added to your Record.	
4. Repeat steps 1-4 for each Volunteer type that you would like to participate as. 5. Click the small trash can icon to remove any Volunteer Types. 6. Click Next.	
7. Click “Select Clubs” to choose the Clubs or Committee you would like to Volunteer with. (Units=Clubs/ Committees)	
8. Select the County, Club and Volunteer type that corresponds with the Club in which you would like to participate. 9. Click Add next to the Club. 10. Repeat steps 8-10 for each Club in which you would like to participate.	

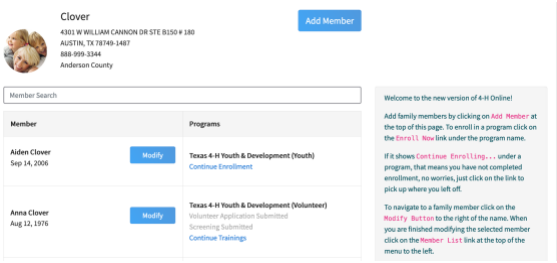
11. **Volunteers DO NOT select/add projects**.	
12. Click Show Questions 13. Complete the Questions Section 14. When you are finishced, click the Next button 15. Questions with a red asterisk are required. Questions may vary by Institution.	
16. No need to upload a picture or health form. You may enter pertinent health information. 17. Click NEXT	
20. Complete the Consents required for your Institution. 21. Click Next at the bottom of the page	

22. No payment needed. 23. Click Next.	
	
24. Click Submit Then click to Confirm.	
27. Screening and Training is required for Adult Volunteers. Click Confirm to continue to any additional steps.	
Volunteer Screening Complete the screening form and associated Consent. Click Continue to Submit your screening form.	

Continuing an Enrollment

To continue an enrollment that has been started or to complete additional Volunteer enrollment steps, click on the Member list.

Then click the link to Continue the Enrollment or to continue a step in the Volunteer Enrollment process.



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