

4-H Online Enrollment Tip Sheet and FAQ's – Ashland County

1. Website to enroll is: 4honline.com
2. Use Google Chrome, Firefox, or Safari internet browser. Do not use Internet Explorer.
3. Do not allow your computer or phone to autofill your password.
4. If you can't remember the family email you gave us last year call or email us – either to find out the email or to give us a new one that you wish to use. We will make the change and then you will be able to have your password sent to you.
5. *When you create your new password, it must be at least 8 characters long and contain at least one number and one capital letter.*
6. New siblings of 4-H members and new children of current volunteers must be added within the family unit – do not make a new family profile for them!
7. *Fields with a red asterisk must be completed. However, there are some other boxes that also need to be checked or completed – the program will let you know when you have missed something and will have you fix it before continuing.*
8. Do not change the number of years in 4-H – this number has already been advanced from last year for returning members and new members will always have a “1” there. If you disagree with a number there, please contact Kathy Blackford.
9. *The youth's grade in school has also been updated. Please verify it is correct.*
10. Do not click “Submit Enrollment” until you are completely finished with listing all projects. Please check to make sure all your current projects are listed. Remember to delete any old projects you are not taking this year. This does not delete the project from your records.

Please review the following information to help you sign up for projects correctly:

1. How do I enter a Cloverbud member?
They are entered the same way older members are added but they need to list 715 under project number. This is not a project but it is how we sign up Cloverbud members.



2. How do I enter a Self-Determined Project?

- If the Self-Determined Project has an Idea Starter associated with it look for the actual name of the idea starter (Ex: 365.06 American Sign Language) and choose that as your project.
- If the Self-Determined Project does NOT have an Idea Starter associated with it and you are creating your own project, choose 365 Self Determined as your project.
 - Remember: You MUST have the Self-Determined Guide for ALL Self Determined projects, not just the Idea Starter.

3. How do I sign up for Market Steer or Baby Beef? These projects are listed on the drop down menu as:

117M Market Beef: Market Steer
117M Market Beef: Baby Beef

Select the correct one. Do not select 117M Market Beef (plain)

4. What project do I use for Broilers?

You will sign up for 150CM Chicken, Market on the drop down box. Non-market chickens will be under 150CE Chicken, Exhibition. Note: Market Duck and Market Goose are choices in the drop down menu and can be taken as projects, however, there is no class at the fair offered for them other than a poster project.

5. Some projects that must be done under a certified leader

Projects 750 – 756	Shooting Sports
Projects Project 230	Pet Pals

6. Where do I find the county only projects?

They are listed at the end of the drop down menu under County Only Projects. Choose the correct one you wish to take.

FAQ'S

Q: I forgot the e-mail address that I used, how can I get it?

A: You will need to call the Ashland County Extension office and ask us to look at your profile for the correct e-mail address. Or you may give us a new email to use and we will enter it in your profile.

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 that you will remember.

Q: I completed my profile over a week ago and it is still pending, what do I do?

A: Contact the Extension office and ask them to approve your enrollment, or ask if there are any problems with it.

