



4HOnline

Enrolling as a family in 4HOnline.com

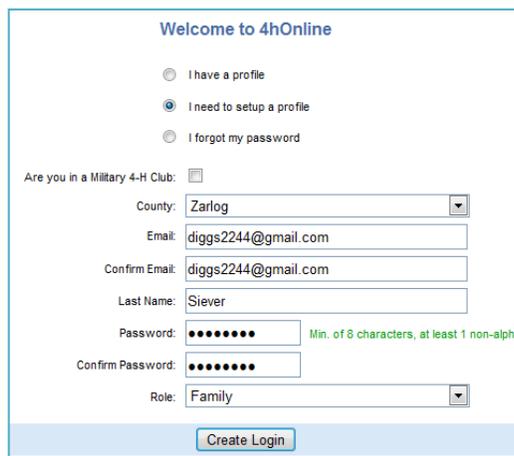
Created: March 17, 2011

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GETTING STARTED – CREATING A LOGIN ACCOUNT

To enroll online as a family in 4HOnline, you will need a computer, Internet access, a valid e-mail address, and a web browser. Although 4hOnline will work in Internet Explorer, Chrome, or a Macintosh browser, some aspects work better with Mozilla Firefox or Google Chrome.

1. Go to <https://mn.4honline.com> (notice that there is no “www” in that address).
2. Click on [I need to set up a profile] to display a number of additional fields.
3. Select the county you want to join, then type in your valid family e-mail address in both email fields.



NOTE: E-mail addresses must be valid in order for you to have access to your enrollment information—it serves as your account login as well as how you will receive information, retrieve forgotten passwords, etc.

4. Enter your family/parent/guardian/household Last Name. (This will be the name that appears on mailing labels—“The Johnson Family” for example.)
5. Create your password - must include letters and numbers/symbols with a minimum of 8 characters.
6. Click on [Create Login]

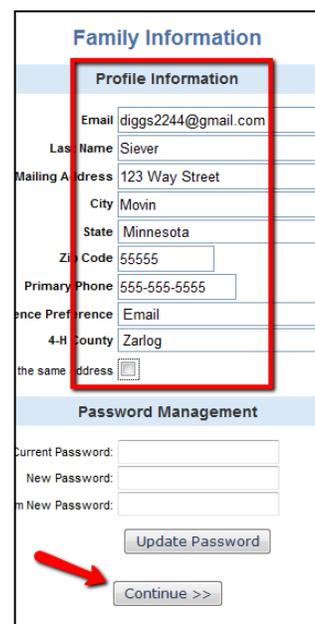
FAMILY INFORMATION PAGE

Family Information is applicable to all 4-H Youth and/or Adults in your family (individual family members will be added in the next steps).

1. Fill in the blank fields in the [Profile Information] section
2. Do not check the [Update member records...] box at this time.

NOTE: You do not need to enter or change your password at this time (unless you want to).

3. Click on the [Continue] button at the bottom of the page.



ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)

1. Click the drop down box under [Add a New Family Member], then select [Youth]
2. Click on [Add Member] to access the [Youth] Personal Information] screen.

NOTE: Only fields with Bold Text are required fields, all others are optional.

NOTE: Some of the fields are pre-filled with corresponding family data however; if any of this member's data is different than the family data (i.e. email address, last name, etc.) simply enter the correct information in the field.

3. Click on the [Continue] button at the bottom.

Additional Information

1. Review each authorization statement and check the agreement check box under each one. (these are the same statements as have been included on all enrollment forms in the past)
2. Answer health and emergency contact questions as appropriate.

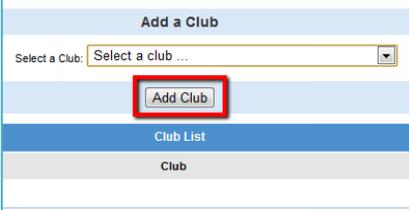
NOTE: In the event of an emergency, staff will first attempt to contact parents, therefore, please do not repeat parent contact information in these fields.

3. When finished with all questions on this page, click [Continue].

Participation (Clubs, Projects, Activities and Groups) Information

This next screen includes a series of “tabs” that represent aspects of each member’s participation

1. Select the correct club from the drop down menu and click on it.
2. Click [Add Club] (this is important, the member is not enrolled in the club until [Add Club] is clicked). The club must appear in the [Club List]
3. Click the [Continue] button.



This takes you automatically to the “Projects” tab.

1. Under “Select a Project” click on the drop down menu; select the first project for this member
2. Click on [Add Project] (like Clubs, it is critical to click the [Add Project] button).
3. For each additional project that you want to add, repeat the steps above.
4. Click the [Continue] button.

You then have the option of adding Activities (which represent interests) and/or Groups (which represent actual participation. The Activities and Groups offered will vary from county to county.

Completing Enrollment

Once you have completed participation selections, click on [**Submit Enrollment**]. This will submit this member's enrollment for staff review and confirmation. Repeat the process as desired for additional youth members in the family. For each enrollment submitted, an email confirmation will be sent to the family email address.

New, first time members

New (first time) 4-H Member enrollments will not be finalized until a paper copy of the authorization statements is signed and mailed to Extension staff. The authorization statements can be downloaded here: www.extension.umn.edu/youth/mn4-H/policies/4H-member-authorization-form.pdf Signed authorizations can be mailed to your county or regional offices, located at: www.extension.umn.edu/about/offices/ (If this member was previously enrolled and signed authorizations are on file, another signed copy is not required.)

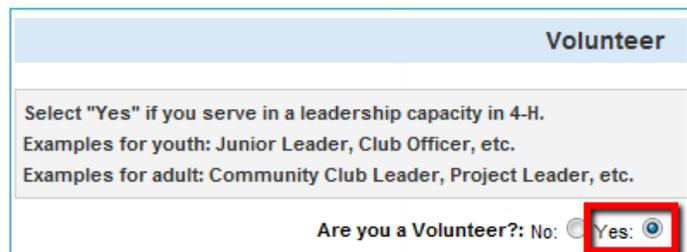
ADDING ADULT FAMILY MEMBERS (4-H VOLUNTEERS)

1. Click the drop down box under [Add a New Family Member] then select either [Adult] or [Contact], per the following
 - [ADULT] - if the adult being added has completed (or intends to complete) the formal volunteer screening process, including a Background Check, then choose [Adult]. Instructions and forms for the volunteer screening process are available at: www.extension.umn.edu/youth/mn4-H/volunteer/Apply-Volunteer.html 4-H Adult Volunteers who were previously screened, do not need to be re-screened to enroll in 4HOnline.
 - [CONTACT] - If the adult being added serves as an informal volunteer (for example, serves as a Judge's clerk at the County Fair), then choose [Contact]
2. Click on [Add Member] to access the [Personal Information] screen.

NOTE: Only fields with Bold Text are required fields, all other are optional.

NOTE: Some of the fields are pre-filled with corresponding family data however; if any of this member's data is different than the family data (i.e. email address, last name, etc.) simply enter the correct information in the field.

3. ALL [Adult] volunteers must click the [Yes] radio button in the [Volunteer] section
4. Click on the [Continue] button at the bottom.



Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
Examples for youth: Junior Leader, Club Officer, etc.
Examples for adult: Community Club Leader, Project Leader, etc.

Are you a Volunteer?: No: Yes:

Additional Information

[Adult] family members (formal volunteers) will be asked some optional health and emergency contact questions.

[Contact] family members (informal volunteers) will be directed to the [Participation] screen.

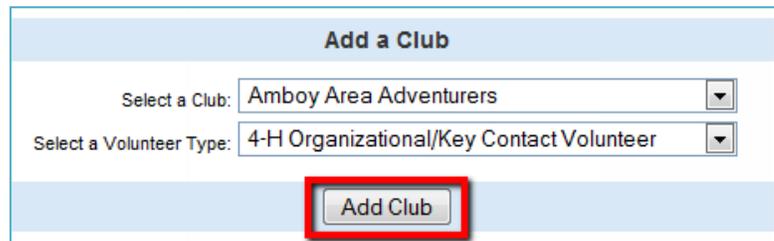
Participation (Clubs, Projects, Activities and Groups) Information

This next screen includes a series of “tabs” that represent aspects of each member’s participation

[Adult] family members (formal volunteers) will be able to add Clubs, Projects, Activities and Groups.

[Contact] family members (informal volunteers) will only be able to add Groups

1. To add a Club, select the correct club from the drop down menu and click on it.
2. Click on the drop down to display [Volunteer Types] and make the appropriate selection (you can choose to not make a designation by choosing [Select a type...].)
3. Click [Add Club] (this is important, the [Adult] member (volunteer) is not enrolled in the club until [Add Club] is clicked). The club must appear in the [Club List]
4. Click the [Continue] button.



This takes [Adult] members to the [Projects] tab.

1. Under “Select a Project” click on the drop down menu; select the first project.
2. For this project, if desired, select a [Volunteer Type].
3. Click on [Add Project] (like Clubs, it is critical to click the [Add Project] button).
4. For each additional project that you want to add, repeat the steps above.

[Adult] members then have the option of adding Activities (which represent interests).

[Adult] and [Contact] members can select from Groups (which represent actual participation). Note however, that the volunteer role of a [Contact] may be limited due to their non-formal volunteer status.

The Activities and Groups offered will vary from county to county.

Once you have made your selections, click on **[Submit Enrollment]** to complete this (adult) member’s enrollment. Repeat the process as desired for additional members in the family. Once an enrollment has been submitted, it is sent to 4-H staff for review and approval. For each enrollment submitted, an email confirmation will be sent to the family email address.