

Using 4-H Online - New Members



4-H Enrollment deadline is April 1st!

Ohio 4-H uses the 4-H Online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H have a 4-H Online profile.

Creating your 4-H Online enrollment is easy and only takes a few minutes. 4-H Online profiles are family-based, which means every family has a “master” profile for each family involved in Ohio 4-H. A family profile may contain both youth and adults:

Youth family members (ages 5-18 as of January 1)

- Eligibility for Cloverbud participation begins when a child is age 5 **and** enrolled in kindergarten.
- Eligibility for Club Member participation begins when a child is age 8 **and** in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Adult family members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers must complete the OSU Extension Guernsey County online volunteer application and submit it by January 31. A 4-H Online profile will be created by OSU Extension. If approved as a volunteer, the new volunteer enrollment will then be approved.

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Ohio 4-H from 2015 - present, you already have a family profile in 4-H Online. **If you see you have been archived in 4-H Online, you will need to contact the Extension Office at 740-489-5300 to be re-activated before you will be able to log-in and complete your enrollment.** Returning families will not be permitted to create a new family profile.

To Access your EXISTING family profile OR to create a NEW family profile, visit: oh.4honline.com



New 4-H Family Enrollment Guide

This guide will help you enroll for the first time in Ohio 4-H.

Step 1: Visit: oh.4honline.com

- Mozilla Firefox and Google Chrome are the recommended browsers. Please do not use Internet Explorer.
- Select the option “Don’t have an account?”
- Select Ohio as your state and then “Ohio 4-H Youth Development”
- Select your county from the drop-down menu.
- Enter an email address, phone number and create a password
 - **Note: The email address that you use will be used by all members of your family to log into 4-H Online in the future.**
- Enter your address, city, state and postal code.

Step 2: Build Your Member Profile

- Begin building the first member’s profile by choosing “add new member” and selecting “4-H” as the program you would like to join.

Add Member

1 Join a Program 2 Profile 3 About You 4 Participation

Which program would you like to join?

4-H

FFA

Select “Next” and continue through the rest of the questions, entering all of the required member information including name and birthdate. Select the option “I want to join 4-H as a new or returning member.” Then select “Finish”.



Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the “*Select Club*” button.
- Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting “*Add*” next to the club name.
- Volunteers may need to verify their volunteer type before selecting a club.

The screenshot shows the enrollment process for Steven Snail, 2019-2020 Enrollment. A progress bar at the top indicates five steps: 1. Clubs (active), 2. Projects, 3. Questions, 4. Consents, and 5. Confirm. The main content area is titled 'Clubs' and contains a 'CLUB MEMBERSHIP' section with the text: 'Please list all the Clubs of which you are a member this year. If you are unsure of your club's name, please contact your Club Advisor.' Below this text is a blue 'Select Clubs' button. At the bottom of the form is a blue 'Next' button. To the right of the main form is a 'Fees' section with a shopping cart icon and a 'Total: \$0.00'.

Step 4: Select Your Project(s) Select your 4-H projects(s) for this year by choosing the “*Select Projects*” button. Then select the projects from the list by clicking the “*Add*” button next to the project name.

- Select all of the projects for this year before submitting your enrollment. If you need to make changes to your projects after submitting your enrollment, you will have to contact the Extension office to request a change.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- If you select a horse project, a shooting sports project, a dog project, or some livestock projects, you will be automatically prompted to electronically sign the appropriate project consents for those projects. Type your names in the boxes to affirm your agreement.
- **Cloverbud members** should select project number 710, Cloverbud Activities.
- **Adult volunteers** do not select projects, just click Next.



Anthony Clover

2020-2021 Enrollment



Projects

PROJECTS

Please list all projects you are taking this year.

Step 5: Continue Enrollment Questions

- Select the “*Show Questions*” button and complete the additional “About You” questions. Complete all the required fields as indicated. **Uploading a photo is required for Guernsey County members and volunteers.** (Do no worry if picture is sideways.) Click *Next*.

Steven Snail

2019-2020 Enrollment

Clubs

Projects

Questions

4

Consents

5

Confirm

About You

Gender *required*

Male

Grade *required*

7

Demographics

Residence *required*

Town, City or Suburbs 10,000 To 50,000

Are you of Hispanic or Latino ethnicity? *required*

Fees

Total: \$0.00



Step 6: Review and Sign Consent Forms

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

Step 7: Review Enrollment

- Review your enrollment and select submit.
 - Remember, do not hit submit until you are sure that you have selected all your projects for this year.

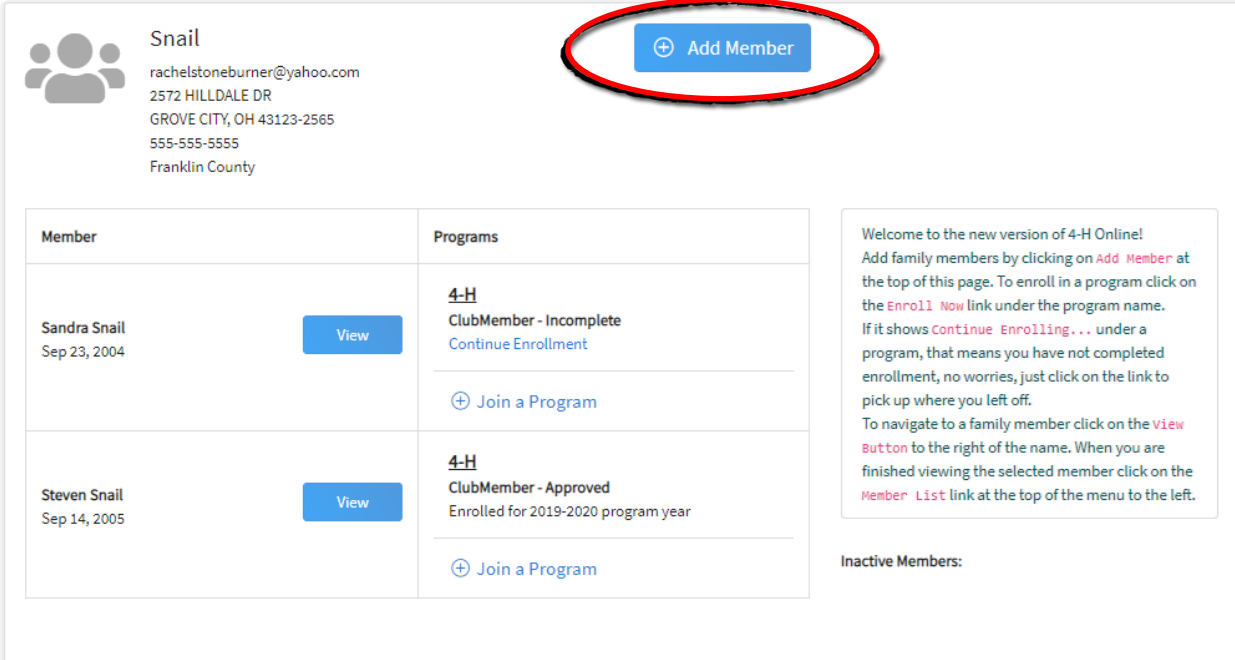
You have now successfully submitted your enrollment.

Need to make changes?

- If you need to make changes before your enrollment is reviewed and accepted by county staff, you will need to email Joy Bodner, Office Associate, at bodner.1@osu.edu to request a change.

Need to Enroll another new member?

- Select the blue “Add member” button at the top of your family profile and create a new member.



Snail
 rachelstoneburner@yahoo.com
 2572 HILLDALE DR
 GROVE CITY, OH 43123-2565
 555-555-5555
 Franklin County

+ Add Member

Member	Programs
Sandra Snail Sep 23, 2004 View	4-H ClubMember - Incomplete Continue Enrollment + Join a Program
Steven Snail Sep 14, 2005 View	4-H ClubMember - Approved Enrolled for 2019-2020 program year + Join a Program

Welcome to the new version of 4-H Online!
 Add family members by clicking on **Add Member** at the top of this page. To enroll in a program click on the **Enroll Now** link under the program name. If it shows **continue Enrolling...** under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off. To navigate to a family member click on the **view Button** to the right of the name. When you are finished viewing the selected member click on the **Member List** link at the top of the menu to the left.

Inactive Members:



Any questions or if you are experiencing problems using 4H Online:

- Contact Joy Bodner, Office Associate, at bodner.1@osu.edu or Michelle Fehr, Extension Educator, 4-H Youth Development at fehr.19@osu.edu. You can reach them by calling 740-489-5300.

