

# Tips for Using 4-H Online for Club Data Managers

**The county deadline for enrollment is April 1, 2024.**

*4-H Online 2.0 is the new version of the database used for 4-H enrollment. This version is mobile friendly, making enrollments from a cell phone or tablet much easier.*

## General Tips for Enrolling Members and Volunteers

- The Guernsey County 4-H Enrollment Deadline is April 1 annually. This means all 4-H members/volunteers must submit their enrollment by 11:59 p.m. on April 1 to be eligible for approval for the current year. An enrollment **must be submitted** by the member/volunteer **and** then **approved** at the county level before a member/volunteer is deemed enrolled for the current year. The 4-H Online system will allow individuals to submit an enrollment at anytime during the year, but just submitting an enrollment does not mean you are enrolled. The enrollment must be reviewed **and** approved at the county level by Extension Office staff. Any enrollment submitted after 11:59 p.m. on April 1 **WILL NOT BE APPROVED!** An email is sent to the family email by 4-H Online after each enrollment is submitted and another email is sent after it is approved.
- Visit this direct link to enroll: [oh.4honline.com](https://oh.4honline.com). Do not use www. as you will get an error message.
- Share this link with your families for easy access to the 4-H Online Resources: <https://go.osu.edu/gc4honline>.
- Returning members/families already have a profile and will not be permitted to establish a new family. Each 4-H family will use their family email address and password from last year to access their profile. Each Club Data Manager has been provided with the list of family email addresses from 2023.
- If someone cannot remember their password or gets an error message, ask them to use the “Reset password?” on the 4-H Online log-in page to reset their password. **DO NOT START A NEW FAMILY!**
- If a member did not complete in 2023, but was a member sometime between 2015 –2023, their profile may have been archived. Please contact the Extension Office and we will reactivate the member’s profile. **DO NOT CREATE A NEW PROFILE!** It will be considered a duplicate, deleted, and the member will have to redo the enrollment under their current profile.
- **Be sure to check and update your FAMILY Information before starting your enrollment.** Click on **Family** in the menu on the left side of the page. Mobile users will need to click on the three lines in the upper left-hand corner of the screen to make the menu appear. This only needs to be done one time per family per year.
- Cloverbud members – add project 710 Cloverbud Activities.
- **All members and volunteers MUST upload a photo to their profile** as part of the enrollment process. Enrollments will not be approved at the county level without the photo.

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- If you are an 18-year-old member – enroll as youth not as an adult.
- If a member wants to add a project after they have submitted their enrollment, they will need to wait for the enrollment to be approved at the county level. Then, members will be able to add projects to their own profile until the April 1 deadline.

### Tips for Club Data Managers

- All enrollments will go directly to the Extension Office for approval. However, 4-H Online will permit Club Data Managers to view members/volunteers enrollment status to assist them in making sure everyone is working through the approval process. Below are the enrollment statuses you may see and what they mean.
  - ⇒ **Approved** - Enrollment is approved at the county level.
  - ⇒ **Awaiting Approval** - Enrollment is submitted and awaiting approval at the county level.
  - ⇒ **Resubmit** - The enrollment has been sent back to make a correction (*ex. need to add a picture to their enrollment*). The enrollment needs to be corrected and resubmitted.
  - ⇒ **Incomplete** - The enrollment has been started but not submitted for approval.
- If you do not see a member/volunteer when logging into your club, this means an enrollment has not been started for this member/volunteer in the current year.
- Use the [Club Data Manager Login](#) guide to learn how to access your club's information in the new database.
- Club Data Managers will have a password to access your club information. This password is autogenerated from the database and is emailed to the Club Data Manager by the Extension Office. Club Data Managers must have their enrollment approved to access club information.
- Club Data Managers are able to pull a club roster in Excel format. Step 8 of the [Club Data Manager Login](#) guide shows how to pull the club roster. Projects are listed on a separate tab in the excel file. You can click on the "Projects" tab located in the bottom left hand corner of the Excel document to access the project list.
- The Extension Office will provide pdf versions of the roster and project lists to Club Data Managers after enrollments are complete. The format will look different and be easier to print. Be sure to share the final copy of these with each approved 4-H volunteer in your club.
- Club Data Managers will be sent detailed instructions for checking their club's data after the April 1 deadline which will give you time to make any corrections needed by the May 1 deadline. All corrections will need to be submitted in writing via email to Joy at [bodner.1@osu.edu](mailto:bodner.1@osu.edu). Volunteers are responsible for making sure their email with corrections is received.
- Check your email regularly as communication about enrollment and updates related to 4-H Online will be sent via email.
- Any questions? View the step by step enrollment guides on our website - <https://guernsey.osu.edu/program-areas/4-h-youth-development/4honline-resources>
- Still need help? Give us a call at 740-489-5300, email Joy ([bodner.1@osu.edu](mailto:bodner.1@osu.edu)) or Michelle ([fehr.19@osu.edu](mailto:fehr.19@osu.edu))