4HOnline

# 4HOnline – Detailed instructions for families

Created: March 17, 2011
Reviewed: September 10, 2014

GETTING STARTED AS A NEW 4-H FAMILY

(re-enrollment for existing 4-H families is below)

To enroll 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 or Safari, some aspects of 4HOnline 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.
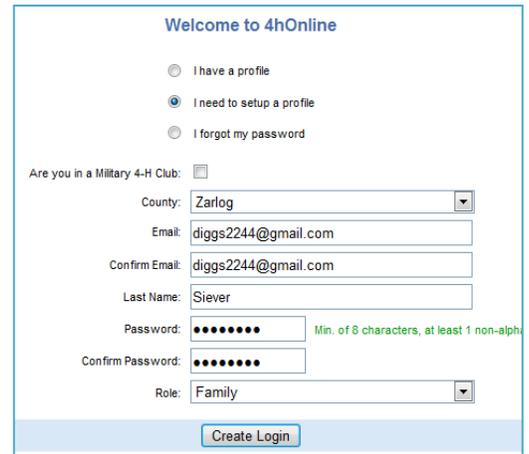
NOTE: E-mail addresses must be valid in order for you to have access to your enrollment information—it serves as your account login as well as how you will receive information, retrieve forgotten passwords, etc.

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.
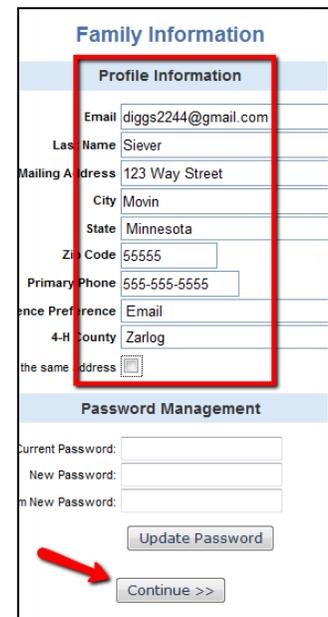
ADDING YOUTH FAMILY MEMBERS (4-H MEMBERS)

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.

Authorization Statements and Additional Information

1. Review each authorization statement and check the agreement check box under each one.

2. When statements have been agreed to, and information reviewed, click [Continue].

Health Information

1. 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.

2. 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.
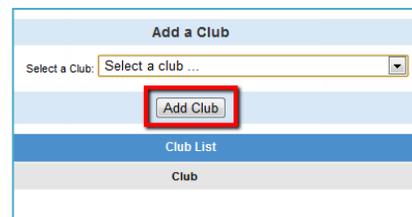
 This takes you automatically to the "Projects" tab.

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, **YOU MUST 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.

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.

YOUTH AND ADULT VOLUNTEER RE-ENROLLMENT FOR EXISTING 4-H FAMILIES
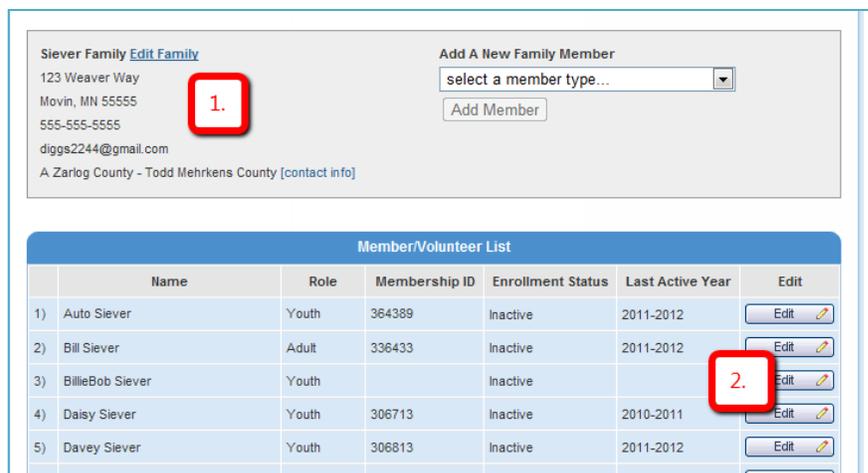
If you are enrolling (adding) new children to 4-H this year, please refer to the information on the preceding page.

If you are **RE**-enrolling children who were 4-H members last year or adult volunteers who were previously screened and enrolled, please complete the following steps.

1. Log in to your EXISTING account in 4HOnline (please do not create a new account).

If you are unsure of your password, you can request that it be re-set and sent to your email address. Go to the login at https://mn.4honline.com and click on [I forgot my password]. If you are unsure of your email address on record with 4HOnline or you no longer have access to that email, please contact your local extension office www.4-H.umn.edu/county or call 1-800-444-4238 to have them re-set your login.

2. Once you are logged in to your family account, click on the orange button, [Continue to Family], to go to the [Member List] page:

The first step (#1 above) is to review and update your family's contact information. This is the mailing address, email address and phone numbers used most commonly to contact your family.

3. Click on [Edit Family].

4. Review and update (if necessary) the displayed fields. (Passwords can optionally be changed if so desired).

5. Click on [Continue > >].

Every youth and adult listed has been set to [Inactive] as part of beginning the new 4-H year. Therefore, the second step (#2 above) is to "re-enroll" each member of your family who are enrolling in 4-H for the coming year.

1. Click on the [Edit] button to the right of the member's name to display current enrollment information for the selected member.

2. If re-enrollment is desired, click on [Enroll for 2013-2014].

3. Review and update (if necessary) the displayed fields.

    a. Please consider adding your cell phone information to receive text messages.

4. When satisfied, scroll down and click on [Continue > >]

5. Review and agree to the authorization statements, then scroll down and click on [Continue > >].

6. Review and update (if necessary) health and emergency contact information, the scroll down and click on [Continue > >]

- You will then be on the [Participation] page, where clubs, projects, activities and group selections can be made. You can either use the "tabs" at the top, or the [Continue > >] button at the bottom to review current information and make changes or additional selections for the current 4-H year.

    o One club and one project must be selected for youth members.

    o Selections can be edited at a later date.

COMPLETING ENROLLMENT

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ABOUT ADDING NEW ADULT FAMILY MEMBERS (4-H VOLUNTEERS)

4-H depends on the caring adults who are willing to offer their time and talents to make a difference. If you are already screened and serving as an adult 4-H Volunteer - thank you!! If you are interested in a volunteer role, the first step is to complete the volunteer screening process. Learn more at www.4-H.umn.edu/volunteer.