

Guide to Enrollment for New 4-H Families

4HONLINE IS . . .

The **OFFICIAL** Ohio 4-H Youth Development Program database for **enrolled** 4-H members and volunteers. This system works as a partnership between the 4-H family and the county Extension Office to manage the 4-H enrollment process and distribute important information to you.

By allowing you access to can update your club and project information as well as personal information (email, home address and phone). This will ensure that you are properly enrolled in the county program and receive important news and updates such as newsletters, deadline information and leadership opportunities.

Please use the following guide to help you enroll in Wyandot County 4-H Program. turn to page 1 titled "NEW OHIO 4-H FAMILIES" to begin the enrollment process.

If your child(ren) belongs to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple email addresses may be added to the member profiles. Emails pertaining to the countywide 4-H program sent from the Extension office are generally sent to all email addresses provided.

The ability to change or update your information may be limited in certain fields of 4HOnline. If you see information that is incorrect and you are not able to make changes, please call the County Extension office for these changes to be made.

A note about security...

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure that highest level of protection for information stored on the system.

Ohio 4-H and 4HOnline does not share or sell any personal information to third party vendors without your knowledge or permission.

Thank you for your continued patience as we transition to this new system.



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THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

NEW OHIO 4-H FAMILIES

Using Google Chrome, Firefox, or Safari navigate to the 4HOnline website: <https://oh.4honline.com>

DO NOT USE Internet Explorer

To get started you will need to create a family profile.

***NOTE: If you are a NEW Volunteer, a profile has already been created for you! Do not create a family profile. You can access your profile by using the "I forgot my password" feature and the email address you provided to the County Extension office.



Ohio 4-H Youth Development

Welcome to 4-H Online

New Users to This Website:

If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!

DO NOT use the "I need to set up a profile" link.

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

- I have a profile
- I need to setup a profile
- I forgot my password

Are you in a Military 4-H Club:

County:

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 number and 1 capital or non-alpha

Confirm Password:

Role:

Create Login

- Click on "I need to setup a profile"
- Complete the form selecting your county, entering your email and last name, and creating a secure password
- Make sure Role is set to Family
- Click **Create Login**

OHIO 4-H Ohio 4-H Youth Development [Logout](#)

Logged in as **Redenbacher** [Home](#) | [My Member List](#)

[Credit Cards](#) [Email History](#) **Family** [Family Settings](#) [Login History](#)

Family Information

Profile Information

• **Email:**

• **Last Name:**

• **Mailing Address:**

• **City:**

• **State:**

• **Zip Code:** 12345

• **Primary Phone:** 555-555-1234

• **Correspondence Preference:**

• **4-H County:**

Please double-check your County selection

Update member records with the same address

- Complete the Family Profile Information
- Click Continue

Password Management

Current Password:

New Password:

Confirm New Password:

OHIO 4-H Ohio 4-H Youth Development [Logout](#)

Logged in as **Redenbacher** [Home](#) | [My Member List](#)

Member List

Redenbacher Family [Edit Family](#)

123 Main Street
Dayton, OH 45405
614-123-4444
tracygrody@gmail.com
Tracygrody@gmail.Com Training County Manager County
[contact info]

Add A New Family Member

ReActivate An Archived Family Member

Member/Volunteer List

Name	Role	Membership ID	Enrollment Status	Last A
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Register A Member In An Event</p> <p>Member: <input type="text" value="select a member..."/></p> <p>Event: <input type="text"/></p> </div>				

- Use the "Add a New Family Member" feature to create Youth Profiles
- NEW Volunteer profiles are created by the County Extension office
- Volunteers of Ohio 4-H are listed as **Adults** in the 4HOnline database

- Complete the **Youth Profile Information** to create the 4-H Record
- ALL fields that have an * are required.

TIP: An email that differs from the Family email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!

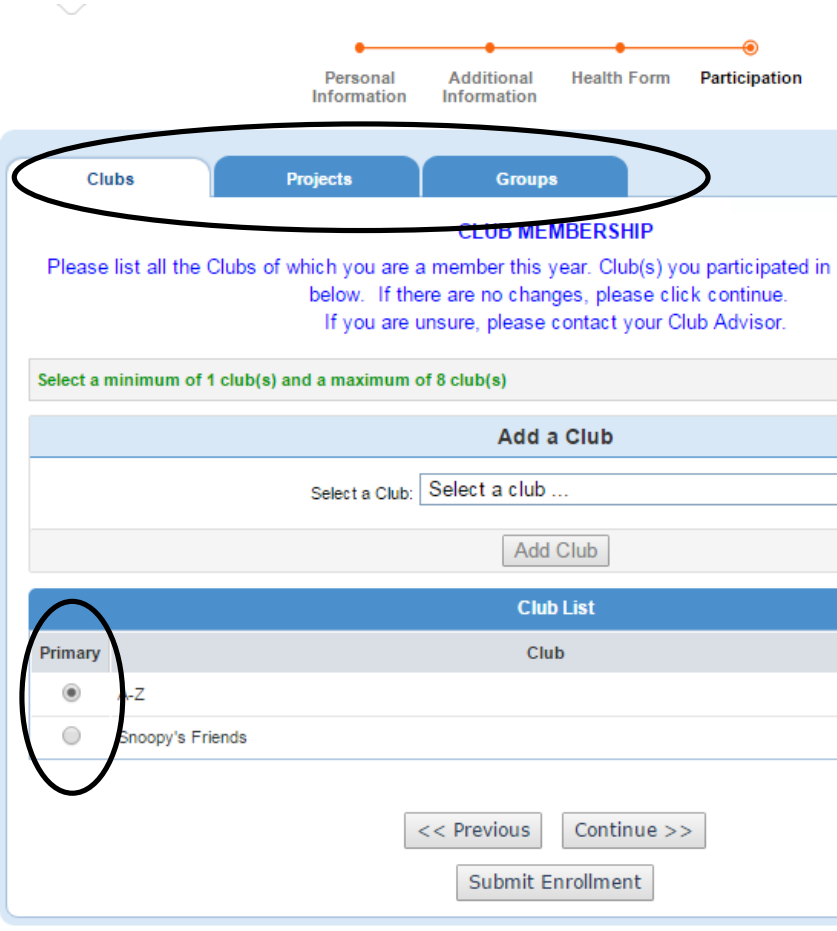
The **Additional Information** page asks for signatures in areas such as:

- ✓ Responsibility and Release
- ✓ 4-H Code of Conduct
- ✓ General Permission
- ✓ Photo Release

Signatures are accepted by checking the boxes and typing in youth/adult names



The **Health Form** page allows you to enter any Health Considerations such as allergies, medical conditions or dietary restrictions.



When you reach the Participation page it is important to note that there are 3 tabs!

Clubs - Projects - Groups

Click on the dropdown arrow and choose your club.
Click **Add Club**

- Add ALL of your club memberships here.
- Be sure to select the appropriate radio button to designate which club will be listed as the member's **Primary Club**.
- Click on the **Continue >>** Button to enter your projects

Clubs
Projects
Groups

PROJECTS

Please list all projects you are taking this year. Projects you participated in last year will be pre-filled. You can make any necessary changes and then click **Submit Enrollment**.

Select up to 50 project(s)

Add a Project

Select a Club:

Select a Project:

Years in Project:

Select Project Materials:

[New Look]

Project List			
Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	<input style="width: 40px;" type="button" value="Edit"/>
A-Z	617 Exploring Ponds	1	<input style="width: 40px;" type="button" value="Edit"/>
Snoopy's Friends	2010 Dog Obedience	1	<input style="width: 40px;" type="button" value="Edit"/>

To add a project:

- Make sure the correct club is selected
- Hit the dropdown arrow on **Select a Project**
- Choose your project from the list
*Click on Select Project Materials & choose your book.
- Click on "More about this Project" to read project reviews on **Project Central**
- Click

After all clubs and projects are entered and you do not anticipate any changes, click on "**Submit Enrollment.**" If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

You will receive notification via the email address you provided when your enrollment is approved by the County Extension Office.

***NOTE: Once your enrollment information has been **submitted**, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.

FAQ – Frequently asked Questions

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

A: Contact your County Extension office

Q: I requested by password to be sent, but it never came, what should I do?

A: Contact the Extension office and ask for your password to be reset.

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 as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

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

A: Contact your County Extension office

If you have any questions, please contact us at:

OSU Extension Wyandot County
109 S. Sandusky Ave., Room 16
Upper Sandusky, OH 43351
Phone: 419-294-4931

Email: thomas.2448@osu.edu

Our website has a video and help sheets.

<https://wyandot.osu.edu/4honline>