

Enrollment Guide for Returning 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.

Returning families to the County 4-H Program may use this guide beginning on page 1. 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.

Let's Get Started!

The 4HOnline website is: <https://oh.4honline.com>

Use Google Chrome, Firefox, or Safari. DO NOT USE Internet Explorer

Because we have already created a family profile for you, the 4HOnline program will view you as a “Returning User”. This means that you need to respond as if you have “forgotten your password” in order to retrieve your information. Do not click on the “I have a profile” radio button; it will assume you know your password.

OHIO 4-H 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

Email:

Role:

- Click “I forgot my password.
- Enter the email that you have provided to the Extension office on your enrollment form.
- Make sure Role: is Family
- Click “Send My Password”

Check your email, you have 2 options:

4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to oh.4honline.com
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickley@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

OPTION 1:

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to **Please update your password**

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

Email:

Password:

Role:

OPTION 2:

- Highlight, Right click and Copy the temporary password from your email.
- Go back to oh.4honline.com
- Click "I have a profile"
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click "Login"
- Once you login you will be prompted to reset your password.

OHIO 4-H Ohio 4-H Youth Development Logout

Logged in as **Flintstone** Home | My Member List

Credit Cards | Email History | **Family** | Family Settings | Login History

Please update your password

Password Management

New Password:

Confirm New Password:

- Passwords must be:
 - At least 8 characters
 - Contain at least 1 number
- Make sure your password is something you will remember.
- Write it down in a safe place.

Member List

Flintstone Family [Edit Family](#)

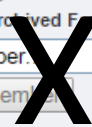
252 3rd St Ne
 Carrollton, OH 44615-1236
 123-456-7890
flintstonefamily3@gmail.com
 Sedlak.19@Osu.Edu Carroll County Manager County [contact info]

Add A New Family Member

select a member type...

ReActivate An Archived Family Member

select a member...



- **DO NOT ReActivate an Archived Family Member!**

This must be completed by the Extension office.
NOTE: This includes parents, grandparents, siblings, etc. If you add someone to the system, the office will receive notification that you have



- Review basic demographic information here.
- Check your email address! (This is your "FAMILY" email)
- If anything is incorrect, click on [Edit Family](#) -make changes and click on [Continue >>](#) -this will bring you back to the home screen

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth	663589	Inactive	2013-2014	Edit

Member Reports

Member:

Report:

Register A Member In An Event

Member:

Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor, you should be listed as an **Adult**.
- If someone is who participated previously is not listed contact the County Extension Office.
- Each person listed will have an **Enrollment Status** of "**Inactive**" or "**Incomplete**"
- Click on the [Edit](#) button.

Second Household Send Correspondence: No
 Second Household Correspondence Preference: Mail
 Second Household Family Name:
 Second Household First Names:
 Second Household Primary Phone:
 Second Household Address:
 Second Household City:
 Second Household State: Ohio
 Second Household Zip Code:
 Second Household Email:
 Emergency Contact Name: Wilma Flintstone
 Emergency Contact Phone: 123-456-7890
 Emergency Contact Cell Phone:
 Emergency Contact Email:
 Emergency Contact Relationship: Mother
 4-H County: Carroll

SCROLL DOWN

• Click on the Enroll Button

Enroll for 2015-2016

Personal Information
Additional Information
Health Form
Participation

Youth Personal Information

Profile Information * Required Fields

Email: flintstonefamily@gmail.com joe@4honline.com

Prefix:

* First Name: Pebbles

Middle Name:

* Last Name: Flintstone

Suffix:

Preferred Name:

* Mailing Address: 123 Bedrock Lane

Mailing Address 2:

* City: Carrollton

* State: Ohio

* Zip Code: 44615 12345

* Birth Date: 02/14/2000 mm/dd/yyyy

* Gender: Female

* Primary Phone: 123-456-7890 555-555-1234

Correspondence Preference: Mail

Cell Phone: 555-555-1234

You wish to receive notices via text message: @

* Years in 4-H: 2 #

* Parent 1 First Name: Fred

* Parent 1 Last Name: Flintstone

Parent 1 Cell Phone: 123-456-0897 555-555-1234

Parent 1 Work Phone: 555-555-1234

- Review and update the 4-H Record.
- Note that 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!

Second Household Send Correspondence:

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

This is the area that can be filled in for those who have blended/shared households. Be sure to enter the email address!

School Information

Please select your school from the list below, by selecting your school's county, then district and then your school.

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.

Tips:

- If your child attends school in a neighboring county, select that county for **School County** to find the appropriate **School District**.
- If your child attends a homeschool program select the radio button that begins with "If you are unable to locate your school" and select **Homeschool/Alternative** in the drop down.

OHIO 4-H Ohio 4-H Youth Development

Logged in as **Flintstone: Pebbles**

Enrollment Member Settings Trainings

Personal Information **Additional Information** Health Form Participation

Additional Information

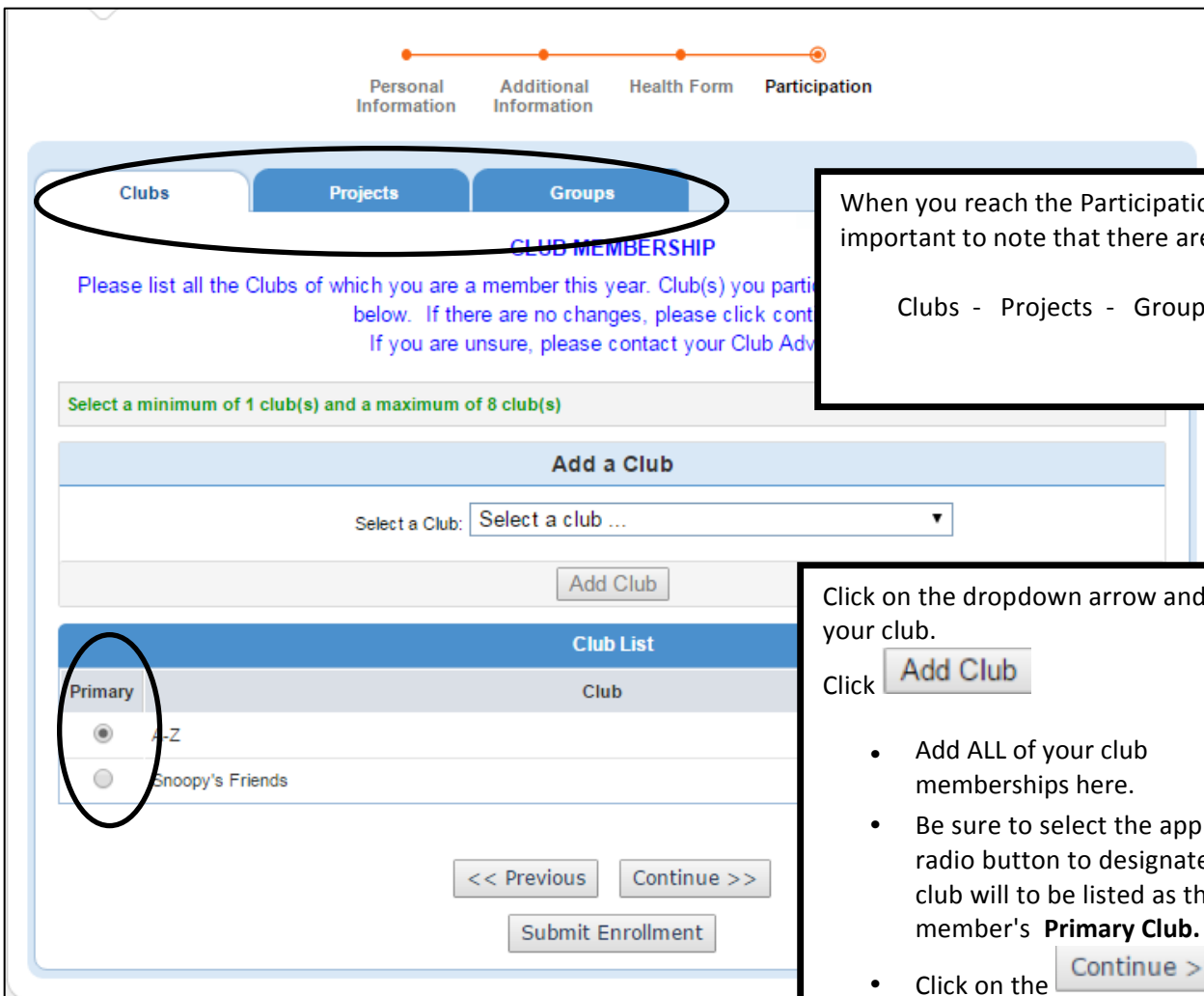
The **Additional Information** page asks for signatures in areas such as:

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

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



The **Health Form** page allows you to enter 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 to 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:

Project List [New Look]			
Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	<input type="button" value="Edit"/>
A-Z	617 Exploring Ponds	1	<input type="button" value="Edit"/>
Snoopy's Friends	2010 Dog Obedience	1	<input 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" Add book/books you need

- Click on "More about this Project" to read project reviews on **Project Central**
- Click

Don't forget to delete a project you no longer want to take by clicking the edit button & click delete.

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 my password, how can I get it?

A: On the login page, click on “I forgot my password” and then click “Send My Password”

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>