4-H Leader Training
4-H On-Line Orientation

The Basics of 4-H Online

4-H Online is located at: http://iowa.4honline.com

There are help sheets for members, parents, and leaders that are found by following the links on this main log-in page.
4-H On-Line Record Structure

Smith Family Record
- Youth Record: Suzie Smith
- Adult Record: Jane Smith
- Youth Record: Timmy Smith

How 4-H On-Line works

Records are tied to a “Family record”
- Smith Family Record
- Youth Record: Suzie Smith
- Adult Record: Jane Smith
- Youth Record: Timmy Smith

If a Youth or Leader has been in 4-H at any point during or after the 2009-2010 4-H year they already have a record in 4-H On-Line and do not need to create a new record.

Adult records are only for volunteers with 4-H, there is no need for parents to enroll themselves as adults.
Re-Enrollment Process for Existing Families

Click this button to receive a temporary Family Password

Enter the “Family” E-mail on file at the Extension office.

Click this Button to send a temporary password to that family's E-mail

Re-Enrollment Process for Existing Families
Re-Enrollment Process for Existing Families

After you receive your Temporary Password
Click “I Have a profile”

Copy and Paste the Temporary Password from the E-mail

The Family E-Mail should remain here after clicking “I have a Profile”

Click this Button to Log In to the Family Record for that Family

Enter a new permanent password and then re-enter it to confirm. Click Continue.
Re-Enrollment Process for Existing Families

This is What a Family Record looks like. It has 4 main areas.

This Section is the Family Record Section. You can update contact information for the entire family and add new leaders and youth associated with this family here.
Re-Enrollment Process for Existing Families

This is the Member/Volunteer List. It lists all Volunteers and members associated with this family record. Updating Information for the first time in a given 4-H year is how you Re-Enroll a volunteer or a member for that year.

Member Reports allow you to get a member’s 4-H History as well as print their FSQA Certificate.
Re-Enrollment Process for Existing Families

Event Registration is where Members will be able to register for State Events like State Fair and State Conference.

Re-Enrolling a Member

To Re-Enroll a Member Click the “Edit” button for that inactive Member.
Re-Enrolling a Member

This is what the first screen will look like.

Click the “Enroll for 2010-2011” Button

Re-Enrolling a Member

This is the Personal Information Screen. Make sure that all this information is up to date.

Click the “Continue” Button
Re-Enrolling a Member

This is the Additional Information Screen

Notice that you are progressing across these tabs.

Re-Enrolling a Member

There is not currently a way to submit Medical Releases online

Click Here to open a copy of the medical release
Re-Enrolling a Member

There is not currently a way to submit Medical Releases online

Click Here to open a copy of the medical release

Click Here to Indicate to the extension office that the form is on its way

This Section Covers the Youth Code of Ethics
Re-Enrolling a Member

Click Here to open a copy of the Code of Ethics

Click here and type the name of the parent and the child to indicate review and acceptance of the terms. Then click the “Continue” Button.
Re-Enrolling a Member

This is the Clubs Tab, This is were you can review which club the member is a part of and add additional clubs.

You may add an additional Club by using the drop down menu and by clicking “Add Club”.

Review the Club that you are a member of.

When you are done reviewing club memberships click the “Continue” Button. Do not click the “Submit Enrollment” Button or you will not be able to review your projects or add new projects to your record.
Re-Enrolling a Member

This is the Projects Tab. This is were you can review the current projects and add new project areas.

Re-Enrolling a Member

When adding a project you are associating that project with a club. If you ever change clubs you will have to re-enter the project information associated with the old club.
Re-Enrolling a Member

When you have reviewed the project information, you are ready to submit your re-enrollment.

These additional tabs are primarily for County Office use and are not necessary for re-enrollment.
Re-Enrolling a Member

Once you have submitted an enrollment AND it has been approved by the county office you will receive notification to your family e-mail address.

Re-Enrollment Process for Existing Families

After you submit an enrollment for one member 4-H Online will return you to your family’s “Member List” where you can add a new member or update and re-enroll an existing member.
New Enrollments in 4-H On-Line

New Families can begin the enrollment process on line as well. Click the “I need to setup a profile” button and enter the information in the fields that appear.

The E-mail address entered in this screen will become the “Family” E-mail for this record and will be the new family’s Log-in E-mail. This E-Mail may not be shared with any other 4-H family.

New Enrollments in 4-H On-Line

Fill in the fields in the “Profile Information” Section to create a New Family Record.

You do not need to enter anything in the “Password Management” as you would have just entered a password on the previous screen. Click Continue.
New Enrollments in 4-H On-Line

To add a new member to the Member/Volunteer List use the pull down menu under “Add a new Family Member to select for either a youth member or an adult leader, then click “Add Member”

You have just created a new Family Record. Notice that there are no Members listed under “Member/Volunteer List”

New Enrollments in 4-H On-Line

Fill in all the applicable information into the “Personal Information” Screen. Fields in bold are required.

Click, “Continue” to go to the Additional information page. If you have left out a required field, 4-H online will prompt you to fill in the missing information.
New Enrollments in 4-H On-Line

This is the Additional Information Screen

Notice that you are progressing across these tabs.

New Enrollments in 4-H On-Line

There is not currently a way to submit Medical Releases online

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New Enrollments in 4-H On-Line

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New Enrollments in 4-H On-Line

This Section Covers the Youth Code of Ethics

Click Here to open a copy of the Code of Ethics
New Enrollments in 4-H On-Line

Click here and type the name of the parent and the child to indicate review and acceptance of the terms. Then click the “Continue” Button.

New Enrollments in 4-H On-Line

This is the Clubs Tab, this is where you indicate which club the member is a part of.

To add a club use the drop down menu, select the club, and click “Add Club.”
New Enrollments in 4-H On-Line

Make sure that your club appears in your "Club List."

When you are done adding club memberships click the "Continue" Button. Do not click the "Submit Enrollment" Button or you will not be able to add projects to your record

New Enrollments in 4-H On-Line

This is the Projects Tab, This is were you can add new project areas
When adding a project you are associating that project with a club. Select the club that you would like to associate your project with. In most cases all projects will be associated with the primary club.

These additional tabs are primarily for County Office use and are not necessary for re-enrollment.
When you have reviewed the project information, you are ready to submit your re-enrollment.

Once you have submitted an enrollment AND it has been approved by the county office you will receive notification to your family e-mail address.
New Enrollments in 4-H On-Line

After you submit an enrollment for one member 4-H Online will return you to your family’s “Member List” where you can add another new member.

Using 4-H Online as a Club Leader

Click the “I have a profile Button”

Enter your personal Family E-mail for your Family’s Record
Using 4-H Online as a Club Leader

Enter your Family’s Password, NOT the club password

Click this Button to Log In to the Family Record for the leader’s family

Using 4-H Online as a Club Leader

This is what the Club Leader Log-In Screen looks like
Using 4-H Online as a Club Leader

This is what the Club Leader Log-In Screen looks like

Click this Button to Log In to the Family Record for the leader’s family

Using 4-H Online as a Club Leader

The clubs that are associated with that leader will appear in this menu. Make sure that the club you wish to log into is in this field

Use the “Select a profile” drop down menu to select a leader in this family

Using 4-H Online as a Club Leader

Click this Button to Log In to the Family Record for the leader’s family
Using 4-H Online as a Club Leader

Type the Club Password provided to you by the Extension Office into this field, and then click the “Login to Club” Button.

Using 4-H Online as a Club Leader

This is your “Leader Dashboard.” Notice that there are four tabs on your “Leader Dashboard.”
Using 4-H Online as a Club Leader

Despite the fact that this button says, “edit” it is important to remember that as a 4-H Club Leader you do not have the ability to enter or edit data for 4-H’ers in your club. Leader privileges are read only, and you will not be able to enroll 4-H’ers through the leader Log-In.

The “Confirm Members” Tab is the default tab on the Leader Dashboard. It is only a list of members in the club that are only partially enrolled. Club Leaders in Iowa do not need to confirm their members for them to be approved.

Using 4-H Online as a Club Leader

Clicking the “Edit Button” will allow you to see all of the information in that 4-H’er’s Record.

The “Members” Tab is a list of members in the club that are enrolled and approved by the Extension Office.
Using 4-H Online as a Club Leader

Type any search criteria into the keyword box and 4-H Online will find all records that match that keyword within your club. You may search by first or last name, phone number, or even e-mail address.

The "Search" Tab lets you search for specific members in your club.
Using 4-H Online as a Club Leader

Clicking a name returned by a search will give you the contact information for that member.

Clicking these check boxes lets you narrow your search to only records that fit the description of the box you check. Checking “youth” will return only “youth” results, checking “youth” and “inactive” will return only inactive youth in your group. Checking none or all of these boxes will search all records in your club.
Using 4-H Online as a Club Leader

The Reports Tab lets you create and print labels and contact lists of your 4-H members.

The “Shared” and “Standard” Reports are the only report types that will have reports in them.
Highlight the report that you would like and click “Run Report”