

Enrolling members/families

Open a web browser and type in: www.4honline.com. You will see a page with a U.S. map. Don't enter information in the right box,

Brand New Families:

Step 1:

Click "I need to start a new Profile"

*Select the county you are enrolling in for 4-H (not where you live)

*Fill in the rest of the blanks and hit create login

Step 2:

*Fill out the family information. Do not reset your password! You just did that.

Step 3:

Go to the drop down menu "Add a New Family Member" Choose youth. Do not add an adult unless you're a leader! See back page for the next steps

Re-Enrolling Members:

Click "I have a Profile."

Enter family email address provided to extension office.

Type your password. It is CASE SENSITIVE.

Choose "Family" from the "Role" drop-down box.

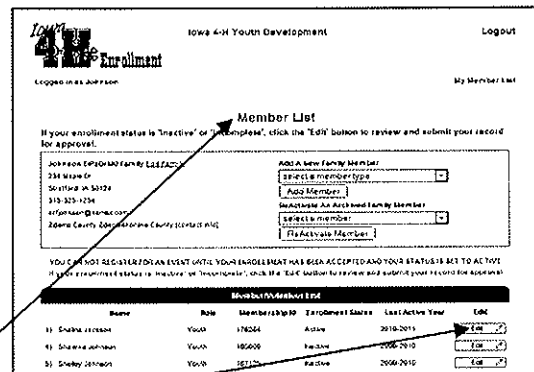
Click "Log In".

if you have forgotten your password, mark "I forgot my Password."

**Click "Send my Password."*

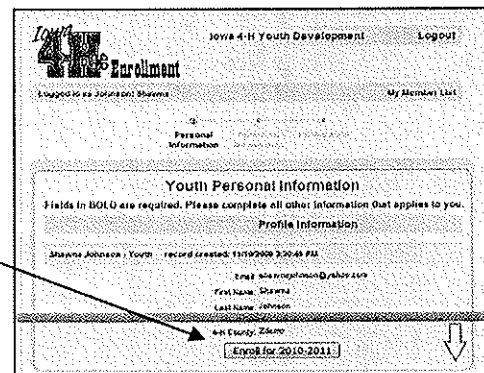
**Open your email browser and find the email from 4HOnline. Locate your temporary password. Follow directions above and paste in your temporary password into the password box.*

if you forgot your password, you will be asked right away to create a new one. Must be at least 8 characters and must contain 2 of the 3: letters, numbers, symbols. letters, numbers, symbols



The next step will take you to the Member List which includes all family members enrolled in 4H: members, leaders, volunteers.

Click "Edit" to the right of the "Inactive" member listed. On the Personal Information screen, scroll to the bottom of the page and click "Enroll for 2011-2012"



Now you will have an editable Personal Information screen as shown on the next page.

Personal Information

Youth Personal Information

Fields in BOLD are required. Please complete all other information that applies to you.

Copy parent information from another youth record:

Profile Information

Email: shawna.johnson@yahoo.com

First Name: Shawna

Last Name: Johnson

Mailing Address: 234 Maple Dr

City: Stuart

State: Iowa

Zip Code: 50124

Birth Date: 08/11/2000

Gender: Female

Fields in BOLD are required. Please look over and correct the information that is not correct.

When you have completed this page, click "Continue." This brings you to the Additional Information Page.

Medical Release Form – Continue to follow the steps for a paper form, print and send to the Extension Office ASAP. If you were enrolled last year (2010-11) you do not have to fill out another form, we can use the one on file for 2 years. If you are new or have changes to the form, print this form and turn into the Extension office.

Iowa Youth Code of Ethics - Click on "Iowa Youth Code of Ethics" and read. Check "Yes." If you do not agree with the terms of the Code of Ethics, you must contact your county Extension office. Fill in the boxes with the 4-H member name and the parent name.

When you have completed this page, click "Continue." This brings you to the Participation Pages.

Additional Information

Medical Release Form

Download a copy of the Youth Medical Release Form

Print, complete, and sign the form and return it to your county Extension office. Your membership will not be approved until the form is received in the county office.

If you cannot sign any section of the form for any reason, contact the county Extension office regarding a sign waiver in order to send the form.

I have read and agree to the terms of the Iowa 4-H Code of Ethics. Yes No

Save Youth Code of Ethics

I have read and agree to the terms of the Iowa 4-H Code of Ethics. If you do not agree with the terms of the Code of Ethics, you must contact your county Extension office.

Enter both the name of the youth and the parent/guardian in the boxes below:

I have read and agree to the terms of the Iowa 4-H Code of Ethics. Yes No

Member Name:

Parent/Guardian Name:

Clubs

Youth - Select the appropriate club from the pull-down list, then click "Add Club". Indicate the primary club with the **Yes** radio button. (maximum club membership)

Club Leaders - choose both the club and the volunteer type on this page.

Select a maximum of 3 clubs

Add a Club

Select a Club:

Primary	Club	Volunteer Type	Edit
<input checked="" type="radio"/>	Independent Members		<input ><="" td="" type="button" value=" Delete "/>

Your primary club should be listed at the bottom in the Club List. If you have involvement with a secondary club, locate it in the drop-down box and select it. Be sure to click "Add club."

Click "Continue" to enroll in projects.

Choose your primary club in the drop-down box (each time you select a project). Then, select a project area in the 2nd drop-down box. Select your years in this project area.

If you wish to NOT continue in a current project area listed, click "Edit", then "Delete". If you wish to add a Project Leader status, click "Edit", then "Youth Project leader" from the drop-down box and click "Update." When you have selected all of your projects, click "SUBMIT ENROLLMENT".

Projects

Youth - select a project from the pull-down list, then click "Add Project". (no max/min)

Project Leaders - select both project(s) and the volunteer type from this page.

Add a Project

Select a Club:

Select a Project:

Years in Project:

Club	Project	Years in Project	Edit
Independent Members	Calcross	2	<input ><="" td="" type="button" value=" Edit "/>
Independent Members	Calcross	2	<input ><="" td="" type="button" value=" Edit "/>

When you have completed your re-enrollment, click "Log out" in the upper right-hand corner. You may return to this page by logging in, at any time during the year—to view or edit your information, and add/delete projects within your county guidelines.