

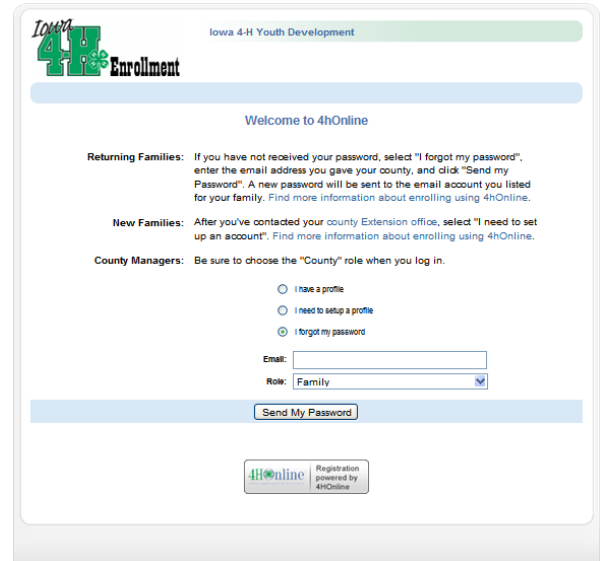
Re-enrolling members/families

Open a web browser and type in:

<https://iowa.4honline.com>.

You will now see the Iowa 4-H Youth Development Log In Page.

- Enter family email address provided to extension office.
- Choose "Family" from the "Role" drop-down box.
- **For first time, re-enrollment, or if you have forgotten your password, mark "I forgot my Password."*
- **Click "Send my Password." Do not close the internet window.*
- **Open your email browser and find the email from 4HOnline. Locate your temporary password.*
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you know your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.
- Click "Log In."



You will then be directed to this screen:



- This is a place for your county extension office to share helpful information with you such as newsletters and help sheets for enrollment or animal identification.
- Don't like your temporary password? Change it here!
- Or you can continue to your family record by clicking on the orange button.

- Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.
- **Enter (twice) a new family password. Click 'Continue.'*
Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.

****You will be able to skip these steps if you know/memorize your password for re-entry into the program.***



The **Member List** includes all family members enrolled in 4H: members, leaders, volunteers.

Click “Edit” to the right of the “Inactive” member listed.

Member List

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval.

Johnson EPzGrM0 Family [Edit Family](#)

234 Maple Dr.
Stratford, IA 50124
515-325-1234
srjjohnson@nomain.com
Zdemo County Zdemo4honline County [\[contact info\]](#)

Add A New Family Member
select a member type...

ReActivate An Archived Family Member
select a member...

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE
If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Shalina Jackson	Youth	176284	Active	2010-2011	<input type="button" value="Edit"/>
4)	Shawna Johnson	Youth	165600	Inactive	2009-2010	<input type="button" value="Edit"/>
5)	Shelley Johnson	Youth	167125	inactive	2009-2010	<input type="button" value="Edit"/>

On the Personal Information screen, scroll to the bottom of the page and click “Enroll for 2011-2012”.

Youth Personal Information

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

Profile Information

Shawna Johnson - Youth record created: 11/10/2009 3:20:45 PM

Email: shawnajohnson@yahoo.com
First Name: Shawna
Last Name: Johnson

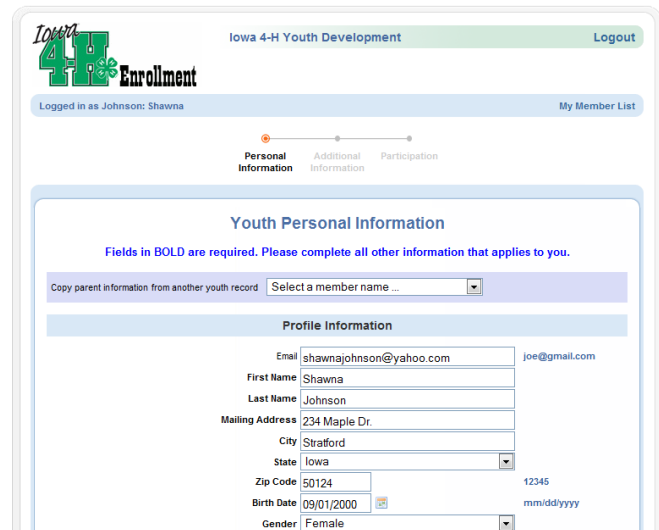
4-H County: Zdemo

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

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

A few notes:

- For Families with **more than one youth**: You may use the “**copy parent information from another youth record**” drop down box to import the information from another youth record that you have already reviewed & edited.
- Member name, birth date, and years in 4-H become locked fields once they are entered. If this information is incorrect, notify your county extension office to edit it for you.
- **Volunteer**: Check Yes if you would like to be a junior project leader!
- **Ethnicity**: You must mark whether you feel you are of Hispanic descent. Other ethnic fields may be checked or mark “prefer not to state.”
- Fill out **Residence** and **Military Service of Family** as they apply to your family.
- **School**: When you fill out the school information, you may select a different county if your school is not in your 4-H county. If your School Name is not listed after you select the appropriate School District, you can add that school name and select a school type.



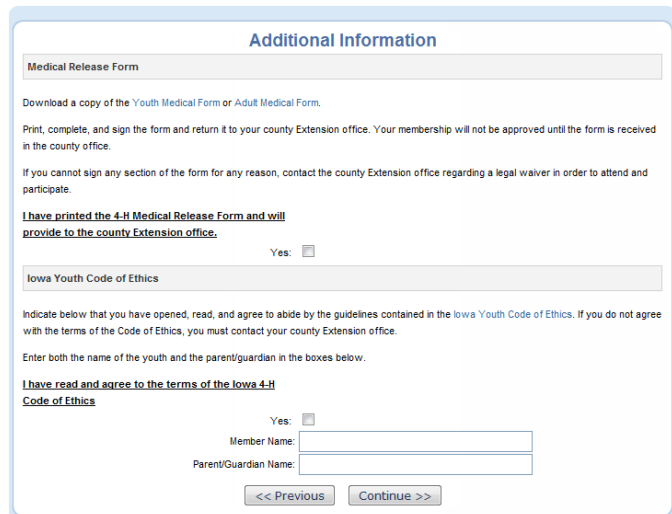
The screenshot shows the 'Youth Personal Information' section of the enrollment form. It includes a progress bar with 'Personal Information' selected. Below the header, there is a dropdown menu for 'Copy parent information from another youth record' and a 'Select a member name...' dropdown. The 'Profile Information' section contains the following fields: Email (shawnajohnson@yahoo.com), First Name (Shawna), Last Name (Johnson), Mailing Address (234 Maple Dr.), City (Stratford), State (Iowa), Zip Code (50124), Birth Date (09/01/2000), and Gender (Female).

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

Medical Release Form - Click on “Youth Medical Form” (or “Adult Medical Form” if you are re-enrolling as an adult leader) and download. You will need to fill this out and sign, then return it to the county Extension office before your enrollment is accepted. Your enrollment cannot become active without this information.

Check the 'Yes' box. This states that you **WILL** get your medical information to 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.

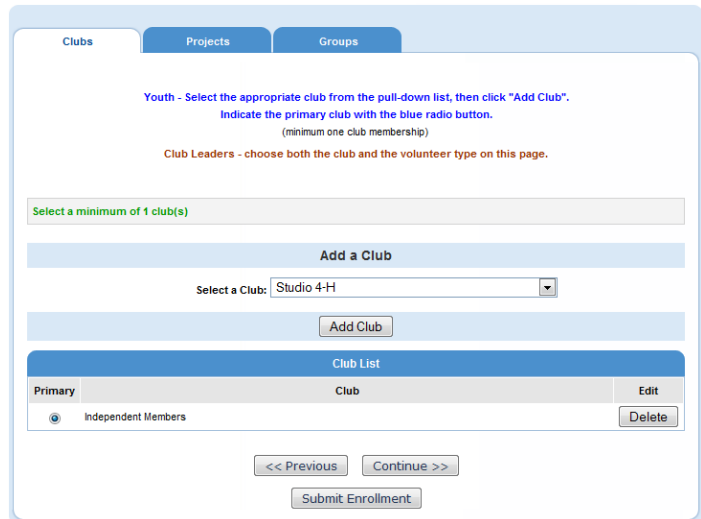


The screenshot shows the 'Additional Information' section of the enrollment form. It includes a 'Medical Release Form' section with instructions to download, print, complete, and sign the form, and a 'Yes' checkbox. Below that is the 'Iowa Youth Code of Ethics' section with instructions to indicate agreement and enter the member and parent/guardian names. The form includes a 'Yes' checkbox and input fields for 'Member Name' and 'Parent/Guardian Name'. Navigation buttons for '<< Previous' and 'Continue >>' are at the bottom.

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

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.



Select a minimum of 1 club(s)

Add a Club

Select a Club: Studio 4-H

Add Club

Primary	Club	Edit
<input checked="" type="radio"/>	Independent Members	Delete

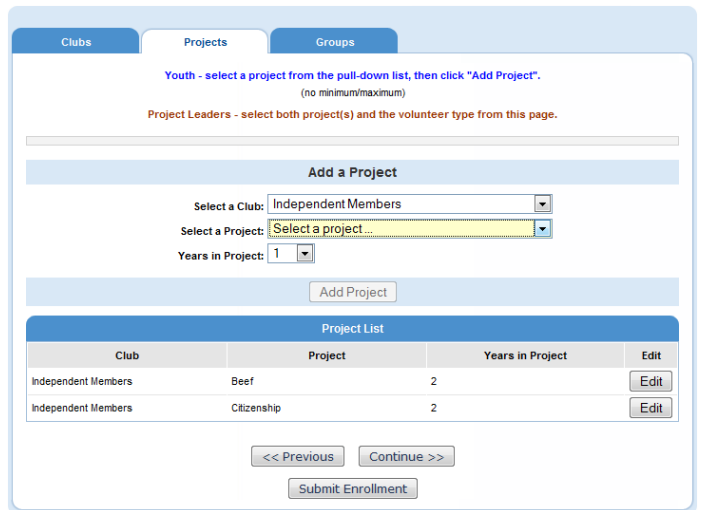
<< Previous Continue >>

Submit Enrollment

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 are a PROJECT LEADER of this project area, you may select, "Youth Project Leader" from the 3rd drop down box. **Click "Add Project."** This project will appear in the project list below. Continue this process for each project you wish to enroll in.



Add a Project

Select a Club: Independent Members

Select a Project: Select a project...

Years in Project: 1

Add Project

Club	Project	Years in Project	Edit
Independent Members	Beef	2	Edit
Independent Members	Citizenship	2	Edit

<< Previous Continue >>

Submit Enrollment

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".

Your enrollment status will show as "Pending" on your family member list. Your enrollment will be marked "Active" upon the Extension office receiving your Medical Information/Release Form.

If your enrollment status is "Inactive" or "Incomplete", click the "Edit" button to review and submit your record for approval.

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.