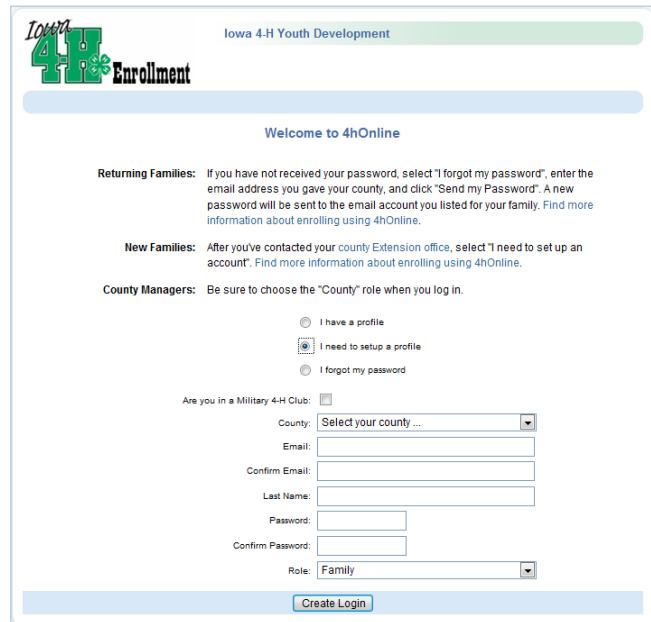


Enrolling in 4hOnline as a NEW family

Your [county Extension office](#) staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or online in 4hOnline.

To enroll in Iowa 4-H online, you need a computer, internet access, a valid e-mail address and a web browser. *Although 4hOnline will work in Internet Explorer or a Macintosh browser, it seems to work BETTER with Firefox. To download and install Firefox, go to <http://www.mozilla.com> Firefox has consistently been a more stable and secure browser than Internet Explorer, so you don't need to worry that you're jeopardizing your computer security by using it.*

1. Go to <http://iowa.4honline.com> (notice there's no "www" in that address).
2. Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address.
**E-mail addresses must be valid in order for you to have access to your enrollment information—it's your account login as well as how you receive information. **
3. Confirm your e-mail address
4. Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Johnson Family" for example.)
5. Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
6. Click on "Create Login"



The screenshot shows the Iowa 4-H Youth Development 4H Enrollment website. The page title is "Welcome to 4hOnline". It contains instructions for returning families, new families, and county managers. Below the instructions are radio buttons for "I have a profile", "I need to setup a profile" (which is selected), and "I forgot my password". There is also a checkbox for "Are you in a Military 4-H Club?". The registration form includes fields for County (a dropdown menu), Email, Confirm Email, Last Name, Password, Confirm Password, and Role (a dropdown menu with "Family" selected). A "Create Login" button is at the bottom.

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you choose your correspondence preference to either “Mail” or “Email”.
- Do not check the “update member records” box at this time.
- Click on the “Continue” button at the bottom of the page.
- You are now at the “Member List” page. In the drop down box under “Add a New Family Member”, select “youth” and click on “Add Member”.

Family Information

Profile Information

Email joe@gmail.com

Last Name

Mailing Address

City

State

Zip Code 12345

Primary Phone 555-555-1234

Correspondence Preference

4-H County

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Member List

Thomsen Family [Edit Family](#)

501 1 Avenue
Vinton, IA 52349
319-472-4739
thomsenm@iastate.edu
Benton County [\[contact info\]](#)

Add A New Family Member

ReActivate An Archived Family Member

This is the “Youth Personal Information” screen. Fill in all information for this member correctly and completely.

- If he/she has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
- If his/her last name is different than the parent/guardian/household name, make that change on this page.
- For the “Years in 4-H”, enter “1” if this is the first year.
- If there are parents/guardians that do not live in the same residence as you, you may enter their mailing information under Secondary Household.
- Are you a volunteer? Mark “no”.
- Ethnicity – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.
- You may choose any of the other options listed below or mark “prefer not to state”. The choice is yours.
- Choose your residence.
- Complete the Military Service of Family only if it applies.

● Personal Information
● Additional Information
● Participation

Youth Personal Information

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

Profile Information

Email joe@gmail.com

First Name

Last Name

Mailing Address

City

State

Zip Code 12345

Birth Date mm/dd/yyyy

Gender

Primary Phone 555-555-1234

Cell Phone 555-555-1234

Years in 4-H 0-100

Parent 1 First Name

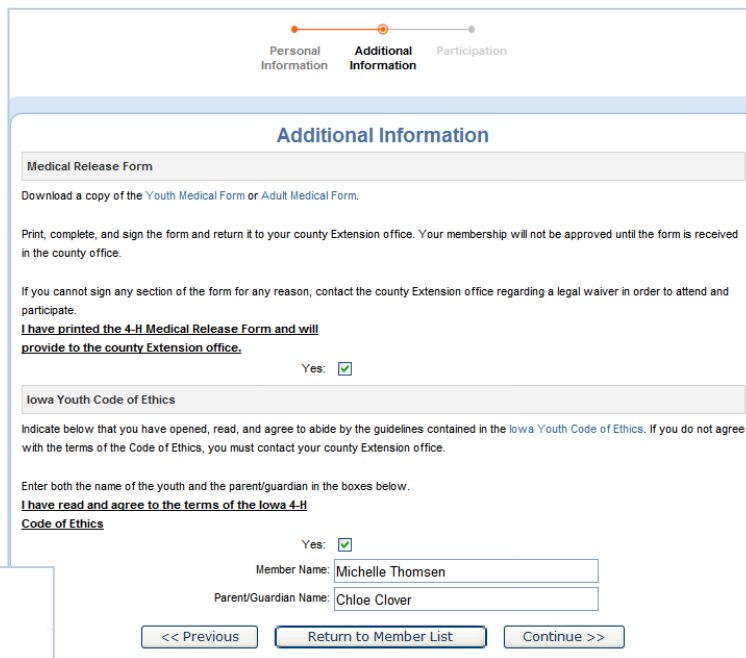
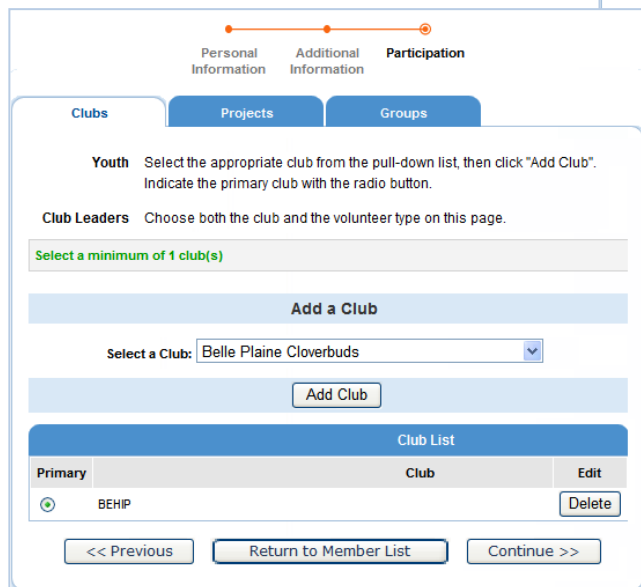
Parent 1 Last Name

Parent 1 Cell Phone 555-555-1234

- School Information – choose your county from the drop down menu first, then select your child’s school. If your school is not listed, click on “If you are unable to locate your school...” and enter the school name and type.
- Select your child’s current grade in school.
- Click on the “continue” button at the bottom.

This is the Additional Information page.

- Print out and read the Youth Medical Form. Fill it out completely, sign and return to the Extension Office. Your enrollment will not be approved until that is received, with membership dues (if applicable in your county).
- Mark “yes”.
- Read the Code of Ethics. Once you and your child have read that, mark “yes” and type the youth’s first and last name in the Member box and the parent/guardian first and last name in the Parent/Guardian box.
- Click the “Continue” button.

This is the Clubs/Projects/Groups page, where you will select a 4-H club and projects for the current 4-H year.

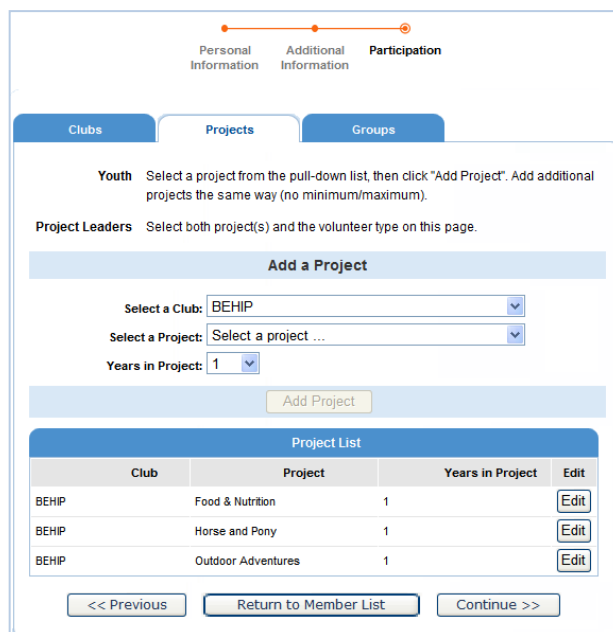
- Select the correct club from the drop down menu and click on it.
- Be sure to click “Add Club”.
- If your child is a member of more than one club, add the next one the same way. Make sure that the main club has the green dot next to it.
- Click the “Continue” button.

This is the “Projects” tab.

- Under “Select a Project” click on the drop down menu and select the first project for this youth.
- “Years in Project” – must have 1 for 1st year members. For returning members, the years are automatically updated.
- Click on “Add Project”.
- For each additional project that you want to add, repeat the steps above.

Once you have entered all your project(s), you need to click on **“Submit Enrollment”** and you are done!

If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them. There is an option for to “copy parent information from another youth record” drop box that will shorten the process some for the second (and beyond) youth.



The screenshot shows the 'Projects' tab in the 4HOnline enrollment system. At the top, there are three tabs: 'Personal Information', 'Additional Information', and 'Participation'. Below these are three sub-tabs: 'Clubs', 'Projects', and 'Groups'. The 'Projects' sub-tab is active. The main content area includes instructions for 'Youth' and 'Project Leaders'. Below the instructions is an 'Add a Project' section with three dropdown menus: 'Select a Club' (set to BEHIP), 'Select a Project' (set to 'Select a project ...'), and 'Years in Project' (set to 1). An 'Add Project' button is located below these fields. At the bottom of the form is a 'Project List' table with columns for Club, Project, Years in Project, and Edit. The table contains three rows of data. At the very bottom of the page are three buttons: '<< Previous', 'Return to Member List', and 'Continue >>'.

Club	Project	Years in Project	Edit
BEHIP	Food & Nutrition	1	Edit
BEHIP	Horse and Pony	1	Edit
BEHIP	Outdoor Adventures	1	Edit

Once your enrollment has been submitted, it is sent to your County Youth Coordinator to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail stating so. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

Keep your login (family email address) and password handy so that you can log in to the program and update your records whenever you need to.

Next year, when it’s re-enrollment time, you’ll log in to the records you created this year, and simply “reactivate” any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

FAQ – Frequently asked Questions

Passwords and E-mail Addresses

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: You will need to contact your county Extension office and ask them to look at your profile for the correct e-mail address.

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

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

Q: If I forgot my e-mail and/or password, can I just set up another profile?

A: NO! If you do that it duplicate the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

Q: I was given/e-mailed a password but when I typed it in, but 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 more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

Family and Individual Profile

Q: Now that the new 4-H year has started, do I create a new family profile, or a new member profile?

A: No, to re-enroll all you have to do is access your CURRENT family profile, click on each name of the person re-enrolling (youth and adult) and review the information for correctness. Once complete, make sure you submit your enrollment.

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

A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.