

## It's time to re-enroll in 4-H for all leaders and 4-H'ers!

Condensed instructions are below or complete instructions can be found at:

<http://www.extension.iastate.edu/4h/page/4honline-information-families-and-leaders>

### What I need to do to enroll in 4-H:

Go to: <https://iowa.4honline.com>. (You might want to bookmark this page.) Click "I have a profile" Enter your family email address that was provided to the Extension Office. Enter your password that your family has chosen. If you forgot your password choose "I forgot my password" and then click "send my password". Open your email browser and find the email from 4HOnline and locate your temporary password. Return to 4H Online and Click "I have a profile" and re-type your email and the new password that was just sent. Paste or type your password exactly as sent by 4HOnline as it is case sensitive. Choose "Family" from the "Role" drop-down box. Click log in. You can update your password if you had forgotten it but if you remembered it you will skip this step. You will be taken to the Member list which includes all family members enrolled in 4H: members, leaders, and 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 2016-2017". Now you will have an editable Personal Information screen. Please complete all information that applies to you. Fields in BOLD are required. When you have completed this page, click "Continue". This brings you to the Additional Information page. All fields are required, when you have completed this page click "Continue". This brings you to the Health Form. Enter in any medical conditions, allergies, and/or medications or click the "no" box if none. When you have completed this page, click "Continue". Your primary club will be listed and then click "Continue". If you wish to add or delete projects you may do so at this point. When you have completed this page click "Continue" until you reach the invoice screen. At the invoice screen, click "Continue". Hit Submit Enrollment Form. Your enrollment status will show "Pending". Your enrollment will be marked "Active" when the CYC accepts your enrollment.

### If you have a new member that has siblings in 4-H:

Follow the same directions as stated above when logging in but when you arrive at the Member List select "youth" on the drop down under Add a new Family Member. Click add Member. Follow the same steps when filling out the Personal Information screen, the Additional Information page and the Health Form. When you arrive at the Club screen you will need to select your primary club and click "Add" and then click "Continue". If you wish to add projects you may do so at this point. This brings you to the invoice screen, click "Continue". Click "Submit Enrollment Form". Your enrollment status will show "Pending". Your enrollment will be marked "Active" when the CYC accepts your enrollment.

### I am a NEW 4-H Member and need to enroll:

Go to: <https://iowa.4honline.com>. Choose "I need to setup a profile". Choose Calhoun from the drop down menu for the county. Complete the information. Choose "Family" from the "Role" drop-down box. Click log in. You will be taken to the Family Information Page. Complete all of your personal information. Click Continue. You are now at the Member list page. Select "youth" on the drop down under "Add a new Family Member". Click "Add Member". Follow the same steps when filling out the Personal Information screen, the Additional Information page and the Health Form. When you arrive at the Club screen you will need to select your primary club and click "Add" and then click "Continue". If you wish to add projects you may do so at this point. Click continue until you get to the invoice screen. At the invoice screen, click "Continue" again. Click "Submit Enrollment Form". Your enrollment status will show "Pending". Your enrollment will be marked "Active" when the CYC accepts your enrollment.

All entry fees need to be submitted to your club no later than December 1.

If you have any questions, please call the Extension office at 712-297-8611.

