



Re-Enrolling Members/Families

RE-ENROLLMENT CANNOT BEGIN UNTIL AFTER SEPTEMBER 1st

Open a web browser and type in: <https://iowa.4honline.com>. **You will now see the Iowa 4-H Youth Development Log In Page.**

- Click "I have a Profile."
- Enter family email address you gave to the extension office.
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.

Forgot your password?

Mark "I forgot my Password."

Click "Send my Password." Do not close the internet window.

Go to your own email account and find the email sent to you from 4HOnline. It will have your temporary password. If you can't find it in your Inbox, check Junk Mail. The sender will be "no-reply@4honline.com"

Return to 4H online.

- Choose "Family" from the "Role" drop-down box.
- Click "Log In."

Iowa 4H Enrollment

Iowa 4-H Youth Development

Welcome to 4hOnline

Families: If you have not received your password select 'I forgot my password'.

Current members with passwords → I have a profile

I need to setup a profile ← Do not use!!

Current members/ → I forgot my password

First time logging in Email:

Role:

4Honline Registration powered by 4HOnline

Re-Enrolling Members/Families



- 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.

Did you request a new password?

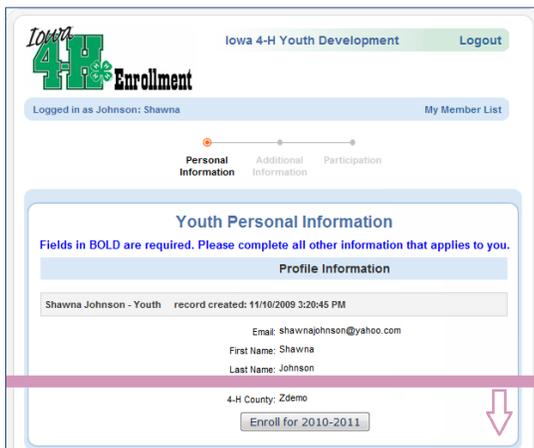
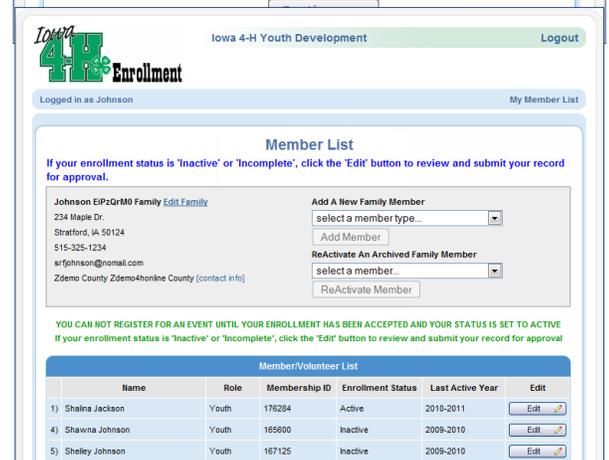
Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.

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.

This 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 (current year)".





Re-Enrolling Members/Families

Now you will have an editable Personal Information screen as shown at right.

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

A few notes:

- **Years in 4-H** includes the year of 4H that you are entering.
- **Ethnicity:** You must mark whether you feel you are of Hispanic descent. Race fields may be checked or mark "prefer not to state."
- Fill out **Residence** and **Military Service of Family** as they apply to your family.

Text messaging: This is optional. Enter a cell number, check the box if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information, only from county staff, not auto-generated through the program.

Be sure to enter an **emergency contact** name and at least one phone number (required fields). This should be someone OTHER than a parent, if possible. Parents are always contacted first, but who should be called if the parents are not available?

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

The screenshot displays the Iowa 4-H Youth Development enrollment interface. The top navigation bar includes the logo, the text "Iowa 4-H Youth Development", and a "Logout" link. Below the navigation bar, the user is logged in as "Shawna Johnson". A progress indicator shows three steps: "Personal Information" (current), "Additional Information", and "Participation".

The "Youth Personal Information" screen contains the following fields:

- Copy parent information from another youth record: Select a member name: [dropdown]
- Profile Information:
 - Email: shawnajohnson@yahoo.com (joe@gmail.com)
 - First Name: Shawna
 - Last Name: Johnson
 - Mailing Address: 234 Maple Dr.
 - City: Stratford
 - State: Iowa
 - Zip Code: 50124 (12345)
 - Birth Date: 09/01/2000 (mm/dd/yyyy)
 - Gender: Female

The "Additional Information" screen contains the following sections:

- Code of Conduct:
 - BEHAVIOR EXPECTATIONS of the Participant: It is important to follow the directions of the 4-H Club leader(s) at all times. I understand that as a participant I have the responsibility to help make the activity a safe experience for everyone through my behavior and conduct. I also understand the danger of not following rules and directions and agree to follow them.
 - Select an option: I agree to the terms above. [dropdown]
 - Member Signature: Kyle Miller (REQUIRED)
 - Parent/Guardian Signature: Robert Miller (REQUIRED)
- Exhibitor/Livestock Code of Ethics:
 - If you are going to enter exhibits at any fair, you must agree to the code of ethics below:
 - Youth are expected to be sincere, honest and act in sportsmanlike ways at all times. Youth represent the entire program and their behavior reflects on their parents, leaders, club and the entire youth program. All adults involved with the youth program, leaders as well as parents, are expected to set positive examples and serve as positive role models by what they say and do. Any youth who breaks the Code of Ethics or allows another person (adult or peer) to talk them into violating the Code of Ethics agrees to forfeit all prizes, awards and

Authorizations and Releases

All fields are required. Select an option if there is a choice, or check the "I agree..." box.

Double-check the transportation options that are selected. Are these accurate?

Digital Signatures

Enter both the name of the parent/guardian and the youth. Both fields must be filled in before you can click the Continue button.

By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.

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

Health Form (Below) - Report all health conditions and allergies that apply. Please include any information that would be useful to staff and volunteers in ensuring the safety of your child.

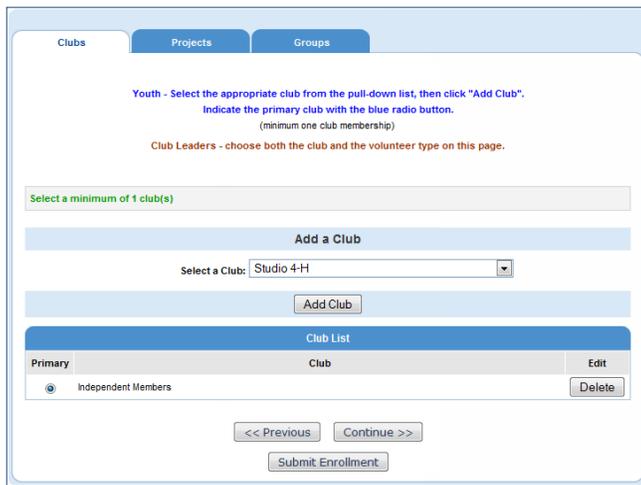
Enter the Parent/Adult name in the required field at the bottom of the page to indicate that you have provided all pertinent information about your child's health history.

When you have completed this page, click "Continue."

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).



Clubs Projects Groups

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

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

Select a minimum of 1 club(s)

Add a Club

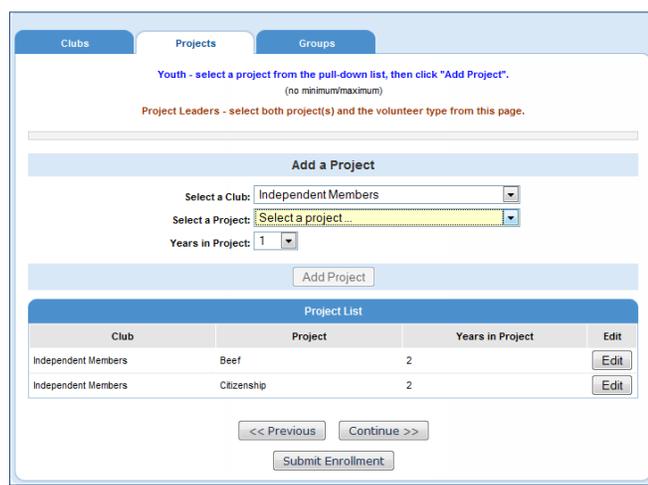
Select a Club: Studio 4-H

Add Club

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

<< Previous Continue >>

Submit Enrollment



Clubs Projects Groups

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

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

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

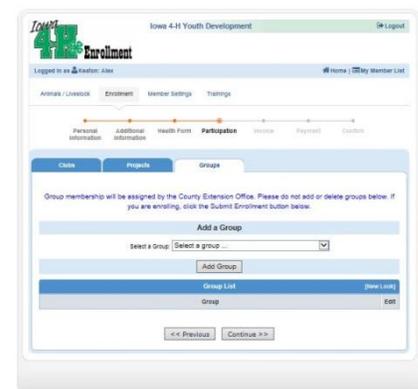
Then, select a project area in the 2nd drop-down box. Select your years in this project area. Clover Kids & JrFLL can skip this and continue on.

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 "Continue".

The "Groups" tab.

- Most "Groups" are set and managed by the county extension office, there is nothing that you need to do on this page, simply click the "Continue" button to move to the next screen.



Iowa 4H Youth Development

Logged in as Extension User

Admin / Livestock Enrollment Member Settings Trainings

Personal Information Additional Information Health Form Participation Groups Payment Contact

Clubs Projects Groups

Group membership will be assigned by the County Extension Office. Please do not add or delete groups below, if you are enrolling, click the Submit Enrollment button below.

Add a Group

Select a Group: Select a group...

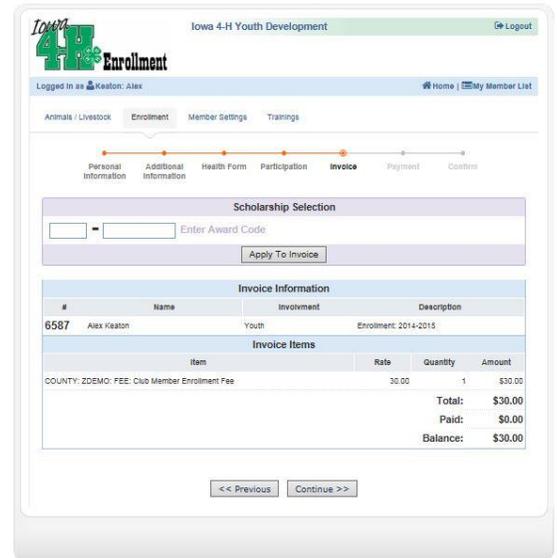
Add Group

Group List	New Link	Edit
Group		

<< Previous Continue >>

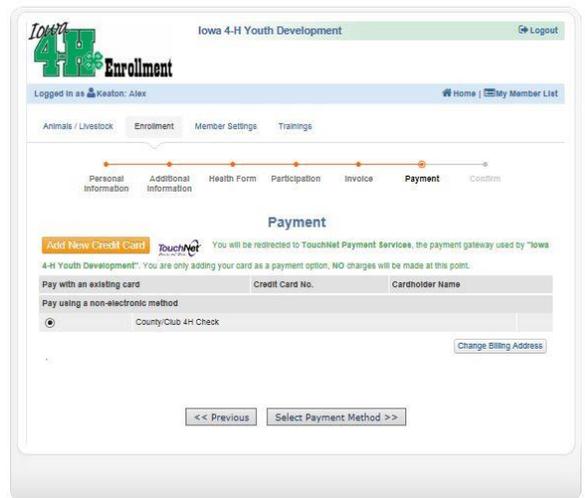
Invoice

- If your county is configured to accept credit card payments online, you will see an invoice for the amount of your Enrollment Fee. This invoice is generated once for each **member** that is enrolled. In many cases this invoice will be \$0.00 as many counties have different ways in which they support 4-H membership.
- Once you have reviewed the Invoice amount for this enrollment click the “Continue” Button.



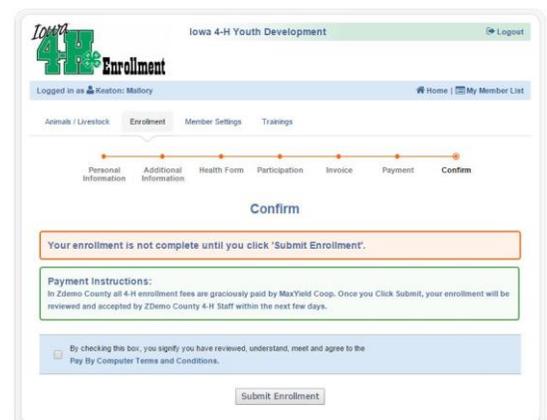
Payment

- If your invoice total on the previous screen was \$0.00 you will not see this screen and will instead advance directly to the **Confirmation Screen**. If you are enrolling in a county that utilizes Online Payment for 4-H Membership, this is where you will choose your payment option.
- By clicking the “Add New Credit Card” button you will be taken to Iowa State University’s secure Credit Card Processing Portal to enter your payment information. Upon completion of that process you will be redirected to Iowa 4hOnline
- If you choose, you may make payment for 4-H enrollment by County Check, if you choose that option select the button marked “County Club 4-H Check.”
- Click the “Select Payment Method” Button to advance to the Confirmation Screen.



Confirmation

- On this page you will likely see **Payment Instructions** specific to your county. Please read these carefully as they will help you to complete any steps necessary in your home county. If you selected an electronic payment method, please review the “Pay by computer Terms and Conditions,” and check the box to indicate your understanding and acceptance of them. Click the “Submit Enrollment” button.





Re-Enrolling Members/Families

(If you have dogs, horses, llamas, dairy goats, or dairy cows—you can go ahead and re-identify last year's animals at this time by clicking the "Edit" button next to the submitted member's name and then by clicking the little blue "Animals/Livestock" link in the upper left portion of your screen, right under the Iowa 4-H Enrollment logo.)

If there is another youth (or an adult leader) in your family re-enrolling in 4-H, you will need to repeat this process for them.

Once your re-enrollment has been submitted, it is sent to your County Extension Office to be approved. If there are any problems with your re-enrollment – incorrect or missing information, etc. – you will get an e-mail with instructions for logging back in (with the same email/password you set up) and correcting those. 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.

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, add/delete projects within your county guidelines, identify all livestock by May 15, or submit a State Fair entry by July 1.