



## Re-Enrollment for Members and Families in 4-H

### *Before You Start*

Members are enrolled in 4HOnline for one program year at a time (September 1 – August 31). To re-enroll for the new program year, the easiest and fastest way to accomplish this is by logging in using the existing login email and password and then select the “reactivate member” option found in the Member List. If necessary, seek assistance from the county extension office.

1. Enter <http://iowa.4honline.com>. Select “I have a profile”. Enter the existing family email and password. If a password is forgotten, select “I forgot my password” and proceed using the temporary password. If an error message is received, please contact the county office.
2. The Member List shows youth members and adult volunteers who were enrolled in the previous year. To update family information, click Edit Family. Click “Edit” next to the Inactive member that needs to be re-enrolled. Scroll to the bottom of the record review page and click “Enroll for 20xx-20xx”. Repeat this process for each re-enrolling member.
3. Update any personal information and click Continue. Carefully read the Additional Information and mark the check box for each section. (This section will be locked for editing after the enrollment has been submitted.) Click Continue.
4. Carefully review and update each member’s Health Form as information may change from year to year. Make any changes necessary then click Continue.
5. Review and edit Clubs. Only Clubs in which the member will participate during the current program year should be listed. Click Continue. Review and edit Projects. Only projects in which the member will participate during the current year should be listed. (Previous year projects remain in the enrollment history). If the member will participate in Groups during the current year, add them. Click Continue.
6. If enrollment fees are charged, click Continue to view the invoice, select a payment method, confirm payment, and click the Submit Enrollment button.
7. The final screen in the enrollment process is Confirmation. County offices may include county specific payment instructions on this page. If electronic payment selection was made, review and check “Pay by computer Terms and Conditions”. The final step is to click the “Submit Enrollment” button.

### *Additional Information:*

Once the enrollment has been submitted, it is sent to the county extension office for approval. If there are portions of this process needing completion, an email will be sent indicating what needs to be finalized. If the submitted enrollment records are fully complete, an email will be sent stating the enrollment has been “Approved”. This allows for online access to enrollment information where additions and changes can be made throughout the program year. Keep login (family email address and password) handy to allow for easy access. For the next program year, simply “Reactivate” any members or adult volunteers.

To return to the member list from any page click on “My Member List”. For quick navigation between the four member enrollment pages, click on the page title under the navigation bar.

Keep the email and password handy to allow for easy editing throughout the program year.

Livestock ID must be entered by May 15 and State Fair submissions must be entered by July 1.