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."

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- 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)”.

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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.
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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.

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

Then, select a project area in the 2nd drop-down box. Select your years in this project area.

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.
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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.

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(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.