

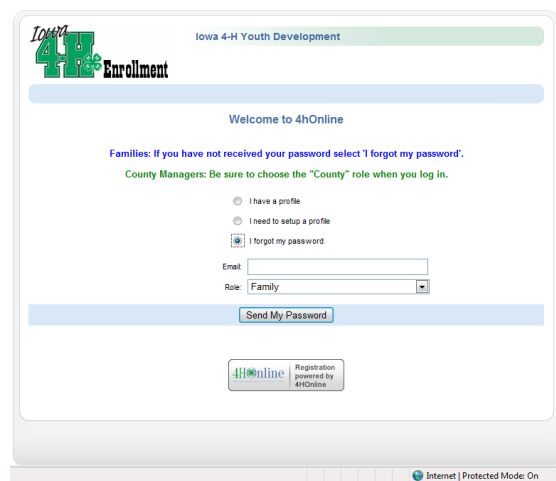
## Re-enrolling members/families

Open Mozilla Firefox (free download available at [www.mozilla.com](http://www.mozilla.com)) web browser and type in: [www.4honline.com](http://www.4honline.com). You will see a page with a U.S. map. Don't enter information in the right box, just click on the state of Iowa.



### You will now see the Iowa 4-H Youth Development Log In Page.

- Enter family email address provided to extension office.
- Choose "Family" from the "Role" drop-down box.
- *\*For first time, re-enrollment, or if you have forgotten your password, mark "I forgot my Password."*
- *\*Click "Send my Password." Do not close the internet window.*
- *\*Open your email browser and find the email from 4HOnline. Locate your temporary password.*
- Return to 4H online. Click "I have a Profile." **(This is where you will begin if you know your password.)**
- Paste or type your password exactly as sent by 4H online. It is CASE SENSITIVE.
- The email box should still have your family email in it. You should still have "Family" chosen as your Role.
- Click "Log In."



- \*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.**

Iowa 4H Enrollment Iowa 4-H Youth Development Logout

Logged in as Johnson My Member List

Please update your password

Password Management

Current Password: [password field]

New Password: [password field]

Confirm New Password: [password field]

Continue >>

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 2010-2011".

Iowa 4H Enrollment Iowa 4-H Youth Development Logout

Logged in as Johnson My Member List

Member List

If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval.

Johnson EIPzQrM0 Family [Edit Family](#)

234 Maple Dr.  
 Stratford, IA 50124  
 515-325-1234  
 srjohnson@nomail.com  
 Zdemo County Zdemo4honline County [\[contact info\]](#)

Add A New Family Member  
 select a member type...  
 Add Member

ReActivate An Archived Family Member  
 select a member...  
 ReActivate Member

YOU CAN NOT REGISTER FOR AN EVENT UNTIL YOUR ENROLLMENT HAS BEEN ACCEPTED AND YOUR STATUS IS SET TO ACTIVE  
 If your enrollment status is 'Inactive' or 'Incomplete', click the 'Edit' button to review and submit your record for approval

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1) Shaina Jackson	Youth	176284	Active	2010-2011	<a href="#">Edit</a>
4) Shawna Johnson	Youth	165600	Inactive	2009-2010	<a href="#">Edit</a>
5) Shelley Johnson	Youth	167125	Inactive	2009-2010	<a href="#">Edit</a>

Iowa 4H Enrollment Iowa 4-H Youth Development

Logged in as Johnson: Shawna My Member List

Personal Information Additional Information Participation Information

Youth Personal Information

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

Profile Information

Shawna Johnson - Youth record created: 11/10/2009 3:20:45 PM

Email: shawnajohnson@yahoo.com

First Name: Shawna

Last Name: Johnson

4-H County: Zdemo

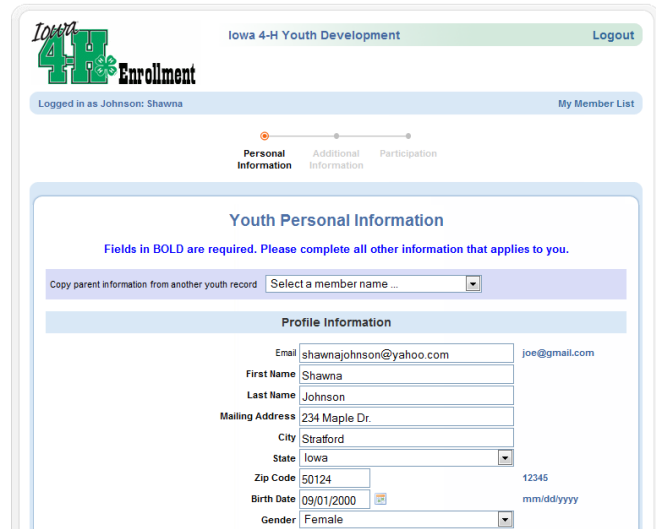
Enroll for 2010-2011

Now you will have an editable Personal Information screen as shown on the next page.

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.
- **Volunteer:** If you are not sure
- **Ethnicity:** You must mark whether you feel you are of Hispanic descent. Other ethnic fields may be checked or mark "prefer not to state."
- Fill out **Residence** and **Military Service of Family** as they apply to your family.
- **School:** When you fill out the school information, you may select a different county if your school is not in your 4-H county. If your School Name is not listed after you select the appropriate School District, you can add that school name and select a school type.



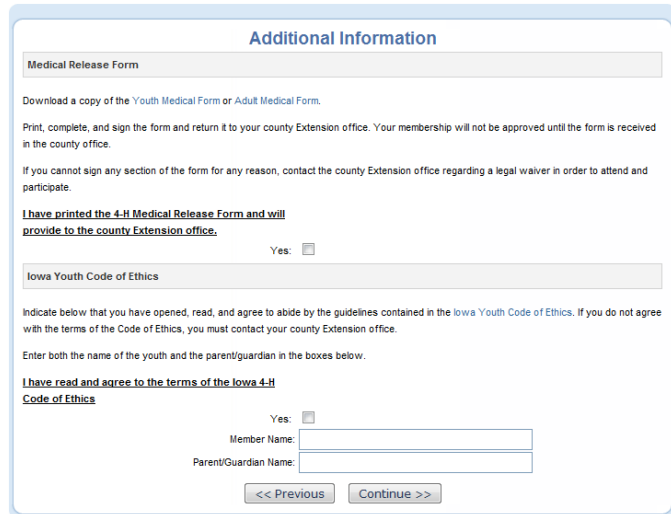
The screenshot shows the 'Youth Personal Information' page. At the top, it says 'Iowa 4-H Youth Development' and 'Logout'. Below that, it says 'Logged in as Johnson: Shawna' and 'My Member List'. There are three tabs: 'Personal Information', 'Additional Information', and 'Participation'. The 'Personal Information' tab is selected. Below the tabs, it says 'Youth Personal Information' and 'Fields in BOLD are required. Please complete all other information that applies to you.' There is a dropdown menu for 'Copy parent information from another youth record' with the option 'Select a member name...'. Below that is the 'Profile Information' section with the following fields: Email (shawnajohnson@yahoo.com), First Name (Shawna), Last Name (Johnson), Mailing Address (234 Maple Dr.), City (Strafford), State (Iowa), Zip Code (50124), Birth Date (09/01/2000), and Gender (Female).

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

**Medical Release Form** - Click on "Youth Medical Form" (or "Adult Medical Form" if you are re-enrolling as an adult leader) and download. You will need to fill this out and sign, then return it to the county Extension office before your enrollment is accepted. Your enrollment cannot become active without this information.

Check the 'Yes' box. This states that you **WILL** get your medical information to the extension office.

**Iowa Youth Code of Ethics** - Click on "Iowa Youth Code of Ethics" and read. Check "Yes." If you do not agree with the terms of the Code of Ethics, you must contact your county Extension office. Fill in the boxes with the 4-H member name and the parent name.



The screenshot shows the 'Additional Information' page. At the top, it says 'Additional Information'. Below that is the 'Medical Release Form' section. It says 'Download a copy of the Youth Medical Form or Adult Medical Form.' and 'Print, complete, and sign the form and return it to your county Extension office. Your membership will not be approved until the form is received in the county office.' Below that is a checkbox for 'I have printed the 4-H Medical Release Form and will provide to the county Extension office.' with the 'Yes' box checked. Below that is the 'Iowa Youth Code of Ethics' section. It says 'Indicate below that you have opened, read, and agree to abide by the guidelines contained in the Iowa Youth Code of Ethics. If you do not agree with the terms of the Code of Ethics, you must contact your county Extension office.' and 'Enter both the name of the youth and the parent/guardian in the boxes below.' Below that is a checkbox for 'I have read and agree to the terms of the Iowa 4-H Code of Ethics' with the 'Yes' box checked. Below that are two text boxes for 'Member Name' and 'Parent/Guardian Name'. At the bottom are two buttons: '<< Previous' and 'Continue >>'.

When you have completed this page, click "Continue." This brings you to the Participation Pages.

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.



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

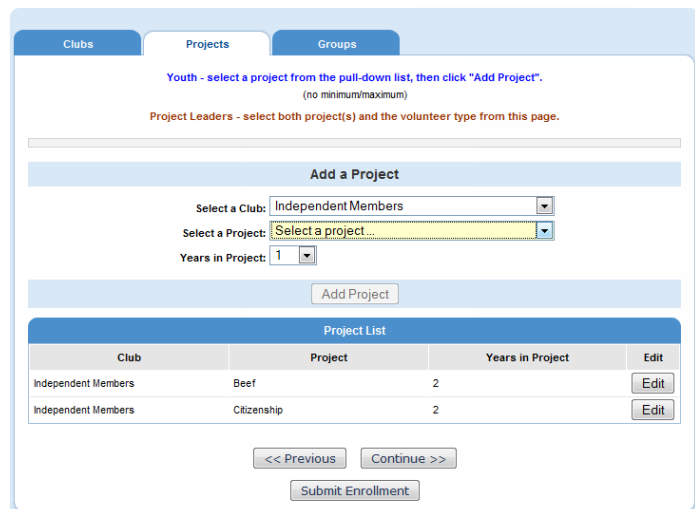
<< Previous Continue >>

Submit Enrollment

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 are a PROJECT LEADER of this project area, you may select, "Youth Project Leader" from the 3rd drop down box. **Click "Add Project."** This project will appear in the project list below. Continue this process for each project you wish to enroll in.



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

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 "SUBMIT ENROLLMENT".**

Your enrollment status will show as "Pending" on your family member list. Your enrollment will be marked "Active" upon the Extension office receiving your Medical Information/Release Form.

If your enrollment status is "Inactive" or "Incomplete", click the "Edit" button to review and submit your record for approval.

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, and add/delete projects within your county guidelines.