

Re-enrolling members/families

Open a web browser and type in: 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."

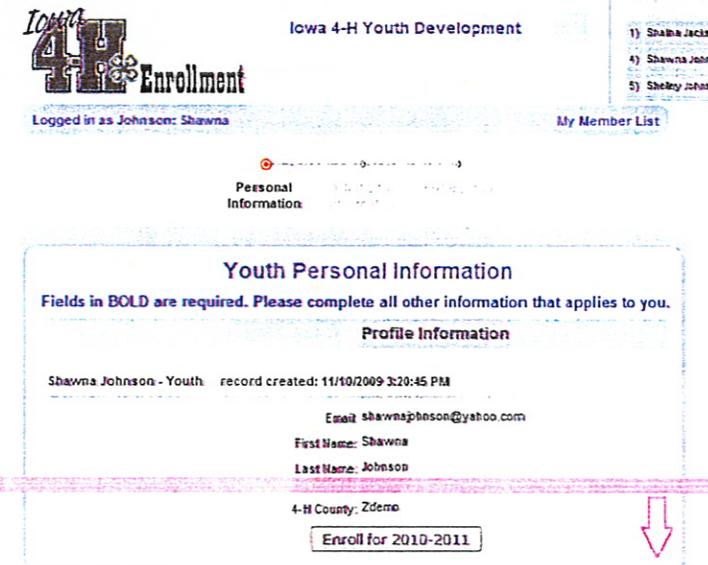
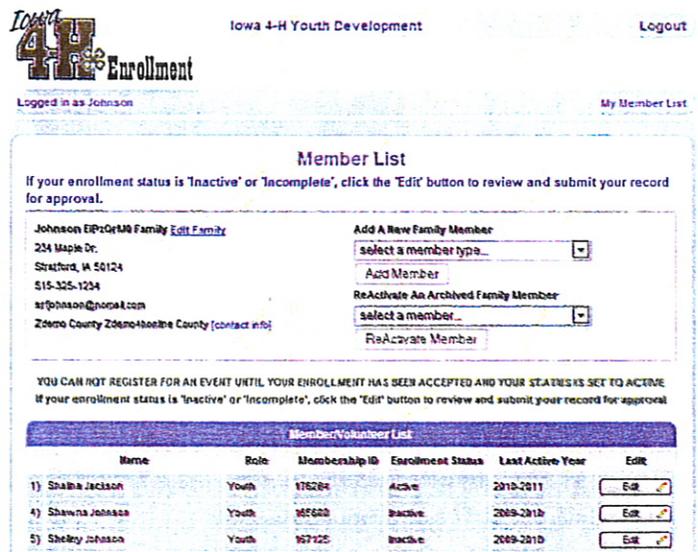


- *Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.
- *Enter (twice) a new family password. Click 'Continue.'
Your passwords must be a minimum of 8 characters, and must contain 2 of the 3: letters, numbers, symbols.

*You will be able to skip these steps if you know/memorize your password for re-entry into the program.

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".

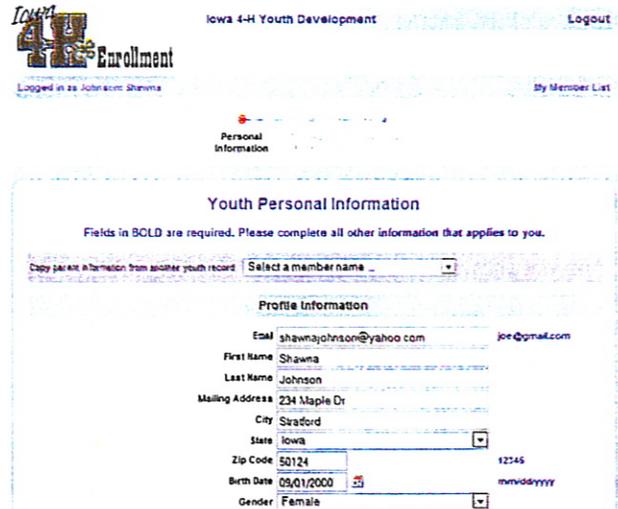


Now you will have an editable Personal Information screen as shown on the next page.

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.



Iowa 4-H Youth Development Logout

Logged in as Johnnae Shewna My Member List

Personal Information

Youth Personal Information

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

Copy parent's e-mail from another youth record Select a member name

Profile Information

Email **shawnajohnson@yahoo.com** **joe@gmail.com**

First Name **Shawna**

Last Name **Johnson**

Mailing Address **234 Maple Dr**

City **Stradford**

State **Iowa**

Zip Code **50124** 12345

Birth Date **09/01/2000** mm/dd/yyyy

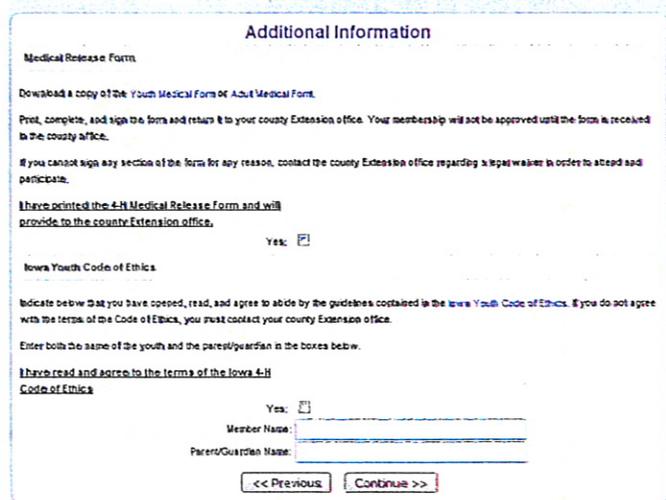
Gender **Female**

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.



Additional Information

Medical Release Form

Download a copy of the Youth Medical Form or Adult Medical Form.

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.

If you cannot sign any section of the form for any reason, contact the county Extension office regarding a legal waiver in order to attend and participate.

I have printed the 4-H Medical Release Form and will provide to the county Extension office. Yes:

Iowa Youth Code of Ethics

Indicate below that you have copied, 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.

Enter both the name of the youth and the parent/guardian in the boxes below.

I have read and agree to the terms of the Iowa 4-H Code of Ethics

Yes:

Member Name:

Parent/Guardian Name:

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.
(maximum one club membership)

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

Select a maximum of 4 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 approval required)

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	Dressing	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.