

### RE-ENROLLMENT CANNOT BEGIN UNTIL AFTER SEPTEMBER 3

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."



The screenshot shows the Iowa 4H Youth Development login page. At the top left is the "Iowa 4H Enrollment" logo. To the right, it says "Iowa 4-H Youth Development". Below the logo is a blue bar with the text "Welcome to 4hOnline". Underneath, there is a blue link: "Families: If you have not received your password select 'I forgot my password'". The page is divided into three sections: "Current members with passwords" with radio buttons for "I have a profile" and "I need to setup a profile" (with a note "Do not use!!"), "Current members/First time logging in" with a radio button for "I forgot my password", and an "Email:" input field. Below the email field is a "Role:" dropdown menu with "Family" selected. At the bottom of the form is a "Send My Password" button. In the footer, there is a logo for "4Honline" and the text "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?

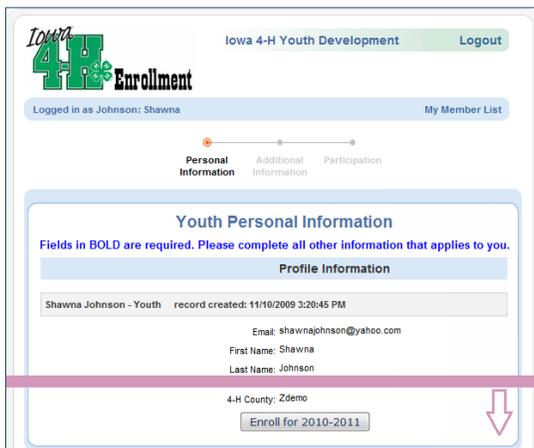
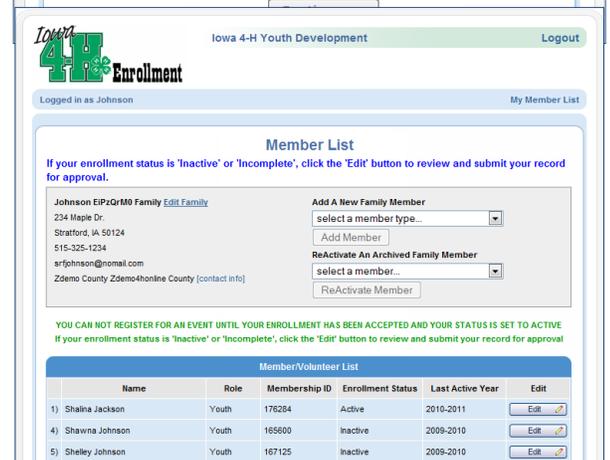
Re-enter current password as sent by 4H Online. Even though the screen looks like it's been entered, you have to type it into the "Current Password" box.

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. 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.

**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 shows the Iowa 4-H Youth Development enrollment interface. The top navigation bar includes the logo, 'Iowa 4-H Youth Development', and a 'Logout' link. Below the navigation bar, the user is logged in as 'Shawna' and can view their 'My Member List'. The main content area is titled 'Youth Personal Information' and includes a progress indicator with steps: Personal Information, Additional Information, Participation, Health Form, and Animals. The 'Youth Personal Information' section contains a dropdown for 'Copy parent information from another youth record' and a 'Select a member name' dropdown. Below this is the 'Profile Information' section with fields for Email (shawnajohnson@yahoo.com), First Name (Shawna), Last Name (Johnson), Mailing Address (234 Maple Dr.), City (Stratford), State (Iowa), Zip Code (50124), Birth Date (09/01/2000), and Gender (Female). The 'Additional Information' section is titled 'Code of Conduct' and includes a 'BEHAVIOR EXPECTATIONS of the Participant' section with a text area for agreement. Below this are signature fields for 'Member Signature' (Kyle Miller) and 'Parent/Guardian Signature' (Robert Miller), both marked as 'REQUIRED'. At the bottom, there is an 'Exhibitor/Livestock Code of Ethics' section with a text area for agreement.



## 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?

## Additional Information

Double-check the t-shirt size. Is this still correct, or has that changed since last year?

Type in the school district name in the box provided.

## 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.

## Re-Enrolling Members/Families

**Additional Information**

Please fill out all authorizations and information on this screen and the Health Form page. Required fields must be completed before you can go on to the next page, or submit your enrollment. If you prefer to use paper forms rather than online options, contact your County Extension Office.

**1. Release of Liability and Behavior Expectations**

(Parent/Guardian)  
**4-H CLUB ASSUMPTION OF RISK AND RELEASE OF LIABILITY** (Please read carefully.)  
 I give permission for my child to participate in the 4-H program. I understand that 4-H club project activities/events may involve certain risks of physical activity and possible injury and that Iowa State University and its 4-H program will provide each participant with reasonable care, but that ISU cannot guarantee that my child will remain free of injury. In addition, some 4-H projects including but not limited to: shooting sports, horse or livestock projects, water activities, and other sporting activities have a higher degree of risk. I nonetheless wish to have my child participate as an Iowa 4-H club member in the 4-H club program and ASSUME the RISK of participating. I agree to RELEASE FROM LIABILITY, INDEMNIFY and HOLD HARMLESS the State of Iowa, the Board of Regents of the State of Iowa, ISU and ISU Extension and Outreach, the County Agricultural Extension District, and their officers, employees and agents (hereinafter the RELEASEES) from any and all claim and/or cause of action arising out of and related to any injury, loss, penalties, damage, settlement, costs or other expenses or liabilities that occur as a result of my child's participation in the 4-H program. This release, however, is not intended to release the above-mentioned RELEASEES from liability arising out of their sole negligence.

(Youth)  
**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.

We have read and agree to the terms. **REQUIRED**

**2. Exhibitor Code of Ethics**

(Parent/Guardian and Youth)  
**Iowa Exhibitor Code of Ethics**  
 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. Download/print and read the Iowa Exhibitor Code of Ethics.

We have read and agree to the terms. **REQUIRED**

**3. Medical Release**

(Parent/Guardian)  
**MEDICAL EMERGENCY PARENTAL PERMISSION\***  
 I understand that my child must be healthy and reasonably fit in order to safely participate in 4-H recreation activities and that I will inform program leader(s) of any medication, ailment, condition, or injury that may affect his/her ability to participate safely.

The health history for my child is correct and complete to my knowledge. If an injury or other medical condition occurs or arises, I hereby give permission to ISUEO or County Agricultural Extension District staff or volunteers to provide routine first aid and seek emergency treatment including x-rays or routine tests. I agree to the release of any record necessary for treatment, referral, billing or insurance purposes. I understand that I am financially responsible for charges to the attending physicians or health care unit (other than those covered by an accident insurance plan). In the event of an emergency where I cannot decide for my child, I give permission to the physician/hospital selected by the ISUEO or county extension staff or volunteers to secure and administer treatment for my child, including hospitalization. (\*If you cannot sign this section of the form for any reason, contact the ISUEO County Extension Office regarding a legal waiver in order to attend and participate.)

I agree to all terms. **REQUIRED**  
 I will obtain a waiver from the County Extension Office.

**4. Publicity Release**

(Parent/Guardian) PUBLICITY/IMAGE/VOICE PERMISSION  
 The Iowa State University Extension and Outreach 4-H Program normally takes photographs, video, and/or tape recording of our programs. During activities, a photograph or video/audio recording may be taken of you or your child. Unless you request otherwise, your agreement below will be considered permission for Iowa State University, the County Agricultural Extension District, and the 4-H Program to photograph, film, audio/video tape, record and/or televise your image and/or voice or the image and/or voice of your child for use in any publications or promotional materials, in any medium now known or developed in the future without any restrictions.

I agree to all terms. **REQUIRED**  
 I will contact the County Extension Office with restrictions.

**5. Transportation Release**

I understand that if personally-owned vehicles are used as transportation to and from Iowa State University (ISU) 4-H Club events or activities, that the owner of the vehicle is responsible for any liability that might occur during the transportation. ISU does not provide coverage for any property damage, personal injury or liability that may occur while using personal vehicles. Vehicle owners are required to carry automobile liability insurance as required by the State of Iowa.

I am giving my permission for my child to be transported during an authorized 4-H activity or event. I give my permission for: (Check all that apply.)

**Transportation**

Any adult volunteer:

Authorized adult volunteer/MVR check:  Check these options to be sure you have selected what you really meant--for example, a 12-year-old shouldn't be set to "Drive own vehicle"...

Another youth under 18:

Drive own vehicle:

Transport other youth in own vehicle:

**Additional Information**

Please enter your T-shirt size and school.

**T-shirt size**

Youth - SM

Youth - MED  Check the T-shirt size. Has that changed since last year? It's only useful if the correct current size is entered.

Youth - LG

Adult - SM

Adult - MED

Adult - LG

Adult - XL

Adult - 2XL

Adult - 3XL

School:

**REQUIRED: Digital Signatures**

Please enter both parent/guardian and youth member names below to indicate that you have read and completed all sections above. Both fields below must be completed before you can click Continue.

Parent/Guardian Name:

Youth Name:

## Re-Enrolling Members/Families

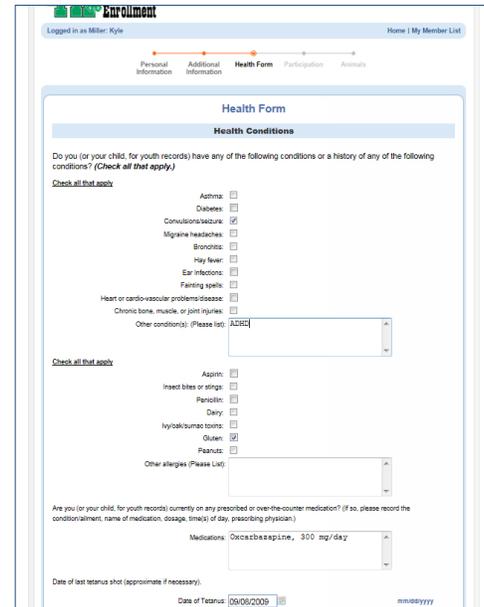
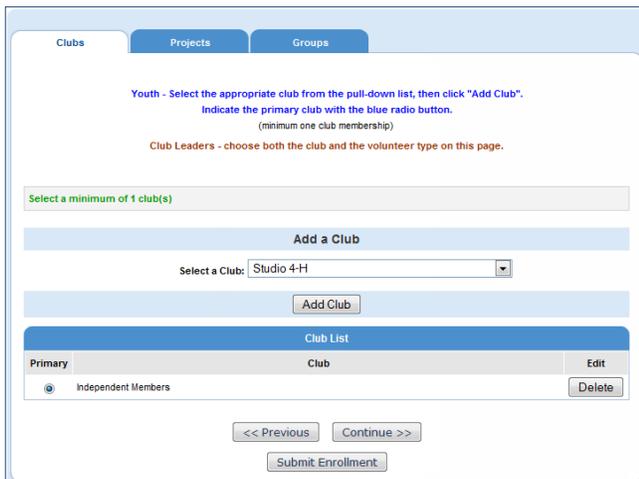
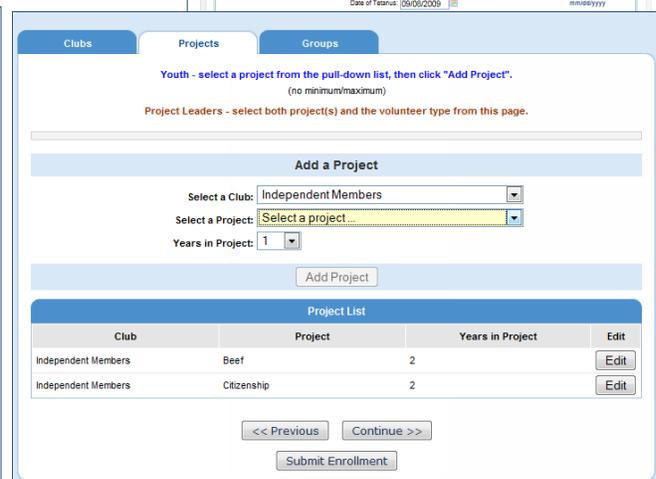
**Health Form-** Check all health conditions and allergies that apply. Any health issues not listed need to be entered in the text boxes.

**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).

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 "SUBMIT ENROLLMENT".**

*(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 Animals/Livestock little blue link in the upper left portion of your screen, right under the Iowa 4-H Enrollment logo.)*

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.