

Union County Family Enrollment Guide

New Families

4-H Online v 2.0

The first step to enrolling as a 4-H Member is creating a profile in the 4-H Online data management system. Ohio 4-H uses the 4-HOnline system to manage the 4-H program, including membership, projects, events, and communications. All youth and adults who participate in Ohio 4-H, including 4-H camps, must have a 4HOnline profile.

Creating your 4-H Online profile is easy and takes only a few minutes. 4-H Online profiles are family based, which means every family creates a “master” profile that includes each family member involved in Ohio 4-H. A family profile may contain both youth and adults. When creating your family profile, the following “members” should be included.

YOUTH Family Members (ages 5-18 as of January 1)

- Youth ages 5 - 7 (Grades K – 2) can enroll in the 4-H Cloverbud program.
- Youth ages 8 – 18 can enroll in the 4-H program. (8 year old members must be in at least 3rd grade.)

ADULT Family Members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers can complete a volunteer application as part of their first-time enrollment.

Not every family profile will contain both youth and adult members. Some profiles may contain only youth, while others may have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that family profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in the 4-H program may be archived by the OSU Extension Office staff. Former members returning to 4-H can be reactivated by the county 4-H staff, and do not need to be entered again.

If you are unsure if you already have a family profile in 4-H Online, please contact our office at 937-644-8117 or email Kramer.578@osu.edu before creating a new family profile. If someone in your family was involved in Ohio 4-H or Cloverbuds from September 2015 – September 2020, you likely already have a family profile in 4-H Online.

Use the information below to create your family profile and enroll your 4-H members. If you start an enrollment and need to come back to it, follow the instructions under “continuing enrollment”. Changes are saved as you work through the enrollment screens. Be sure to add all of your members’ projects before hitting the final submit button. Once submitted, you will need to call the office to make changes.

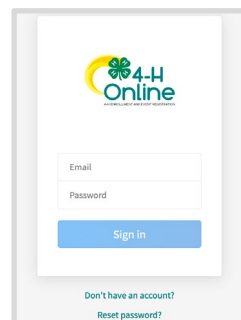
If you need assistance completing the online enrollment process, please call our office at 937-644-8117 and we will be happy to help.



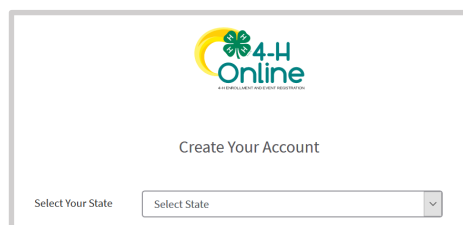
Creating a New 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Click “Don’t have an account?” if you have never enrolled in 4-H before using 4-H Online.

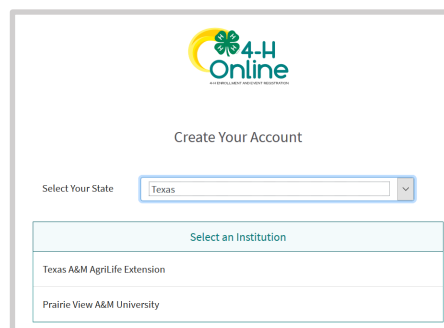
NOTE: If you had an account in 4-H Online 1.0, enter the login information for your existing account and refer to the instructions for Returning Families.



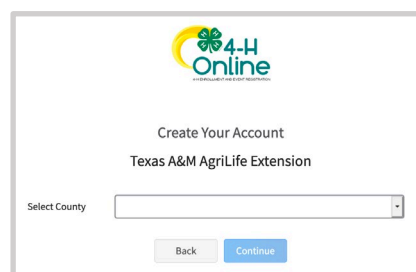
3. Select Ohio from the drop-down menu.



4. Choose Ohio State 4-H Youth Development.



5. Choose Union county from the drop-down menu.



- Complete your family's information. This is the information for the entire family. The email address listed here will serve as your login, as well as where communications from our office will be sent. (Individual members will be able to add their own email addresses in a later step.)
- Click the Create Account button.

- Enter your family's address information.
- Click the Verify button.

NOTE: The verification process may require you to select an appropriate USPS format.

- If you create a new account and an existing account is found, click the Confirm button and refer to the information for returning families.

Adding a New Member to the Family

Please do not add a second profile for an individual who was previously in 4-H or Cloverbuds.
Contact the office to have their profile reactivated.

- Enter the member's information.
- Click the Next button.

NOTE: fields marked with a red asterisk (*) are required fields and must be completed.

NOTE: If your Institution offers enrollment for more than one program, there will be an additional step to select your program.

3. Complete the “About You” form with the requested information.

4. Click the Next button.

The screenshot shows the 'Add Member' form at step 2, 'About You'. The progress bar at the top shows 'Profile' (1) completed, 'About You' (2) active, and 'Select Participation' (3) next. The form has two sections: 'About You' and 'Demographics'. The 'About You' section includes dropdown menus for 'Birth Gender *', 'Identifying Gender *', and 'Grade *'. The 'Demographics' section includes a dropdown for 'Are you of Hispanic or Latino ethnicity? *' and a text field for 'Residence *'.

5. Select your method of participation as a Club Member. You must choose “club member” to enroll in 4-H.

6. Click the Finish button.

The screenshot shows the 'Add Member' form at step 3, 'Select Participation'. The progress bar shows 'Profile' (1) and 'About You' (2) completed, and 'Select Participation' (3) active. The question is 'How would you like to participate?'. There are two radio button options: 'I am applying to be a New or Club Member' (selected) and 'I will be participating but not as a Club Member'. At the bottom are 'Back' and 'Finish' buttons. A blue arrow points to the 'Finish' button.

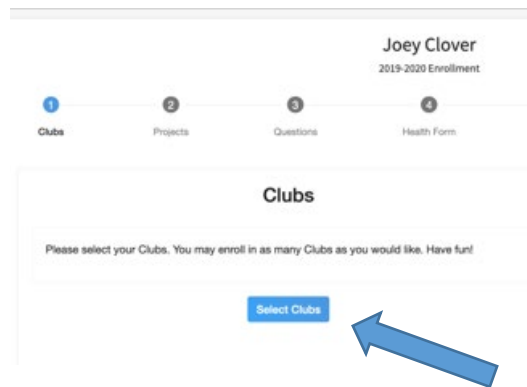
Youth and Cloverbud Member Enrollment

1. Select the member’s Grade and click Next.

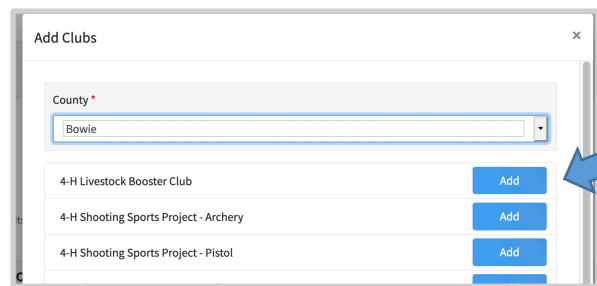
2. Select to Confirm that you would like to enroll as a Club Member.

The first screenshot shows the 'Enrollment' dialog box at step 1, 'School Grade'. The question is 'What school grade is this member in?'. The 'Grade' dropdown menu is set to '4'. There are 'Back' and 'Next' buttons. The second screenshot shows the 'Enrollment' dialog box at step 2, 'Confirm Enrollment'. The question is 'I'm confirming I want to enroll in 4-H as a Club Member'. There is an 'Enroll' button. A blue arrow points to the 'Enroll' button.

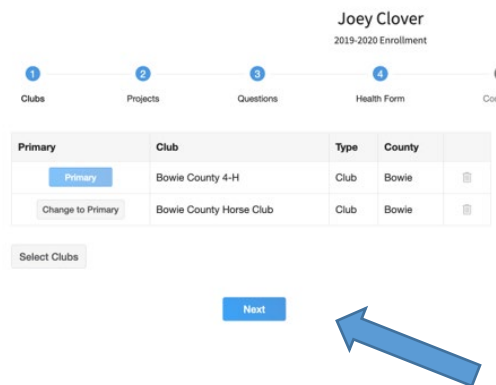
3. Click the Select Clubs button.



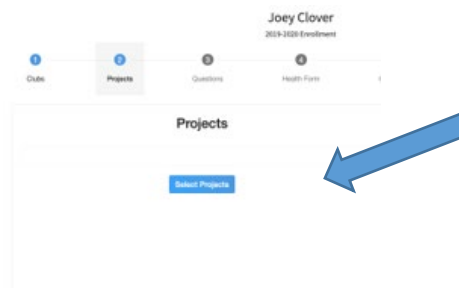
- 4. Select the County in which your Club is located.
- 5. Click Add next to the Club you would like to join.
- 6. Repeat steps 3-5 to add all of the Clubs in which you would like to participate.



- 7. If you have enrolled in more than one club, be sure the Primary club is marked correctly. If not, click the Change to Primary button to mark a different Club as your Primary Club.
- 8. Click the trash can icon to remove a Club from the list.
- 9. Once all of your Clubs are added, click Next at the bottom of the screen.



10. Click Select Projects



11. Select the Club with which you want your project to be associated.
12. Click the Add button next to the project you want to add to the member's enrollment.
13. Repeat steps 10-12 for each project in which you would like to participate.

NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".

14. Click the trash can icon to remove any projects.
15. Click the Next button once all the member's projects have been added.

*Note: Be sure to add all of your members' projects before hitting the final submit button. Once submitted, changes can only be made by calling the office.

16. Click "Show Questions"
17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.

NOTE: Any questions with a red asterisk (*) are required.

18. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents.

19. Click the Next button at the bottom of the screen when you are done.

20. Complete any Consents your Institution requires.

21. Click the Next button at the bottom of the page when you are finished.

No fees are due, click the Next button.

All dues are paid through your club advisor and are not submitted through 4-H Online.

22. Review the enrollment information.

23. Once you have verified that the clubs and projects are listed correctly, click the Submit button.

Congratulations, your enrollment is complete!

***Note: Be sure to add all of your members' projects before hitting the submit button. Once submitted, changes can only be made by calling the office.**

You will receive an email to let you know your enrollment has been submitted.
 You will receive another email when your County Extension office has approved your enrollment.
 You may view the enrollment status on the Member List.

Continuing an Enrollment

To continue an enrollment that has been started, click on the Member list.

Then click the link to Continue the Enrollment process.