

# Union County Family Enrollment Guide

## Returning Families

Ohio 4-H uses the 4-H Online 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 4H Online profile.

Accessing or 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 has a “master” profile that includes each family member involved in Ohio 4-H. A family profile may contain both youth and adults. When updating or 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 3<sup>rd</sup> 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 someone in your family was involved in Ohio 4-H from September 2015 – September 2020, you already have a family profile in 4-H Online. Use your existing login and password to access your family profile in the NEW 4-H Online platform. If you need assistance accessing your existing family profile, please contact the OSU Extension Office at 937-644-8117.

Use the information below to access your family profile and re-enroll your family 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, changes can only be made by calling the office.

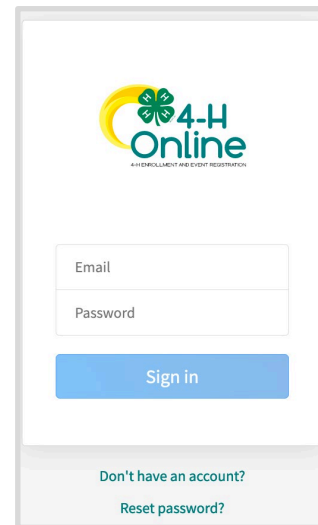
If you need assistance locating your family email or completing the online enrollment process, please call our office at 937-644-8117 and we will be happy to help.



## Logging in to an Existing 4-H Online Account

1. Go to <http://v2.4honline.com>.
2. Enter your email address and password. This is the email where you receive 4-H newsletters. If you are uncertain of which email is listed, please call the office.
3. Click Sign-In

If you have forgotten your password, click “Reset Password?” to receive an email with a link to set a new password.



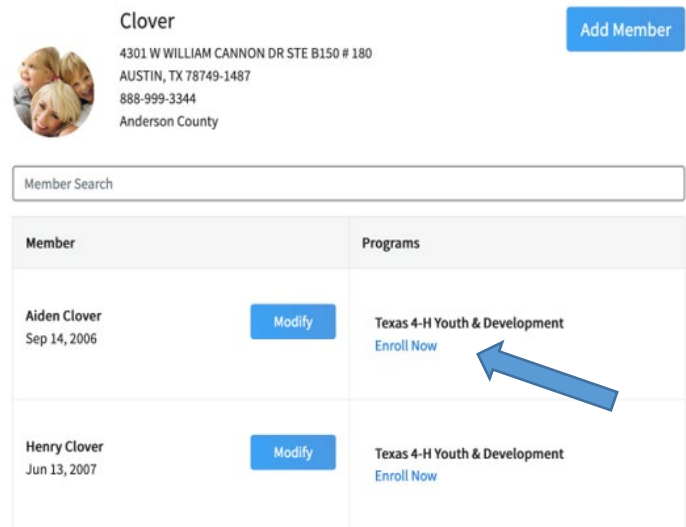
## Youth and Cloverbud Member Enrollment

If you are returning to 4-H, your member record will be listed on the family Member List. Click “Enroll Now” under the Program in which you would like to enroll.

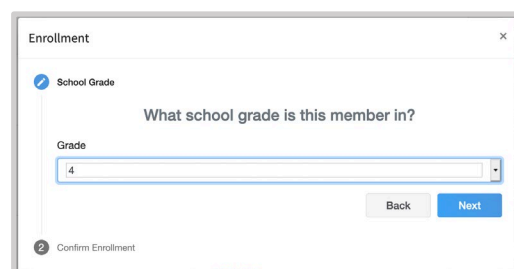
If you were a member in the past, but your name is not listed, please call the office at 937-644-8117 to “reactivate” the original record.

**Please do not add a second profile for an individual who was previously a 4-H member or Cloverbud.**

If you are adding a new family member (not in 4-H or Cloverbuds before), click “Add Member” and follow the steps in the “Adding a New Family Member” instructions beginning on page 6, then continue to Step 1 below.



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



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

The screenshot shows a dialog box titled "Enrollment" with a close button (X) in the top right corner. It contains two checked items: "School Grade" and "Confirm Enrollment". Below these items is a statement: "I'm confirming I want to enroll in 4-H as a ClubMember". At the bottom right of the dialog is a blue button labeled "Enroll".

3. Click the Select Clubs button.

The screenshot shows the "Clubs" selection screen for "Joey Clover" (2019-2020 Enrollment). A progress bar at the top indicates four steps: 1. Clubs, 2. Projects, 3. Questions, and 4. Health Form. The "Clubs" step is currently active. Below the progress bar, the text reads: "Please select your Clubs. You may enroll in as many Clubs as you would like. Have fun!". At the bottom center, there is a blue button labeled "Select Clubs", which is pointed to by a blue arrow.

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.

The screenshot shows the "Add Clubs" dialog box. It features a "County" dropdown menu with "Bowie" selected. Below the dropdown is a list of clubs with "Add" buttons next to each:

- 4-H Livestock Booster Club
- 4-H Shooting Sports Project - Archery
- 4-H Shooting Sports Project - Pistol

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.

The screenshot shows the "Clubs" list in the enrollment process. The progress bar at the top shows steps 1 through 4, with "Clubs" being the active step. Below the progress bar is a table with columns: "Primary", "Club", "Type", and "County".

Primary	Club	Type	County
<input checked="" type="checkbox"/>	Bowie County 4-H	Club	Bowie
<input type="checkbox"/>	Bowie County Horse Club	Club	Bowie

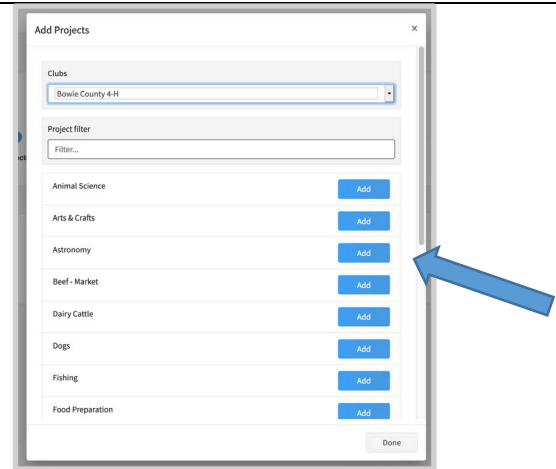
Below the table, there is a "Select Clubs" button and a "Next" button at the bottom.

10. Click Select Projects

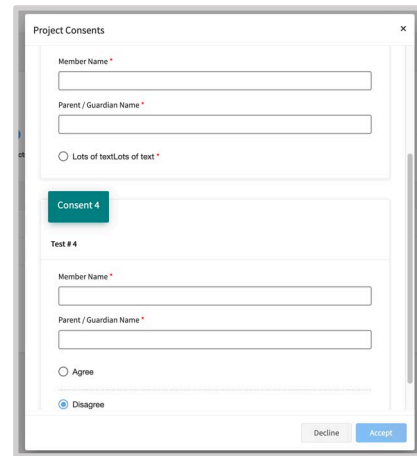
The screenshot shows the "Projects" selection screen for "Joey Clover" (2019-2020 Enrollment). The progress bar at the top shows four steps: 1. Clubs, 2. Projects, 3. Questions, and 4. Health Form. The "Projects" step is currently active. Below the progress bar, the text reads: "Please select your Projects. You may enroll in as many Projects as you would like. Have fun!". At the bottom center, there is a blue button labeled "Select Projects", which is pointed to by a blue arrow.

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.

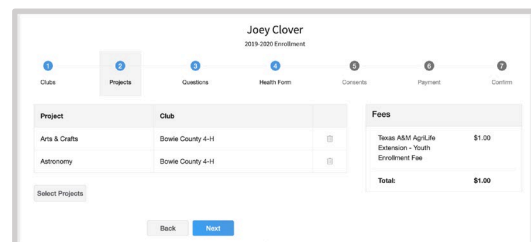
**\*Note:** Be sure to add all of your members' projects before hitting the final submit button. Once submitted, changes can only be made by calling the office.



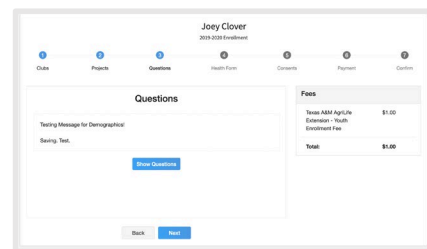
NOTE: Some projects may have Consents that are required in order to participate. You will be prompted to enter the required signatures and accept the Consents after you click "Add".



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



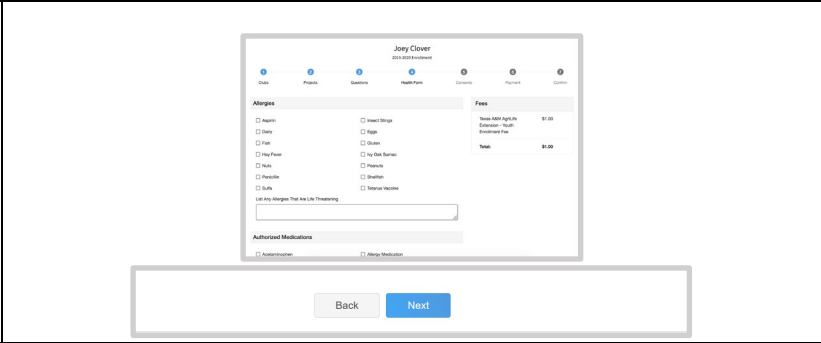
16. Click "Show Questions"
17. Complete the enrollment questions. Some of the questions will be completed for you based on what you entered when you created your record.



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

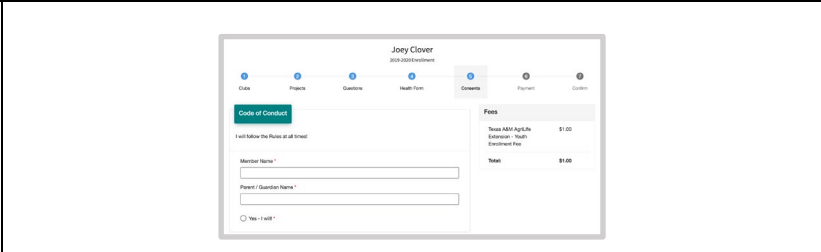
18. If your Institution requires a Health form, you will be asked to complete the Health form fields and Consents.

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



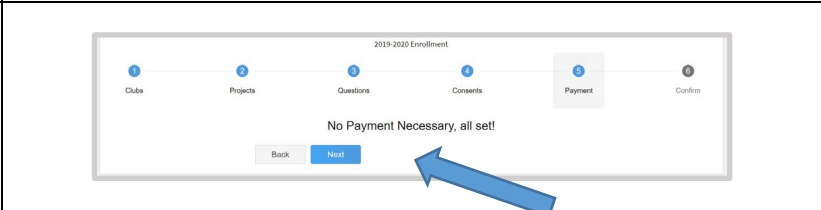
20. Complete any Consents your Institution requires.

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



No fees are due, click the Next button.

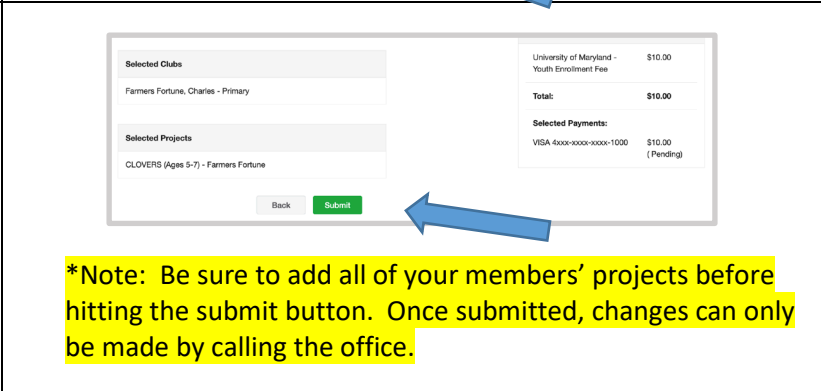
County and club dues will be paid through your 4-H Club Advisor and not through 4-H Online.



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!

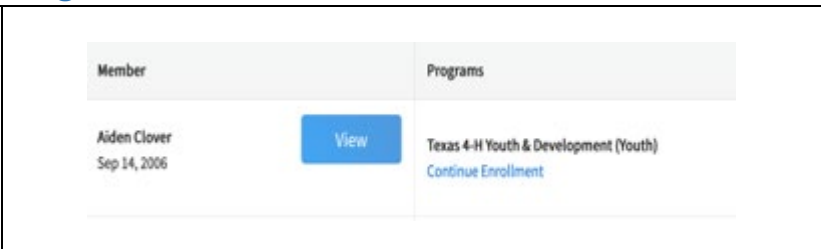


You will receive an email to let you know your enrollment has been submitted. You will receive another email when your County Extension office has approved your enrollment. You may view the enrollment status on the Member List.

## 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.



## Adding a New Member to the Family

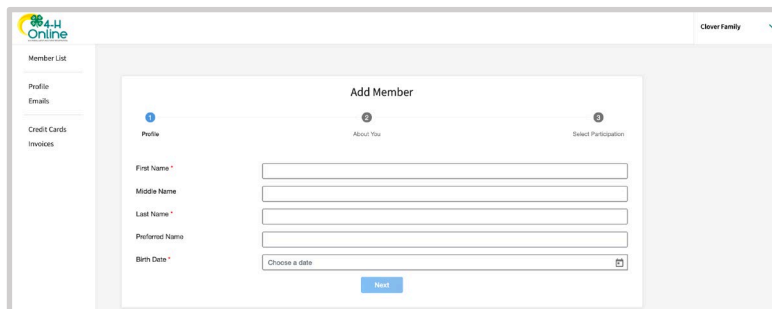
Please do not add a second profile for an individual who was previously in 4-H or Cloverbuds. Contact the office to have their profile reactivated.

After clicking 

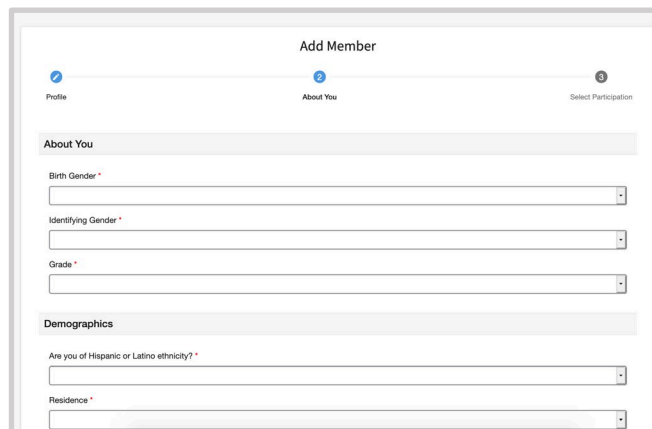
1. Enter the member's information.
2. Click the Next button.

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, you will have see an additional step to select your program.



3. Complete the "About You" form with the requested information.
4. Click the Next button.



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.

Return to the instructions on page 2 and continue with Youth and Cloverbud Member Enrollment.

