

## 4-H Online <http://www.4honline.com/>

# Enrollment Forms and Information

### New Member & Volunteer Enrollment

Enrollment will be done ELECTRONICALLY this year!

All returning members must be registered in the 4-H Online system and have their fees paid (\$35/member and \$25/cloverbud) no later than January 15<sup>th</sup> each year to the Organizational Leader. New members have until **March 1<sup>st</sup>** to get registered online and pay their fees to the Organizational Leader. The project add/drop deadline is **March 1<sup>st</sup>**.

All returning volunteers must register themselves in the 4-H Online system, no later than January 15<sup>th</sup> each year. New volunteers must also complete the New Volunteer Application form and a background check disclosure form.

### How to Use 4-H Online

#### Logging In

Logging in to 4-H Online [www.4honline.com](http://www.4honline.com), then click on Colorado.

If you are a **NEW 4-H Family**, you do not have an account in 4-H Online and you will need to create one. Go to the website above, click on Colorado and then scroll down and select, "**I need to set up a profile.**" Enter profile (family) information - use the email address of the person who will manage your 4-H Online account. Click "**Create login.**" Enter more family information as requested and then click "**Continue.**"

### Enrolling New Members

1. Log in to 4-H Online (see instructions above)
2. Select "**Add a new Family Member**" drop down menu. Choose either Adult or Youth as appropriate. Then click "**Add Member**"
3. Fill in the member or leaders information:
  1. You can change the email address to the youth's email, especially if the youth is a senior 4-H member. This will ensure the youth also receives our Newsletter. You may leave it as the parents email if you wish.
  2. Primary phone is whatever phone number you would like us to call when we have a question or need to contact the parent.
  3. Cell phone is the **YOUTH'S cell phone** number (Only enter if you would like us to have it. This is very helpful to leaders and staff, especially if the member is participating in different activities and events.)
  4. Enter parent's information.
  5. If there is a second household, (this is designed for split families) fill that out as well, or just skip it.
  6. Please fill out the emergency contact section.
  7. Be sure to fill out Ethnicity, Military Service, School and Grade information correctly.
  8. For New Leader's – click "**yes**" you are a volunteer.
  9. Click "**Continue**"
4. Additional Information. This page has all of the forms that are to be signed electronically. **AN ELECTRONIC SIGNATURE IS TYPING THE FIRST AND LAST NAME OF THE INDIVIDUAL.**
  1. The first section is the Code of Conduct. You will need to check the box and the member and parent/guardian will need to sign this section.

2. The next section is the Permission for Youth to Participate and Acknowledgment of Responsibility and Release. You will need to check the box and the member and parent/guardian will need to sign this section.
3. The next section is Photo Denial. You will need to select the radio button you wish in regards to the photos and the parent/guardian will need to sign this section.
4. The next section is the Medical Care Authorization. You will need to radio button you wish in regards to the medical authorization and the parent/guardian will need to sign this section.
5. The next section you will see is the Animal Care and Housing form. You will need to check the box, member and parent/guardian need to sign this section if your animal project will be housed and cared for at your home. If your animals will be house at another location, please click on <http://www.colorado4h.org/enroll/AnimalCareForm.pdf>, fill out and sign the form. You will need your landlord's signature as well. Turn this form into your Organizational Leader.
6. The last section is Additional comments – add information such as disabilities, allergies, anything you want us to be aware of. This is only visible to the leader and 4-H staff.
7. Click “**Continue**”
5. The Health Form is **optional** for you to fill out. You are more than welcome to fill this out. When the member decides to go to a camp or a conference, all you will need to do is login to your account and print the filled out form.
6. Edit the club and project information:
  1. Select your club then click “**Add club**” then click “**Continue**”
  2. Select as many projects as you would like, then click “**Add Project**”, then click “**Continue**”
  3. For the Group section, click “**Continue**”
  4. Click “**Submit Enrollment**”
7. **Turn in enrollment fees and Animal Care and Housing form (if needed) to your Organizational Leader.**
8. If you are taking Horse or Dog project for the first time, you will need to fill out the Horse or Dog ID Form through 4-H Online. You will need to click on the animal tab at the top of the page to get started. Please see the step-by-step instructions to help guide you.

Once you have returned to the family section, continue to enroll other family members who will be joining 4-H.

## **Enrolling Volunteers**

If you are a **new volunteer but your family is already in the system**, please add yourself as a new member by selecting Adult. Please fill out the enrollment and application online. If you have any question, please contact the Weld County Extension Office at 970-400-2066.

If you are a **new volunteer and your family is NOT in the system**, please create a new account and add yourself as a new member by selecting Adult. Please fill out the enrollment and application online. If you have any question, please contact the Weld County Extension Office at 970-400-2066.