

## 4-H Online [www.4honline.com](http://www.4honline.com)

### Enrollment Forms and Information

#### Re-Enrolling 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. If a member is re-enrolling from January 16<sup>th</sup> – March 1<sup>st</sup>, the enrollment fees are \$45/member and \$35/Cloverbud. 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.

#### How to Use 4-H Online

##### Logging In

##### Logging in to 4-H Online [www.4honline.com](http://www.4honline.com)

If you are a **RETURNING 4-H Family** (you have been enrolled in 4-H in Colorado previously - even if it was a few years ago) you already have an account in the 4-H Online system. Therefore, you need to go to the website above, click on Colorado, then scroll down and select "**I have a profile**". Type in your family email address and password. If you have forgotten your family email address, contact your Organizational Leader. A list of members with family email addresses have been provided to them. If you have forgotten your password, scroll down and select "**I forgot my password**." Type in your family email address and click submit. Then go check your email - you will have received your password in your email. Then return to the website above and this time scroll down and select, "**I have a profile**." Then type in your email address and your password.

\*\*\*"Email does not exist for the selected role" - If you get this error message then it means that you are not using your "Family Email" to log in to 4-H Online. **DO NOT** create a new account. This will cause huge problems in the system. First, contact your club leader to find out what your family email is. Club leaders have a list of family emails. If the family email they provide you with is wrong or outdated and you no longer have access to it, give your club leader your correct email address. The club leader will contact the office and we will change it in the system. Then you will be able to login successfully.

#### Re-activating Previously Enrolled Members

1. Log in to 4-H Online (see instructions above)
2. Click on the Orange "Continue to Family" Button.
3. Scroll down to the grey box to verify family contact information. If you need to update contact information, click "Edit Family". Edit the family information and check the box "Update member records with the same address" to update information in each individual account, then click continue.
4. Select "Edit" next to the member/leader's name who you would like to re-enroll.
5. Scroll down past their information and select "Enroll for 2017-2018 year" (you will have the opportunity to update this information in the next section.)
6. Edit 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 a senior 4-H member.)
  4. Edit/enter parent's information – double check to be sure it is correct.
  5. If there is a second household, (this is 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. Click "Continue"
7. 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**"
8. 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.
9. Edit the club and project information:
  1. Verify your club. If you are transferring clubs, choose the club you are transferring to and click "Add club". **DO NOT DELETE YOUR OLD CULB.** Then click "Continue"
  2. Select as many projects as you would like, then click "**Add Project**"
  3. If you are not taking a project this year as you did last year, click "**Edit**" and then "**Delete**". This will delete the project for this year.
  4. Click "**Continue**"
  5. If you are part of Weld County 4-H CWF, you will need to sign up for this each year. You will need to be in the Group tab, select "**Weld County CWF**" and click "**Add Group**".
  6. Click "**Continue**"
  7. Click "**Submit Enrollment**"
10. Turn in your enrollment fees and Animal Care and Housing form (if needed) to your Organizational Leader.
11. If you took the Horse or Dog project last year, you will need to click on the Animal tab at the top and reactivate the animals you are using this year for your project. For the Dog project, you will need to update the vaccination records.  
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 re-enroll/enroll other family members** who will be joining 4-H. Also, if you are taking an animal project and the animal will be housed at another location, you will need to print, fill out, and sign the "Animal Care and Housing Form. Be sure to turn this paperwork into your club leader. All of the other paperwork requires electronic signatures, so these forms do not need to be printed.

### Enrolling Volunteers

If you are **re-enrolling**, follow the steps for Re-activating Previously Enrolled Members, except know that the following screens will look a little different as they only ask for volunteer-type information.