

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

Enrollment Forms and Information

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 15th each year. New members have until March 1st to get registered online and pay their fees.

All returning volunteers must register themselves in the 4-H Online system, no later than January 15th 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 <https://www.4honline.com/>

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 COLORADO on the green map 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. To make it easier, select the box that say, "**Update member records with same address**" 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. Do NOT select Contact. 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 a senior 4-H member.)
 4. Enter parent's information – double check to be sure it is correct.
 5. If there is a second household, 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"

4. 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.
 1. Click “Continue”
5. 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 “Continue”
 3. Click “submit”

Once you have returned to the family section, continue to enroll other family members who will be joining 4-H. Also, **be sure you print and sign the correct paperwork** found at the bottom of the Enrollment Information page: Be sure to turn this paperwork into your club leader.

Enrolling Volunteers

If you are a **new volunteer but your family is already in the system**, log in to your family account, and then follow the steps for Enrolling New Members, except know that the following screens will look a little different as they only ask for volunteer-type information.

If you are a **new volunteer and your family is NOT in the system**, follow the steps for Enrolling New Members, except know that the following screens will look a little different as they only ask for volunteer-type information.

Forms to Print and Sign for ADULT VOLUNTEERS

Adult Code of Conduct - one for each leader enrolling in 4-H. To print this, you log in to 4-H Online. Go to the adult volunteer name and click edit. At the bottom of the page click continue, this will take you to the Additional Information Page. Scroll down to the bottom of the adult code of conduct and click on Download, Print, Sign & attach to your enrollment form. Print and sign the PDF and give it to your club leader.

Enrollment Form - one for EACH leader enrolling in 4-H. To print this, you log in to 4-H Online. Once you have updated all of your information, you need to return to the family screen (where all members of your family are listed.) Under the Member/Volunteer List, you will see a section titled "Member Reports." Select the leader's name from the list. Then in the drop down menu under it select, "Member-Enrollment Form." Print and sign the PDF and give it to your club leader.

Forms to Print and Sign for YOUTH MEMBERS

Permission/Code of Conduct Form - one for EACH member enrolling in 4-H. To print this, you log in to 4-H Online. Go to the youth member name and click edit. At the bottom of the page click continue, this will take you to the Additional Information Page. Scroll down to the bottom of the adult code of conduct and click on Download, Print, Sign & attach to your enrollment form. Print and sign the PDF and give it to your club leader.

Enrollment Form - one for EACH member enrolling in 4-H. To print this, you log in to 4-H Online. Once you have updated all of your information, you need to return to the family screen (where all members of your family are listed.) Under the Member/Volunteer List, you will see a section titled "Member Reports." Select the member's name from the list. Then in the drop down menu under it select, "Member-Enrollment Form." Print and sign the PDF and give it to your club leader.

Members participating in **animal projects** must also complete one additional form:

Animal Care and Housing Form - For all animal projects, only complete the first page if the animal is housed at your home and complete both pages if the animal is housed at another location. When you are logged into your 4-H Online account, go to the home page and click on the “4-H Family & Club Leader Information” link. This will take you to the State 4-H website. Click on Animal Care Form, print, fill out, sign and attach to your enrollment form. You can also access this form at: <http://www.ext.colostate.edu/ye/family/>