

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

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 <https://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 COLORADO on the green map, then 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 again click Colorado on the green map. 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 If the family email they provide you with is wrong or outdated and you no longer have access to it, give your club leader your correct email address.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 Michelle or Jean 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. Select "Edit" next to the member/leader's name who you would like to re-enroll.
3. Scroll down past their information and select "Enroll for 2011-2012 year" (you will have the opportunity to update this information in the next section.)
4. 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, 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"
5. 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"
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 "Continue"
  3. Click "submit"

Once you have returned to the family section, **continue to re-enroll/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 **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.

### **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/>