



### ENROLLING IN 4HONLINE FOR THE FIRST YEAR – QUICK START GUIDE

Your [County Extension office](#) staff can help you find a club, get the forms you need, and begin the enrollment process, whether you do that with a paper form, or online in 4hOnline

*Things you should know:*

- When enrolling it is important to select the County in which you *participate* in 4-H. If you are not sure, visit our webpage at: <http://extension.unh.edu/County-Office-Locations>
- Enrollment will take about ten minutes.
- In 4HOnline you will create a *family account*. Once you register the family’s last name, you will then add members to your family’s account. No more duplicated emails or mailings!
- An adult member of the family completes the enrollment process. There are online forms within the system that will need an electronic signature of the parent/guardian, such as a permission release and medical forms.
  - It is helpful to have medical information on hand (*like insurance information and date of last tetanus shot*) when completing this section.

1. A parent/guardian **and** their child should sit together to complete this enrollment as there are things **you will both need to read and complete.**

2. **LOGGING IN** - Start by going to <https://www.4honline.com/>

3. Select **New Hampshire** from the list of States



**TIP:** *DO NOT press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered (however, you can use the “previous” button).*

*To move between boxes, you need to use your mouse or the TAB key.*

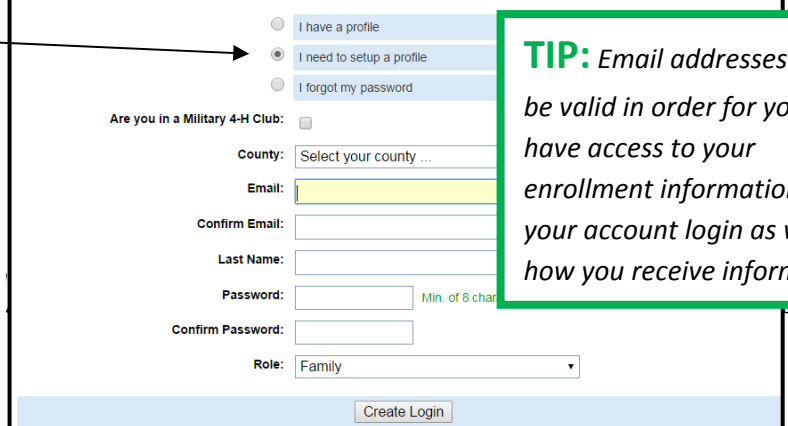
4. Select “I need to set up a profile”

- 5.
- Fill in requested information.
  - For “Role” select “Family”
  - Click *Create Login*

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Universi This will bring you to the **Family Information Screen**

#### Welcome to the Log-in page

Under the "Manage Password" section, it is not necessary to change your password unless you wish to select a new password.



**TIP:** *Email addresses must be valid in order for you to have access to your enrollment information—it’s your account login as well as how you receive information.*



## Help Sheet for 4-H Families

6. Fill in requested information and click *Continue*

**Note:** If you live in an apartment or condo complex, **be sure to enter the Apt. #** because the system will not allow two different families to occupy the same address.

**TIP:** DO NOT enter a new password – just click continue to move to the next screen.

### MEMBER LIST SCREEN

You will then be on the “Member List” page where you can enroll new 4-H members and adult volunteers.

7. In the drop down box under “Add a New Family Member”, select “youth” or “adult” and click on “Add Member”

You can add yourself and any other family members who wish to join.

**TIP:** You can return to the member list anytime by clicking on “My Member List” in the top right hand corner

**TIP:** If you are a parent of a 4-H Member and you are not enrolling as a volunteer, you do not need to create an individual profile.



**PERSONAL INFORMATION SCREEN**

Every youth and adult in a family will have a "Personal Information" page.

- 8. Please carefully enter, review, and update this information.  
*Click Continue*

**TIP:** Texts will be used for last minute meeting notices and other priority information, only from county staff, *not* auto-generated through the program.

**TIP:** Pay careful attention to the **Birthdate** – when you click on the calendar, you must select **the year first** and then the month & day

**TIP:** To speed up the process, information can be copied from one member's record to the next



**Youth Personal Information**

**Welcome to the Personal Information Page**

Please fill in all the information requested below.

If you share your cell phone number with us, it will be used respectfully.

If you select "Yes" to: "I wish to receive text messages" and fill in the name of your cell phone provider, it will allow us to text message you with important information like meeting cancellations, etc. Your information will never be shared.

Copy parent information from another youth record

**Profile Information** • Required Fields

Email:    
 First Name:   
 Middle Name:   
 Last Name:

**Authorizations and Releases**

These screens contain authorization statements and information, along with important health and emergency contact questions. First fill out the authorizations and then fill out the health form on the next page.

**9. Digital Signatures**

- Enter both the name of the parent/guardian and the youth. If a field requires a youth signature as well as a parent/guardian signature, both fields must be filled in before you can click the "Continue" button.
- *By logging on with your user ID and password, you are indicating that you are the correct person to agree to the terms.*

**First:** Fill out the Authorizations Page

**Additional Information**

Below are the Permission Release and Code of Conduct forms. Please read carefully and sign by typing in your name.

**Media Release**

I agree to the terms above

I do not agree to the terms above (Contact your county office)

Parent/Guardian Signature:  REQUIRED

**Medical Release**

**Medications Procedure**

1. All prescription drugs must be carried in the original container (with medical orders and physicians name intact).  
 2. With the exception of Epi-Pens and Asthma inhalers; Any medications brought to 4-H events should be the exact amount required and should be kept in the possession of a responsible adult.

My child is physically able to participate in this program including handling their project animals, if animals are involved; and in the case of the 4-H horse project, participating in mounted activities. I understand that the 4-H members will be supervised, and that if a serious illness or injury develops, medical and/or hospital care will be given; however, the sponsor is not responsible in case of accident or illness. I further understand that in case of medical emergency we will be notified. In the event that I cannot be reached, I hereby give permission to the attending physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for my child as named on this Medical Care and Treatment Form. I will assume all financial obligations incurred if not covered by insurance. I understand this form will be in the possession of the club/event volunteer or event coordinator.

I certify that I am the parent/guardian of the above named child (or I am 18 years of age and legally eligible to sign for myself) and that the information set forth on this form is true and correct to the best of my knowledge. I agree that I will update this form as my child's condition/medications change.

I agree to the terms above

I do not agree to the terms above (Contact your county office)

Parent/Guardian Signature:  REQUIRED

**NH Youth Code of Conduct**

As a participant in a NH 4-H event, you have the responsibility of representing the NH 4-H program to the public. You are expected to conduct yourself in a manner that will bring honor to you as well as to 4-H. To do that you will need to:

**Second:** Fill out the Medical Form

**Health Form**

**Emergency Contact Information**

Emergency Contact Name:   
 Emergency Contact Phone #:

**Medical Providers**

Name of Family Doctor:   
 Family Doctor Phone #:

**Insurance Information**

Health Insurance Company:   
 Insurance Policy #:

**Medical Conditions**

Date of Last Tetanus Booster:  mm/dd/yyyy

**Please note any existing conditions (enter "none" if not applicable):**

Allergies/Asthma:



# Help Sheet for 4-H Families

The Clubs/Projects/Groups page is where you will select a 4-H club and projects for the current 4-H year.

## The Clubs tab

10. Select the correct club from the drop down menu and click on it.
- Be sure to click "Add Club".
  - If your child is a member of more than one club, add the secondary club the same way.

**TIP:** Make sure the member's main club has a dot next to it.

11. Click "Continue"

## The Projects tab

12. Click on the drop down menu and select the first project for this youth.
- 1<sup>st</sup> year members select "1" for number of years.
13. Click on "Add Project"
- For each additional project that you want to add, repeat the steps above.
14. Once you have entered all your project(s), you need to click on "Submit Enrollment" and you are done! *Congratulations!*

**TIP:** Skip the Groups screen and select "submit enrollment"

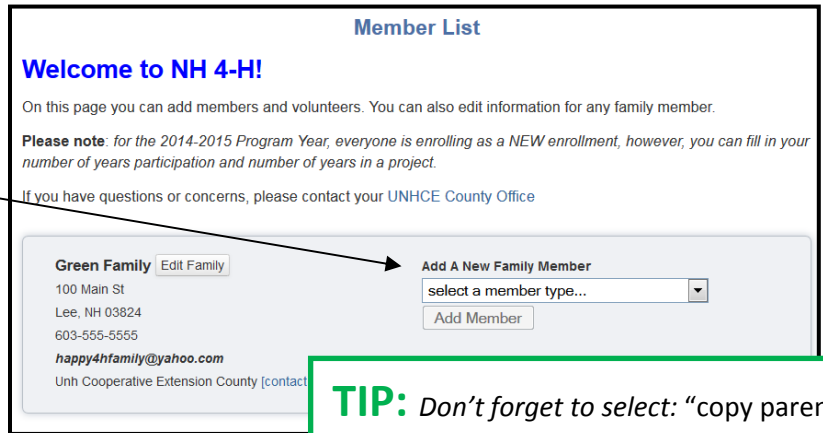


## Help Sheet for 4-H Families

### Adding other Family Members

When you have completed a registration it will bring you back to the Member List Page.

In the drop down box under "Add a New Family Member", select "youth" or "adult" and click on "Add Member"



**TIP:** Don't forget to select: "copy parent information from another youth record" on the personal information page.

### What Happens Next?

Once submitted, your enrollment is sent to your County Extension Office to be approved. If there are any problems – incorrect or missing information, etc.

– you will get an email with instructions for logging back in (with the same email/password you set up) and correcting those. If there are no problems, you will receive an email stating that you have been accepted and will have access online to your enrollment to make any updates throughout the 4-H year.

**TIP:** Keep your login (family email address) and password handy so that you can log in to the program and update your records

Next year, when it's re-enrollment time, you will log in to the records you created this year, and simply "reactivate" any members or adult volunteers in your family—the family information only needs to be entered once—when your family begins your 4-H adventure!

## FAQ – Frequently asked Questions

### Passwords and Email Addresses

**Q: I forgot my password, how can I get it?**

A: On the login page, click on "I forgot my password" and then click "Send My Password"

**Q: I forgot the email address that I used, how can I get it?**

A: You will need to contact your county Extension office and ask them to look at your profile for the correct email address.

**Q: I requested my password to be sent, but it never came, what can I do?**

A: Contact your county Extension office and ask for your password to be reset.

**Q: If I forgot my email and/or password, can I just set up another profile?**

A: **NO!** If you do that it duplicates the enrollment numbers in the system and creates multiple profiles for families and 4-H members and does not allow you to create a "transcript" of all your 4-H events.

**Q: I was given/mailed a password but when I typed it in, it did not work?**

A: Because of the sensitivity of the passwords it is recommended that you "cut and paste" the password into the password field. Once you are logged in, you can reset it.

### Family and Individual Profile

**Q: Now that the new 4-H year has started, do I create a new family profile, or a new member profile?**

A: **No**, to re-enroll all you have to do is access your CURRENT family profile, click on each name of the person re-enrolling (youth and adult) and review the information for correctness. Once complete, make sure you submit your enrollment.

**Q: I completed my profile over a week ago and it is still pending, what do I do?**

A: Contact your county Extension office and ask them to approve your enrollment, or ask if there are any problems with it.