

## Logging on to 4honline.com

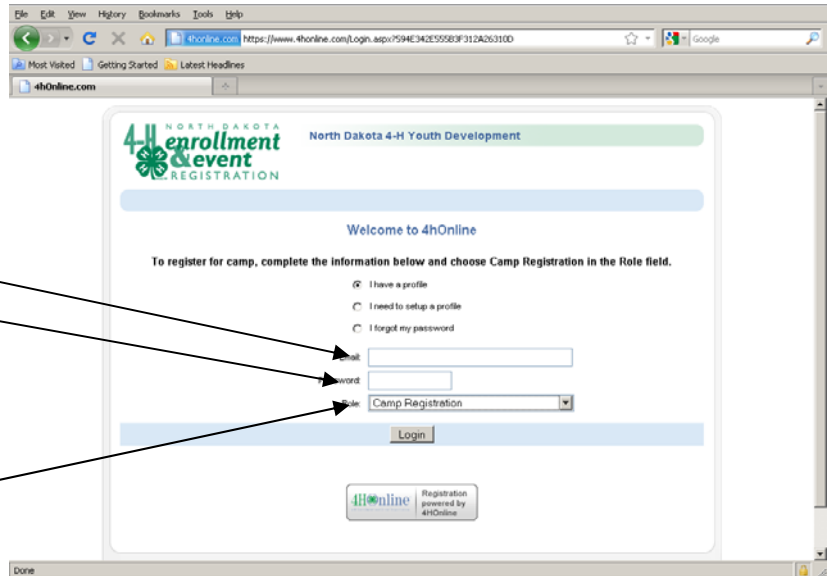
**You need permission:** Request access to the program. Agents and support staff, who have participate in one or more of the Wimba sessions have been given access.

**Enter your email address**

**Enter password:** A temporary password is sent to you from 4honline after the administrator creates an account for you. You can then go in and change your password to something meaningful to you.

**Select Role:** County

**Click Login**

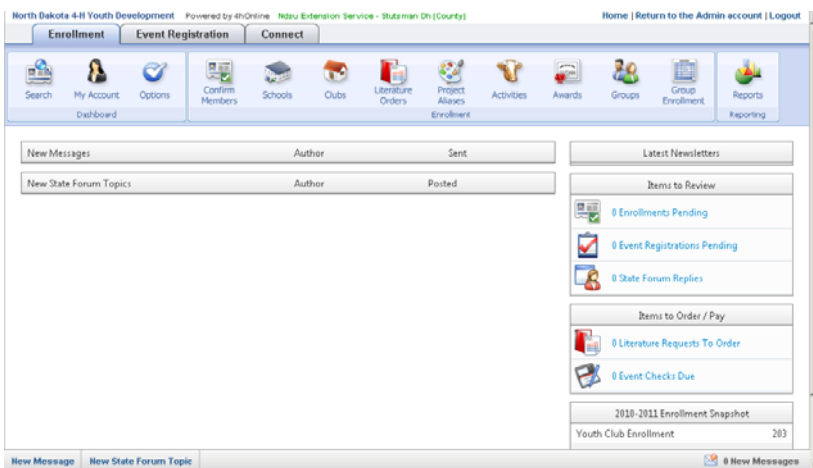


## 4honline Screen

**Search:** Use this icon to find a record of a member or volunteer.

**My Account:** Information about your account.

**Options:** These are county controlled options, which include allowing families to enroll themselves. The option is turned on, in order to allow for camp registrations. However, the choice is limited to camp registration.



**Confirm Members:** This is a function of the county manager(s) when families enroll themselves.

**Schools:** The schools from the Department of Public Instruction list in your county.

**Clubs:** The clubs you have created, including clubs that might not be “organized community clubs.”

**Literature Orders:** A collection of the literature requested in the individual records.

**Project Alias:** Sub-groups of a specific project, created by the county.

**Activities:** A list of activities.

**Awards:** A list of awards.

**Groups:** An option to create groups, which meet regularly but are not clubs.

**Group Enrollment:** Group enrollments when you do not enroll individual members. Must be six hours.

**Reports:** A list of reports created by 4honline, shared from state, or created by you.