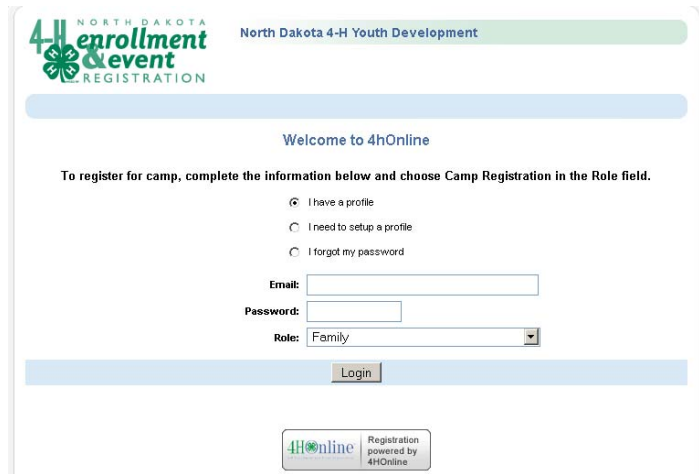


Family 4-H Enrollment on-line Information <https://northdakota.4honline.com/>

Select either **1)** or **2)** below

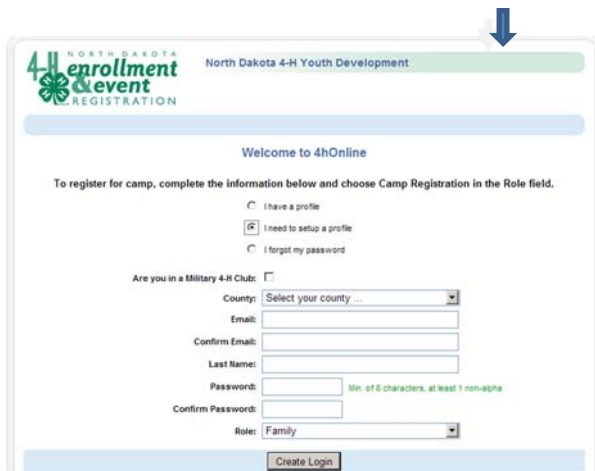
1) A member of my family was enrolled in the past 4-H year.

Go to the web site listed above. If your family was enrolled last year, you have a profile. Enter your email address and if you do not remember your password: Click on “I forgot my password.” Enter the e-mail address and click send my password. You will receive an email from 4honline.com with a temporary password. You may want to change it to something you remember. Log in with the Role selected as Family. After logging – go to **3)**.



2) We are a new family to 4-H

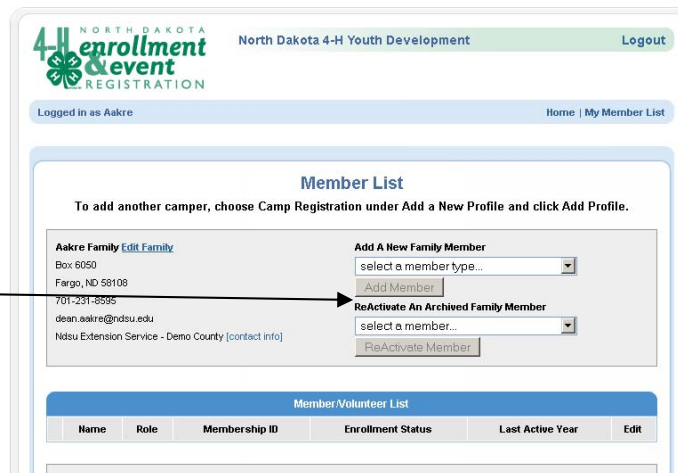
For “first-time” enrollment into the 4honline system, click on “I need to setup a profile.” The screen will change to look like this.



- 1) Check the box if members of your family belong to a military 4-H Club.
 - 2) Select the county you are enrolling in. For most this will be the county where you live.
 - 3) Provide your family email – this will be the primary field to identify your record.
 - 4) Fill in the family name.
 - 5) Create a password to use for this account.
 - 6) The role should be “family”
 - 7) After you have completed this and logged in, go to **3)**.
- 3) After you have logged in to your family account (for everyone).**

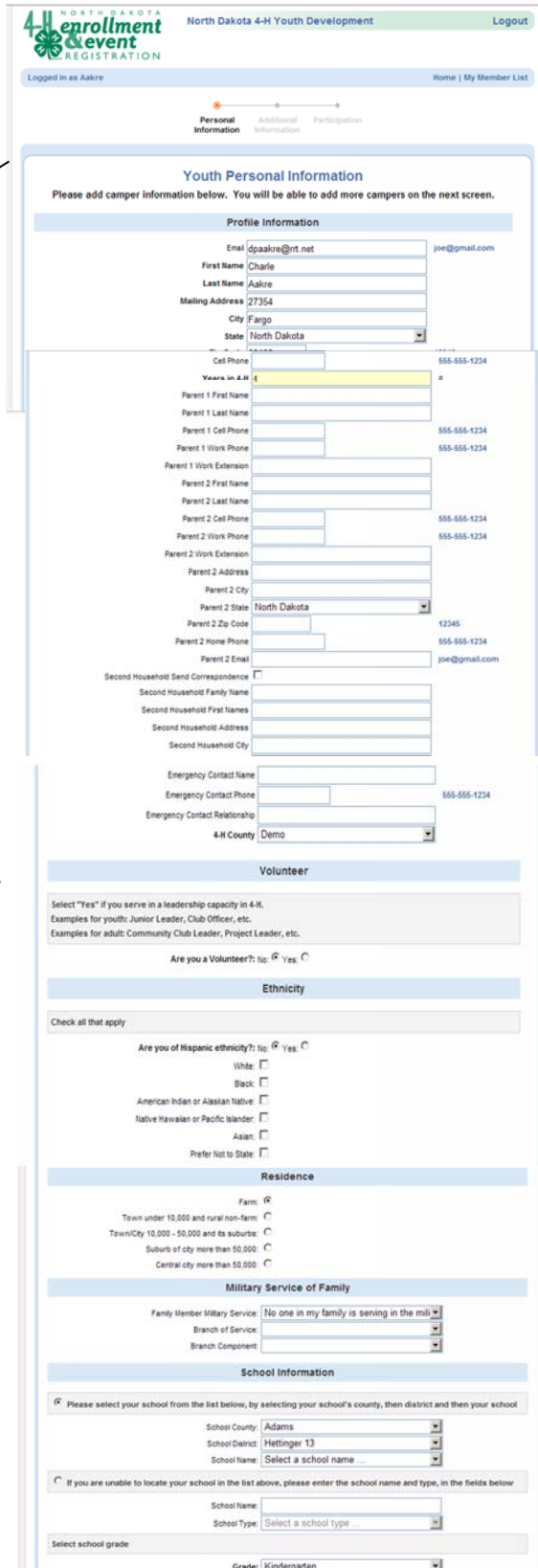
4) Now that you have added the basic family information, you add family members to enroll in program. This will include youth as members and adults serving as volunteers. **Only add parents if they are serving as volunteers.**

- 1) To add a new member: Select member type “Youth” or “Adult” (volunteer), click on Add Member
- 2) If re-enrolling (already in the 4honline system), select the member/volunteer from the Member Volunteer List and click on Edit



the

For each member or volunteer to be enrolled, you will go through a series of information. The fields in **bold** are required fields for the 4honline program.



The screenshot shows the 'Youth Personal Information' registration page. The form is divided into several sections:

- Profile Information:** Includes fields for Email, First Name, Last Name, Mailing Address, City, State, Cell Phone, and Years in 4-H.
- Parent 1 Information:** Includes fields for First Name, Last Name, Cell Phone, Work Phone, and Work Extension.
- Parent 2 Information:** Includes fields for First Name, Last Name, Cell Phone, Work Phone, Work Extension, Address, City, State, Zip Code, Home Phone, and Email.
- Second Household:** Includes a checkbox for 'Second Household Send Correspondence' and fields for Family Name, First Name, Address, and City.
- Emergency Contact:** Includes fields for Name, Phone, Relationship, and 4-H County.
- Volunteer:** Includes a section for selecting leadership capacity and a checkbox for 'Are you a Volunteer?'. It also includes an 'Ethnicity' section with checkboxes for various ethnicities.
- Residence:** Includes radio button options for Farm, Town/City, Suburb, and Central city.
- Military Service of Family:** Includes dropdown menus for Family Member Military Service, Branch of Service, and Branch Component.
- School Information:** Includes dropdown menus for School County, School District, and School Name, and a text field for School Name if not in the list. It also includes a dropdown for School Type and a 'Select school grade' dropdown.

Notice that all information within the Family Record populates the Youth profile information screen. Enter additional information.

*Birthdate must be entered as shown at left. Or select birthdate using the calendar button. If the date is entered in a different format, it will cause a validation error.

Enter information for the parent(s) that live in the same household as the youth. Parent 1, for instance, could be Mom; and Parent 2 could be Dad. The two same-household parents can be specified with different last names if necessary.

The only reason to add address info for Parent 2 is if the parents live in separate households. If s a second household is to receive information, check box by **Second Household Send Correspondence** and complete address information.

Enter emergency contact information if there is someone else that can be contacted. Be sure to enter the county where enrolling.

Complete the rest of the personal profile.

If a member of your family is serving in the military, please indicate that and select branch of service and branch component. Select your school from the list. Select your school from the list. If your school is not listed, check the related statement and fill in your school name and type. Select current grade, click continue.

Agreement Statements with NDSU Extension 4-H Programs

Guardian Signature

Agreement to Youth Participation Expectations

Member Signature

Assumption of Risk and Release Statement

Evaluation Release

Media Release Statement

Permission Choice:

Medical Authorization Statement

Privacy Statement Authorization

Currently, the required “Additional Information” for participants are the Participant Expectation and Code of Conduct for youth and adults, Risk and Release Statements, Medical Authorization, and Privacy Statement Authorization. In addition, optional statements for Evaluation Release and Media Release are listed.

If a family does not enroll themselves in 4honline, County staff will need to record this information with a paper copy of these statements. Health forms will still need to be collected for specific times such as when youth are traveling to 4-H activities. Click continue to save record.

Participation Information

To be fully enrolled in 4-H, each youth member must select one club and one project.

Volunteers select the volunteer type. Select **4-H Club Leader** if you are the organizational (main, key) leader for the club. Select **4-H Leader** if you are volunteer leader in the club – but not the main contact for the club. Select **4-H Project Leader** if that is your role in the club.

After selecting a club or volunteer type, click on Add Club.

Click continue to save the record and go to project tab.

The club you selected will appear in the Club List. Most members belong to one club, however, if you are a member of more than one club, you will need to Add Club again. Each project will be connected with a specific club. Select the number of years in the project. If you wish to order literature for the project, click on Select Project Materials. A drop down list of the literature available for that project will appear. When you click on Add Project, the project and literature needed (if selected) will appear under project list.

When you have completed the project selection, click on Previous

if you want to go back and change information. Click on Submit Enrollment if no changes are needed. County Extension staff will approve your enrollment application or ask for additional information if needed. You will receive an email (to the family email) when they have approved your enrollment – this may not happen until you have submitted any specific forms required.

Enroll by October 31, 2017 and there will not be a program fee charged. However, for enrollments in November and after, a \$20 fee will be charged (invoice created) for regular members 8 to a18 years of age.