

Welcome to 4hOnline

Returning Members, to re-enroll or register for an event: September 1 starts a new 4-H enrollment year. You will be required to re-enroll for the 2011-12 4-H year. Profile items may have changed for so it is important that everyone (youth and adults) update their profile before submitting. If you need to make changes after you have submitted your re-enrollment, please contact your county Extension office with the changes. To register for an event, log in with your family account and select "Register Member for an Event."

Event Registration for Non 4-H members: Select "I need to set up a profile" - complete the information and click on "Create Login" to create your family record. Add participants in an event by adding a "Short-term Member" and selecting "Register Member for an Event."

I have a profile
 I need to setup a profile
 I forgot my password

Are you in a Military 4-H Club:

County:

Email:

Confirm Email:

Last Name:

Password: Min. of 8 characters, at least 1 non-alpha

Confirm Password:

Role:

Create Login



For "first-time" enrollment into the 4honline system, click on "I need to setup a profile."

Check the box if members of your family belong to a military 4-H Club.

- 1) Select the county you are enrolling in. For most this will be the county where you live.
- 2) Provide your family email – this will be the primary field to identify your record.
- 3) Fill in the family name.
- 4) Create a password to use for this account.
- 5) The role should be "family"

After you have filled in all the fields click **Create Login**.

You will then need to fill in your family contact information. This information will be used to contact you if there are any questions we may have with your registration so please make sure you fill it in correctly.

After you are finished please click on **Continue >>**

Family Information

Profile Information

Email: joe@gmail.com

Last Name:

Mailing Address:

City:

State:

Zip Code: 12345

Primary Phone: 555-555-1234

Correspondence Preference:

4-H County:

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Update Password

Continue >>

Member List

Smith Family [Edit Family](#)

1234 St S
 Fargo, ND 58103
 555-555-5555
 johnsmith@yahoo.com
 Ndsu Extension Service - Demo County [\[contact info\]](#)

Add A New Family Member

select a member type

Add Member

ReActivate An Archived Family Member

select a member...

ReActivate Member

Member/Volunteer List					
Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit

Register A Member In An Event

Member:

Event:

You will now need to add a family member. Your choices are:

- Adult
- Group Contact
- Youth

After clicking on your choice click **Add Short Term Member**

required fields for the 4honline program.

The screenshot shows the 'Youth Personal Information' form. Key sections include:

- Profile Information:** Fields for Email, First Name (Charlie), Last Name (Aakre), Mailing Address (27354 Fargo, ND 58108), Birth Date (10/12/1999), Gender (Male), and Primary Phone (701-231-7261).
- Parent Information:** Fields for Parent 1 (First Name, Last Name, Cell Phone, Work Phone) and Parent 2 (First Name, Last Name, Cell Phone, Work Phone, Address, City, State, Zip Code, Home Phone, Email).
- Volunteer:** Section with a 'Yes/No' question: 'Are you a Volunteer?'. Examples for youth include Junior Leader, Club Officer, etc.
- Ethnicity:** Section with checkboxes for White, Black, American Indian or Alaskan Native, Native Hawaiian or Pacific Islander, Asian, and Prefer list to State.
- Residence:** Section with radio buttons for Farm, Town under 10,000 and rural non-farms, Town/City 10,000 - 50,000 and its suburbs, Suburb of city more than 50,000, and Central city more than 50,000.
- Military Service of Family:** Section with dropdowns for Family Member Military Service, Branch of Service, and Branch Component.
- School Information:** Section with dropdowns for School County (Adams), School District (Hettinger 13), School Name, School Name (if unable to locate), School Type, and Grade (Kindergarten).

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 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. If your school is not listed, check the related statement and fill in your school name and type. Select current grade, click continue. Currently we do not have "Additional Information" for participants. County staff will record information here when health, code of conduct, and photo release forms for youth participants and youth protection forms or other specific information for adult volunteers requested by the county has been received. Click continue to save record.

Logged in as Smith: John Home | My Member List

Personal Information Participation

Groups


Add a Group

Select a Group:

Group List

Group	Edit

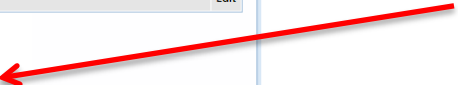
Contact Us | Privacy Policy | Refund Policy

 Registration powered by 4HOnline

You will need to enter in a **Group**. The selections will vary depending on your County and the school that you attend.

NOTE: You must enter a **Group** or you will not be able to continue.

Click on **Submit Enrollment** when you are done.



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.

You may now go back to your Member Page and register for an event. For help with Registration please go to <http://www.ndsu.edu/fileadmin/4h/4hOnline/RegisteringforEvent.pdf>.