



# 4HOnline

## Enrollment Instructions



**Page 2:** Creating a Family Profile

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## Creating a NEW Family Profile\*

To enroll in Florida 4HOnline, you will need access to a computer, internet access, a valid e-mail address and a web browser. Although 4HOnline will work in Internet Explorer or a Macintosh browser, it seems to work BETTER with Firefox or Google Chrome.

- To download and install Firefox, go to <http://www.mozilla.com>.
- To download and install Google Chrome, go to [www.google.com/chrome/](http://www.google.com/chrome/).

### Accessing the Florida 4HOnline Homepage and Creating a NEW Family Profile \*

- Enrollments for youth must be completed by a parent or legal guardian. Youth should not have access to their family profile. It is the responsibility of parents and guardians to ensure member information is entered accurately in 4HOnline.
- Go to <https://florida.4honline.com> (notice there's no "www" in that address). This is the 4HOnline homepage. This is where you will go to log-in to your account after the initial set-up. (Figure 1)
- Click "I need to set up a profile". A drop down menu will appear. Select the county you want to join, then type in your **valid** family e-mail address. \*E-mail 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.
- Confirm your e-mail address.
- Type in your parent/guardian/household's last name. (This will be the name that appears on mailing labels—"The Fake Family" for example.)
- Create your password – must include letters and numbers/symbols with a minimum of 8 characters.
- Click on "Create Login".

Download the 4-H Family Help sheet for enrollment instructions. Coming Soon!

Password must: 1) be 8 characters or more 2) use letters, numbers or !@#%&'\*()- 3) be case-sensitive (uppercase/lowercase match exactly)

I have a profile

I need to setup a profile

I forgot my password

Are you in a Military 4-H Club:

County: Training Only Show County Contact Info.

Email: sizzle@fakemail.com

Confirm Email: sizzle@fakemail.com

Last Name: Fake

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

Confirm Password:

Role: Family

Create Login

Figure 1

To move between boxes, you need to use your mouse or the TAB key. Don't press the ENTER key or click on the BACK ARROW – you will lose any information that you have entered.

Family Information

Profile Information

Email: sizzle@fakemail.com joe@gmail.com

Last Name: Fake

Mailing Address: 15 Fake Way

City: Gainesville

State: Florida

Zip Code: 32608 12345

Primary Phone: 555-555-5454 555-555-1234

Correspondence Preference: Mail

4-H County: Training Only

Update member records with the same address

Password Management

Current Password:

New Password:

Confirm New Password:

Update Password

Continue >>

Figure 2

### Family Information Page (Figure 2)

- This is the Family Information page. Fill in all your personal information correctly and completely. Make sure that you choose your correspondence preference to either "Mail" or "Email".
- Click on the "Continue" button at the bottom of the page.

**\*If anyone from your family was a 4-H member or volunteer last year, you should already have a Family Profile (even if you did not enroll online). Contact your County Extension Office to get access to your Family Profile or refer to the FAQs section on page 6 for more information on how to access your Family Profile.**

## Member List (Figure 3)

**Enrollment and Re-Enrollment for the 2017-2018 4-H Year Opens August 17, 2017. Please do not enroll or re-enroll members until then. If you do, you may be required to re-submit your enrollment.**

1. You are now at the “Member List” page. This is where you will add individual youth member (or adult profiles). In the drop down box under “Add a New Family Member”, select “Youth” and click on “Add Member”.
2. If you are adding an adult profile, select “Adult” from the dropdown menu and click “Add Member”.
3. If you are re-enrolling a member for the new 4-H year, click Edit next to the member’s name in the Member/Volunteer List.

## Personal Information (Figure 4)

1. You should now see the “Youth Personal Information” screen. Fill in all information for this member correctly and completely. **Items in Bold are Required.** Note: If you do not provide the required information, when you hit continue, you will not be able to proceed. Depending on your browser settings, the information you provided may be erased when you hit continue and have required fields left blank.
2. If the member has a DIFFERENT e-mail address than the family one entered at login, enter it in the top box.
3. If the member’s last name is different than the parent/guardian/household name, make that change on this page.
4. For the “Years in 4-H”, enter “1” if this is the first year.
5. **VERY IMPORTANT STEP:** Are you a volunteer? Mark “no” if youth (or adult) is not a volunteer. Some of the volunteer enrollment fields are not the same as non-volunteer enrollment fields.
6. Ethnicity – if you consider yourself/child to be a part of the Hispanic culture, mark “yes”.
7. Race - Select your race or the race of your child.
8. Choose your residence.
9. Complete the Military Service of Family only if it applies.
10. School Information – choose your county from the drop down menu first, then select your child’s school. If your school is not listed, click on “If you are unable to locate your school...” and enter the school name and type.
11. Select your child’s current grade in school.
12. Click on the “Continue” button at the bottom. Clicking Continue saves the information you entered and allows you to proceed to the next section.

### Member List

(scroll down for family member listing, member reports and event registration)

**Figure 3**

Online enrollments and re-enrollments for youth must be completed by a parent or a legal guardian.

**Enrollment and Re-enrollment Instructions**

- 1a. If re-enrolling a youth or adult, click Edit next to the name in the Member/Volunteer list below. Then, scroll to the bottom of the profile and click Re-enroll.
- 1b. To enroll for the first time, click on the drop-down arrow, next to the Add a New Family Member box below, pick Youth or Adult and click on Add Member button.
2. Complete the required information on each page, then click Continue to save changes and move to next page.
3. You should receive an e-mail at the e-mail address on your family profile once the enrollment has been submitted. Repeat steps 1-3 for all 4-H members and adult volunteers in your family.

4. If you are a family with community club youth members (4-H ages 8-18) please visit <http://florida4h.org/membershipfees> to complete the 4-H enrollment (and re-enrollment) process by submitting the annual Florida 4-H community club membership fee.

Annual Community Club Youth Membership Fee Options for Families**			
County	1 Member	2 Members	3 or More Members
Brevard, Indian River, Pasco, Pinellas	\$25	\$50	\$60
Charlotte	\$26	\$52	\$60
Osceola	\$21	\$42	\$60
Polk	\$30	\$60	\$60
All Other Counties and the Seminole Tribe	\$20	\$40	\$60

5. The enrollment status will remain pending until the Club Leader has confirmed your enrollment and a County 4-H Staff member has reviewed your enrollment and made your status active.
6. You will receive an e-mail when your status is made active.

**To View or Edit an Active Profile**  
Scroll down to the list of members in your family. Click Edit next to the name in the Member/Volunteer List below. If you are editing an active profile, make the changes and click Continue at the bottom of the page to save the changes.

\*Please contact your Club Leader or County 4-H Office if you are unsure of your membership classification. 4-H Age is determined by the youth's age as of September 1, 2016.  
\*\*If the membership fee total is more than your family can afford at this time, a "Family Determined Amount" option is available.

**fakemail Family** [Edit Family](#)

21 Fake Way  
Gainesville, FL 32608

**Address is Not Verified**

850-333-3333  
[bob@fakemail.com](mailto:bob@fakemail.com) [\[send mail\]](#)  
Florida Training Only County [\[contact info\]](#)

**Add A New Family Member**

select a member type...

**ReActivate An Archived Family Member**

select a member...

### Florida 4-H Youth Development

Logout

"To make the best better:"

Logged in as Fake: Timmy Home | My Member List

Enrollment   Trainings

Personal Information   Additional Information   Youth Forms   Participation

#### Youth Personal Information

**Profile Information**

Email:

First Name:

Middle Name:

Last Name:

Suffix:

Preferred Name:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:  13245

Birth Date:  mm/dd/yyyy

Gender:

Primary Phone:  555-555-1234

Correspondence Preference:

**Figure 4**

## Additional Information

1. The Additional Information section (Figures 5 and 6) includes the official Authorizations for the Florida 4-H Code of Conduct, the General Release and the Transportation Release. Agreement is required for each Authorization. There is not an option to disagree. Check that you agree to each and provide the appropriate signatures (type your name). Make sure your youth members read and agree to the Code of Conduct.
2. This section also includes Authorizations for the Publicity Release and the Survey and Evaluation Release (Figure 7). You do not have to agree to these to participate in Florida 4-H.

Figure 5

Figure 6

Figure 7

## Health Form

1. The Health Form is the next section. Please provide as much information as possible on current or past health conditions. (Figures 8 )
2. Please specify any disabilities that your County Extension Office needs to be aware of in order for you or your child to participate. Reporting conditions will not prevent a person from attending a 4-H program and information shared will be kept confidential.
3. Please specify if your child has any special needs you would like the County Extension Office to be aware of in order for your child to participate.
4. Please make sure that the Health Form is updated at the beginning of each 4-H year. If health conditions arise during the 4-H year, please make sure you update the information in the system and let your County Extension Office know that you have made updates to the Health Form.
5. The Parent/Legal Guardian enrolling the youth member must provide consent to the Medical Consent/Release at the bottom of this section.
6. At the bottom of the Health Form, you must 1) agree to the Medical Release and 2) certify that the information is accurate and provide your signature and date of completion (Figure 9).

Figure 8

**IMPORTANT:** Please make sure that the Health Form is updated at the beginning of each 4-H year. If health conditions arise during the 4-H year, please make sure you update the information in the system and let your County Extension Office know that you have made updates to the Health Form. At the bottom of the Health Form, you must certify that the information is accurate and provide a signature and date of completion.

#### Participation

To be an active 4-H Member, each child needs a Club and Project added to his/her profile.

1. This is the Clubs/Projects/Groups page, where you will select a 4-H Club and Project(s) for the current 4-H year. ( Figures 10 and 11)
2. Select the correct club from the drop down menu and click on it.
3. Be sure to click "Add Club".
4. If your child is a member of more than one club, add the next one the same way. Make sure that the main (primary) club has the green dot next to it.
5. Click the "Continue" button. This is the "Projects" tab. (Figure 11)
6. Under "Select a Project" click on the drop down menu and select the first project for this youth.
7. "Years in Project" – must have 1 for 1<sup>st</sup> year members. For returning members, the years are automatically updated. Click on "Add Project".
8. For each additional project that you want to add, repeat the steps above.
9. You do not have to add any Activities, Awards or Groups to the profile, unless you have been instructed to by your County 4-H Staff.

## **Submit Enrollment , Add Another Member Profile and County Approval**

1. Once you have entered your project(s), you need to click on “**Submit Enrollment**”. Each 4-H member and adult volunteer in your family will require an enrollment to be submitted.
2. If you are a family with community club youth members (4-H ages 8-18) please visit <http://florida4h.org/membershipfees> to complete the 4-H enrollment process by submitting the annual Florida 4-H community club membership fee.
3. If there is another youth (or an adult leader) in your family enrolling in 4-H, you will need to repeat this process for them.
4. Once your enrollment has been submitted, it is sent to your County Extension Office to be approved. If there are any problems with your enrollment – incorrect or missing information, etc. – you will get an e-mail stating so. If there are no problems, you will receive an e-mail stating that you have been accepted and will have access to your online profiles to make any updates throughout the 4-H year.
5. **Keep your login (family email address) and password handy so that you can log in to the program and update your family records whenever you need to. Parents and Guardians are responsible for creating and maintaining Family and Member Profiles. Youth should not be given passwords to access 4HOnline Profiles.**
6. Next year, when it’s re-enrollment time, you’ll log in to the records you created this year to update any information that has changed and to enroll in clubs and projects.

## **FAQ – Frequently Asked Questions**

### **Passwords and E-mail Addresses**

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

A: On the log-in page, click on "I forgot my password" and then click "Send My Password". Check your e-mail for your temporary password. Log-in with your e-mail and temporary password. You will be prompted to create a new password when you log-in.

#### **Q: I forgot the e-mail 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 e-mail 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 e-mail 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/e-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. Then once you are logged into the system, you can reset it to something more memorable, as long as it has a minimum of 8 characters & includes letters, plus numbers and/or symbols.

### **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.

### **Volunteer Enrollment**

#### **Q: What if I am a Volunteer, how do I enroll?**

A: You will go through the same steps as enrolling a member, except you will click choose “Adult” from the drop-down menu on the Member List Page and click “Add Member”. Make sure that you mark “Yes” on the Personal Information page when it asks if you are a volunteer. Marking “Yes” will allow you to see specific questions for Volunteers.

#### **Q: What if I am a teen Volunteer, how do I enroll?**

A: Your parent or guardian will enroll you as a member. Make sure that you mark “Yes” on the Personal Information page when it asks if you are a volunteer. Marking “Yes” will allow you to see specific questions for Volunteers.