Participant Enrollment Instructions

These instructions apply to adults or youth who have NEVER enrolled in Florida 4-H through 4-H online.

4-H Online 2.0

You can access 4-H Online 2.0 by navigating to v2.4honline.com through the following browsers on your computer and mobile devices. For the best experience, make sure your browser is up to date.

- Chrome
- Firefox
- Microsoft Edge
- Safari

Please note, Internet Explorer is not a compatible browser with 4-H Online.

ADA Compliant

ADA compliant features are available if needed. Click the icon in lower left section of the homepage for options.

Creating a New Account

1. Go to http://v2.4honline.com .
2. Click *Don't have an account?* if you have never enrolled in Florida 4-H before using 4-H Online.
   - If you have enrolled in Florida 4-H before, you have an account. You may need to reset your password if your current password does not meet 2.0 password requirements.
   - Contact your county 4-H Office if you do not remember your login email.
   - **Parents and Guardians are responsible for creating and maintaining Family and Member Profiles. Youth should not be given passwords to access 4-H Online Profiles.**
3. Select *Florida* from the select your state drop-down menu.
4. Choose *UF/IFAS Extension* as your Institution.
5. Choose your county.
6. Complete your family's information.
7. Click *Create Account.*
8. Enter your family's address.
9. Click the *Verify* button.
   NOTE: The verification process may require you to select an appropriate USPS format.
10. If you create a new account and an existing account is found, click *Confirm* and login with the existing account *(image not shown)*.

Note: The system is set up to determine adult or youth status based on your age. Anyone over the age of 18 years old as of September 1, 2021 will be able to register as an adult participant.

Add an Participant Profile

1. If there are no enrollments in the family profile, you will be presented with the **Add Member** screen.
2. Choose *4-H* as the program you would like to join and click *Next*.
3. Add the name and birthdate of the Adult Volunteer and click *Next*.
4. Complete the required fields in the *About You* section.

5. Choose **I want to participate in a Florida 4-H activity but I do NOT want to join Florida 4-H at this time.** OR **I want to participate in Florida 4-H but NOT as a Florida 4-H Adult Volunteer at this time.** and click *Finish*.

Family Profile Navigation

- Click *Add Member* in the top right corner to add a new youth member or an adult volunteer.
- Click *Enroll Now* to submit an enrollment. **NOTE:** once this is clicked you cannot go back to *Participant* status.
- Click *Continue Enrollment* to complete and submit and enrollment.
- Click *Family* to update family profile information.
- Click *Events* to register a member for an event.
- Click *View* to see profile side bar of a submitted or approved enrollment. See next slide.

Reset Your Password

1. Click *Reset Password?* at the 4-H Online login page.
2. Type in your email and click **Reset your password**.
3. Check your email for the Reset Password email. Click Reset Password after opening the email.
4. You will be prompted to change your password.
5. Go back to the login page and login with your email and new password.

Assistance, Questions and Reporting Issues

Assistance or Questions about Enrollments, Clubs and County Programs

Contact your county 4-H Office.

System Issues

E-mail m.olson@ufl.edu
Be sure to include your contact information, the member's name, 4-H county and specific issue that you are encountering with 4-H online.