Youth Member Enrollment Instructions

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 wheelchair icon in lower left section of the web browser once logged in 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 the county where you will be participating in 4-H.
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.
   NOTE: IF the system finds a duplicate account that is not yours, contact Matthew Olson – m.olson@ufl.edu with your name, email used to create the account, and mailing address to get the duplicate account corrected.

Note: The system is set up to calculate 4-H age based off the Florida 4-H Age policy. 4-H Age is the age of the youth on September 1, 2022. See the Florida 4-H Website for more information.

Add a Youth Member
1. If there are no members in the family profile, you will be presented with the Add Member screen.

For questions related to 4-H online, contact Matthew Olson, Florida 4-H Information Coordinator. m.olson@ufl.edu
Revised 7/19/2022 for the 2022-2023 4-H Year
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- If there are members in the family, you will click Add Member located in the upper right corner of the web browser.
- Choose Florida 4-H as the program you would like to join and click Next.
- Add the name and birthdate of the youth member and click Next.
  NOTE: The email field is for entering an email address that is unique to the member. It is not the same email address used to create the family account. If the youth does not have their own email address, leave this blank.
- Complete the required fields in the About You section.
- Choose I want to join 4-H as a New or Returning 4-H Youth Member and click Finish.

Jumps to “Enrollment Questions” in this document

Re-Enrolling a Youth

1. Click on Enroll Now for the member you wish to re-enroll.
   a. Select the role that you wish to enroll the member as. (Youth Member or Adult Volunteer)
   b. Select the school grade the grade the member is in.
2. Confirm that you are enrolling in Florida 4-H as a returning 4-H member.
3. Complete all sections of the enrollment as prompted.

Enrollment Questions

1. Click Select Clubs or Select Units.
2. Click Add for the club you would like to join. Repeat this step if you need to add another club.
   Adjust primary club designation if needed.
   a. If the member is a youth volunteer, select the type with the club.
3. Click Next once all clubs have been added.
4. Click Select Projects.
5. Use the project filter if needed to help find your project. Click Add to select the project.
   a. Indicate the number of years enrolled in the project.
   b. If the member is a youth volunteer, select the type with the project.
6. Click Next after adding a project. Multiple projects can be added if needed.
7. Click Show Questions to view other enrollment questions.
8. Complete all required fields.
   a. Note: You will see some of the information you already provided. Scroll down to see the new questions.
9. Click Next when finished.
10. Click Show Health Form.
11. Complete all required fields and the Medical Consents on the Health Form and click Next.
   a. Yes responses will require additional information in the text box.
   b. Consent to the Medical Consents is required to participate in Florida 4-H.
12. Click Show Consents
13. Read each consent and respond to each item.
   a. Consent to the Code of Conduct, General Release and Transportation Policy are required to participate in Florida 4-H.
14. The Florida 4-H Youth Development Program requires an annual $20.00 membership fee for Community Club Members 4-H ages 8-18. Some counties may charge a higher fee. When enrollment opens on August 1, an online payment screen will be seen just before you submit the
enrollment. You will have the option to pay by credit or debit card. You may also specify that you will mail your payment to Florida 4-H State Headquarters.

15. Click **Next** and review the enrollment summary.
16. Click **Submit** to send your enrollment to your county 4-H office.
17. Your enrollment will be pending/awaiting review until a county 4-H staff member approves the enrollment.

**Enrollment Emails**
- You will receive an email confirming your enrollment was submitted.
- You will receive a second email, when an enrollment has been made active by the county 4-H office.
- If you paid the membership fee online, you will receive a payment confirmation email once the enrollment is made active.
- If there is an issue with enrollment, the county 4-H office may send the email back with instructions how to correct the issue. You will receive an e-mail if this happens.

**Family Profile Navigation**
- Click **Add Member** in the top right corner to add a new youth member or an adult volunteer.
- Click **Continue Enrollment** to complete and submit an 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.