

# Youth Member Enrollment Instructions

## 4-H Online 2.0

You can access 4-H Online 2.0 by navigating to [v2.4honline.com](http://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
- Internet Explorer
- Safari

## 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 **Florida 4-H Youth Development** 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 calculate 4-H age based off the Florida 4-H Age policy. 4-H Age is the age of the youth on September 1, 2021. 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.
2. Choose **4-H** as the program you would like to join and click **Next**.
3. Add the name and birthdate of the youth member and click **Next**.
4. Complete the required fields in the **About You** section.

5. Choose ***I want to join 4-H as a New or Returning 4-H Youth Member*** and click ***Finish***.  
Jump to “Enrollment Questions” in this document

## Re-Enrolling a Youth

1. Click on ***Family*** in the sidebar menu to update family profile information.
2. 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.
3. Confirm that you are enrolling in Florida as a returning 4-H member.
4. Complete all sections of the enrollment as prompted.

## Enrollment Questions

1. Click ***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.
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***.
  2. Yes responses will require additional information in the text box.
  3. 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.
14. Consent to the Code of Conduct, General Release and Transportation Policy are required to participate in Florida 4-H.
15. 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 charge a slightly higher fee. When enrollment opens on August 24, 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.
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 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](mailto: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.