YOUTH MEMBER ENROLLMENT INSTRUCTIONS

4-H Online

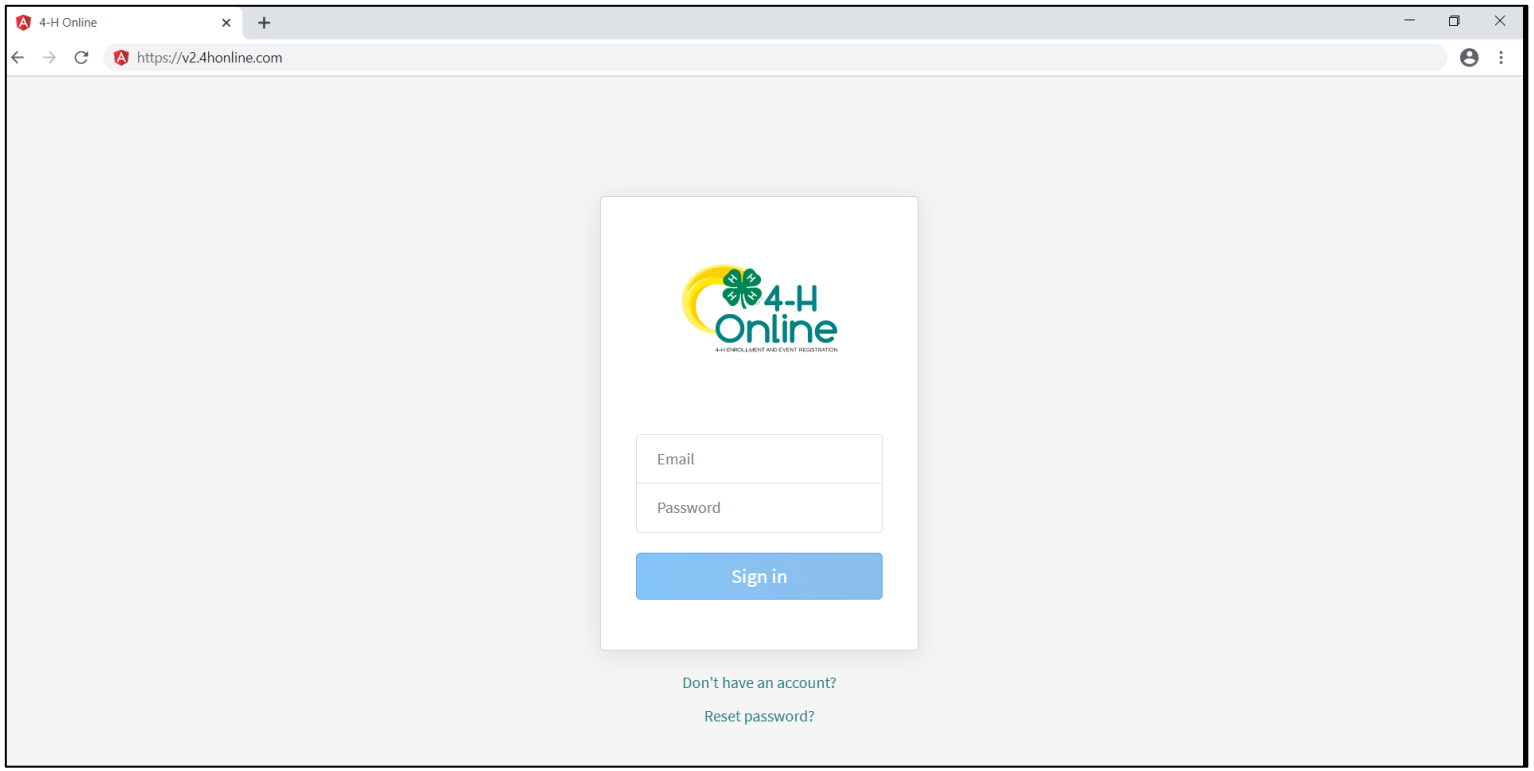
4-H ENROLLMENT AND EVENT REGISTRATION

UF IFAS Extension UNIVERSITY of FLORIDA

11-5-2024

A New and Improved 4-H Online

Florida 4-H is pleased to announce the 4-H Online enrollment and event registration site has been upgraded. Click http://v2.4honline.com to access the new login page. This is where you will enroll for the new 4-H year beginning August 24. Please confirm with your county 4-H personnel for local enrollment dates.



4-H Online 2.0

You can access 2.0 from the following browsers on your computer and mobile device. For the best experience, make sure your browser is up-to-date.

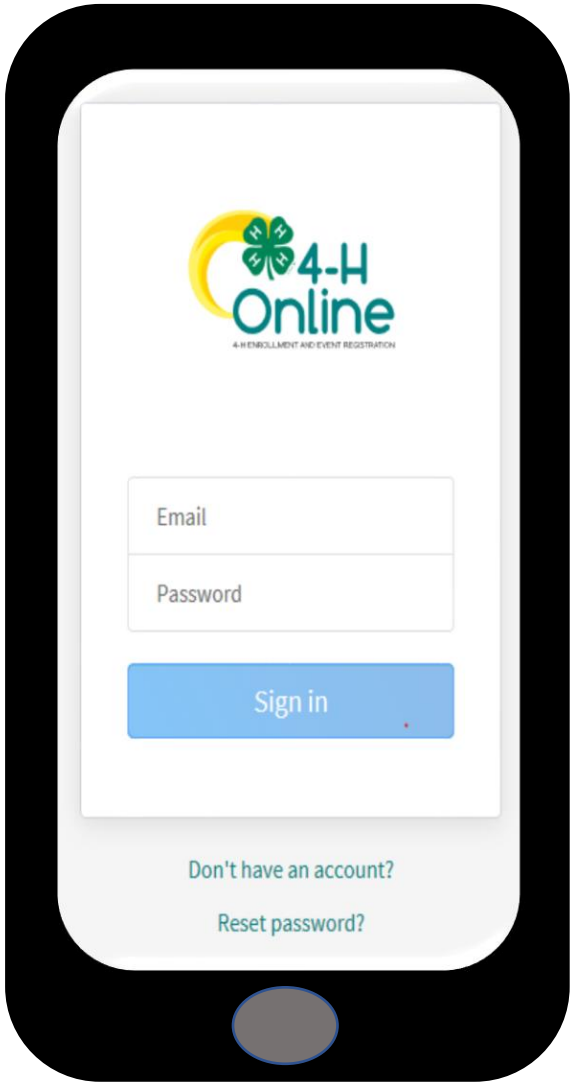
Chrome

Firefox

Microsoft Edge

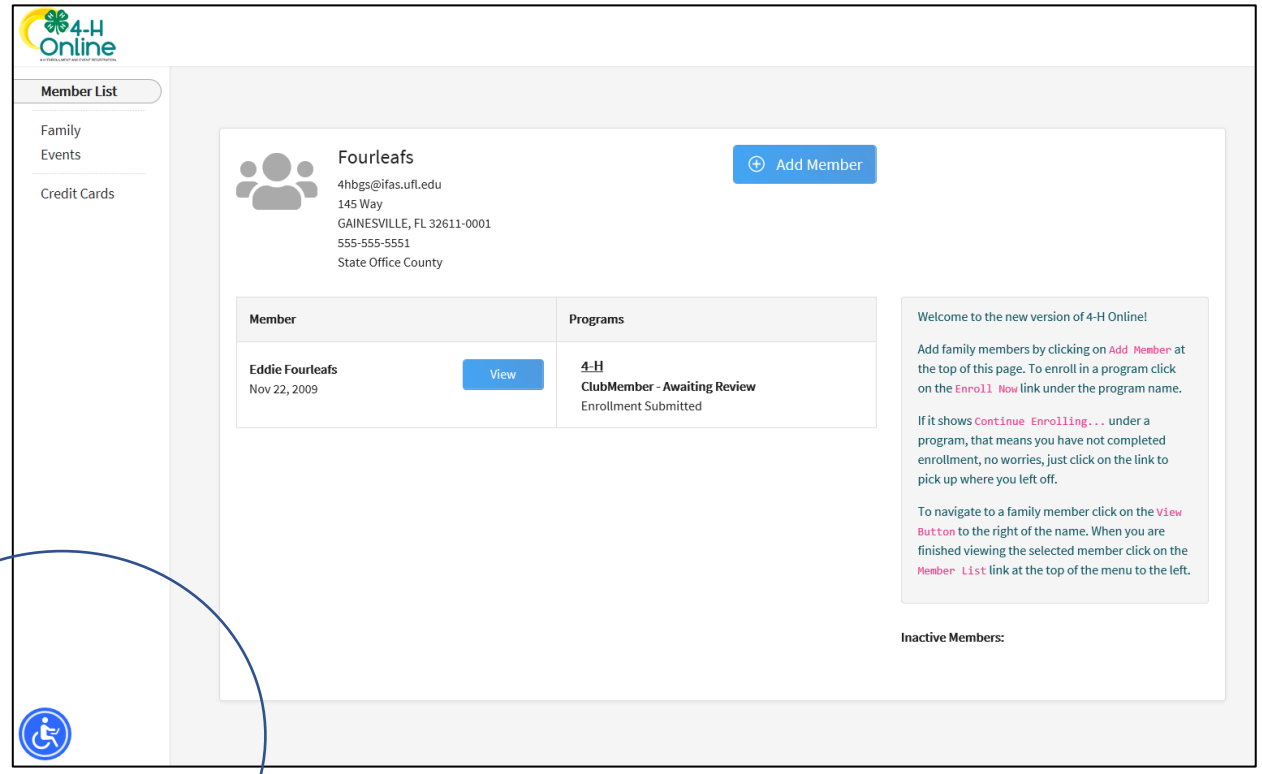
Safari

2.0 will not work with Internet Explorer



4-H Online 2.0

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

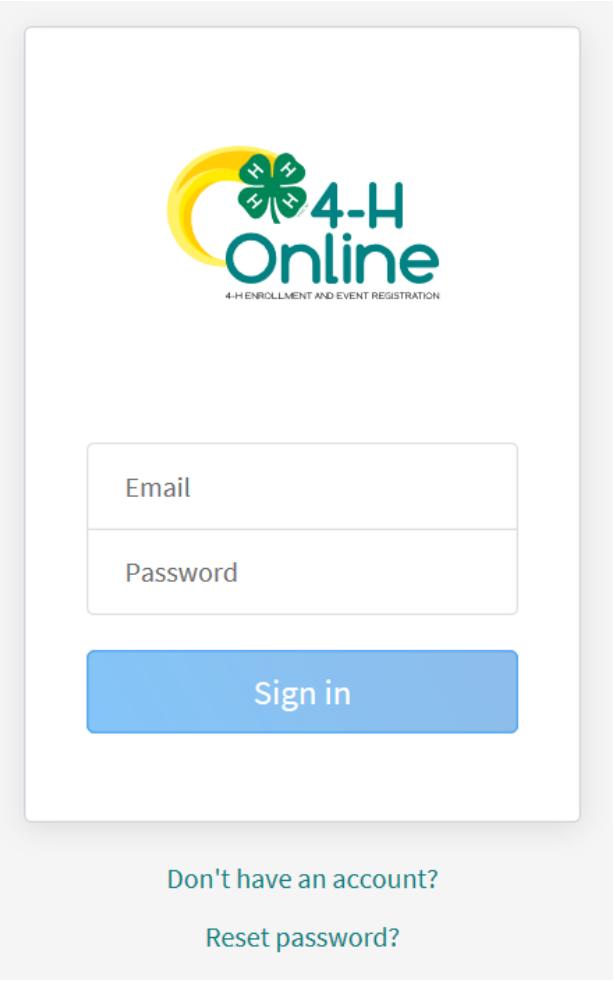


Creating a New Account

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.

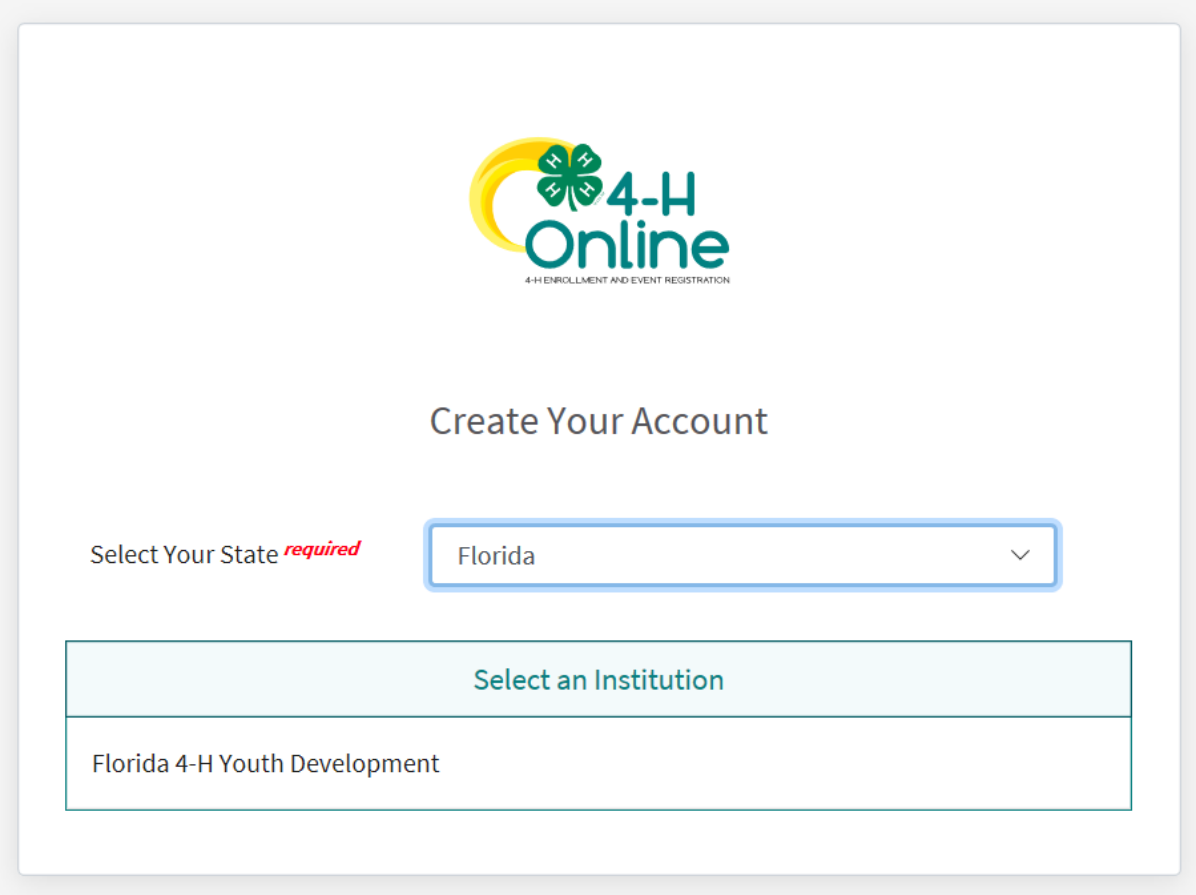
- If you had an account (family profile) with club member profiles in the previous version of the 4-H Online site, enter the login information. You may need to reset your password if your current password does not meet 2.0 password requirements.
- Contact your county 4-H Office if you do not remember 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.**



Creating a New Account

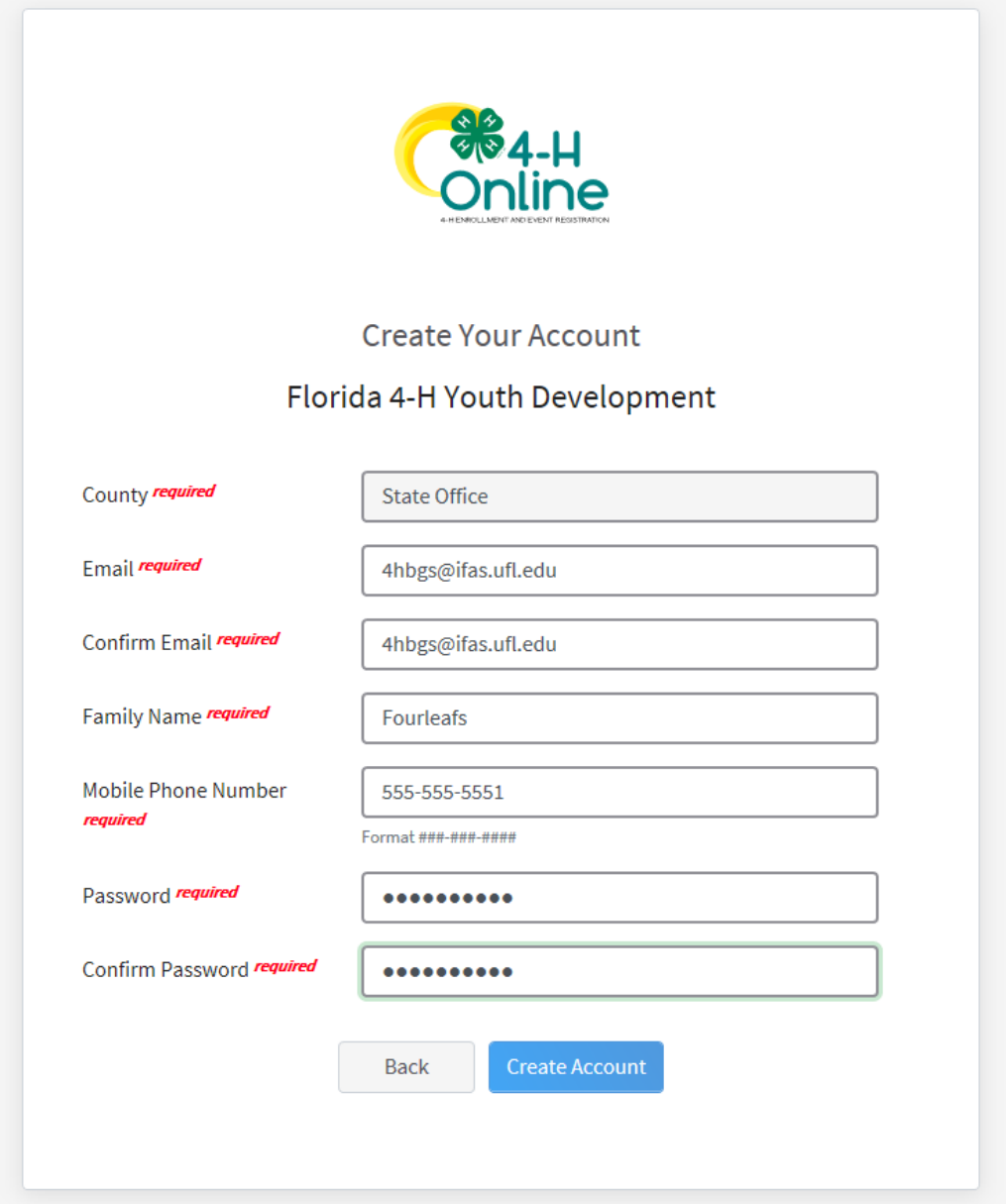
3. Select ***Florida*** from the select your state drop-down menu.

4. Choose ***UF/ IFAS Extension*** as your Institution.



Creating a New Account

5. Choose your county: **Putnam**
6. Complete your family's information
7. Click ***Create Account***



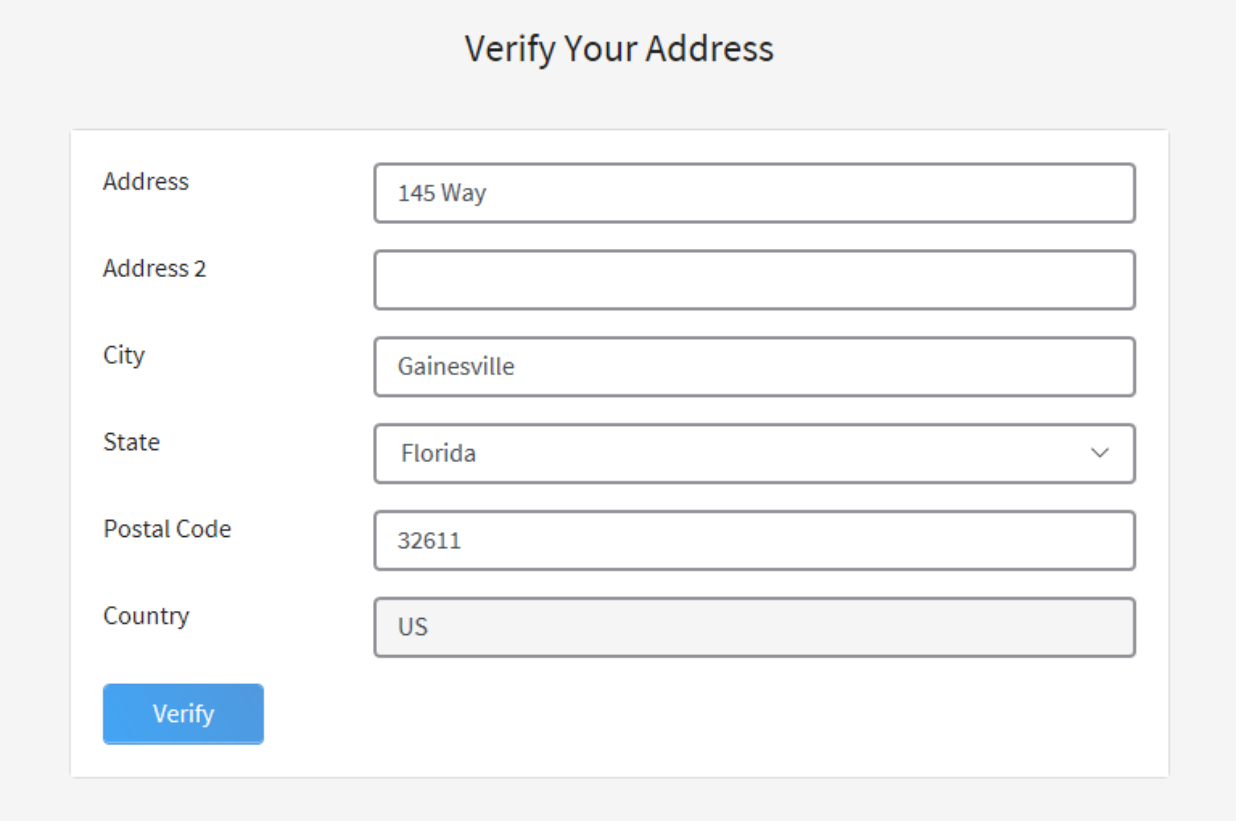
Creating a New Account

8. Enter your family's address.

9. Click the ***Verify*** button.

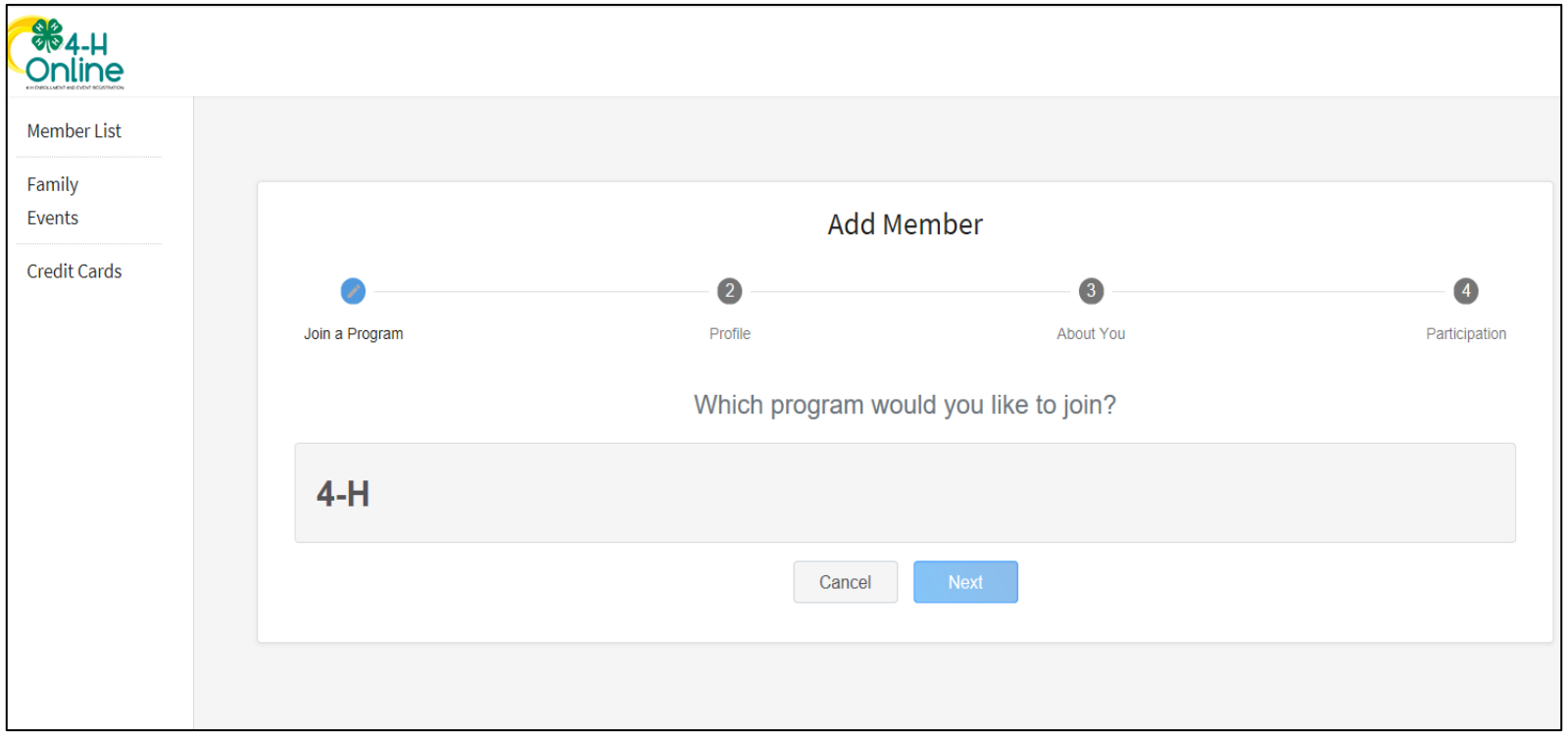
NOTE: The verification process may require you to select an appropriate USPS format.

10. If you create a new account and an existing account is found, click ***Confirm*** and login with the existing account *(image not shown)*.



Add a Youth Member

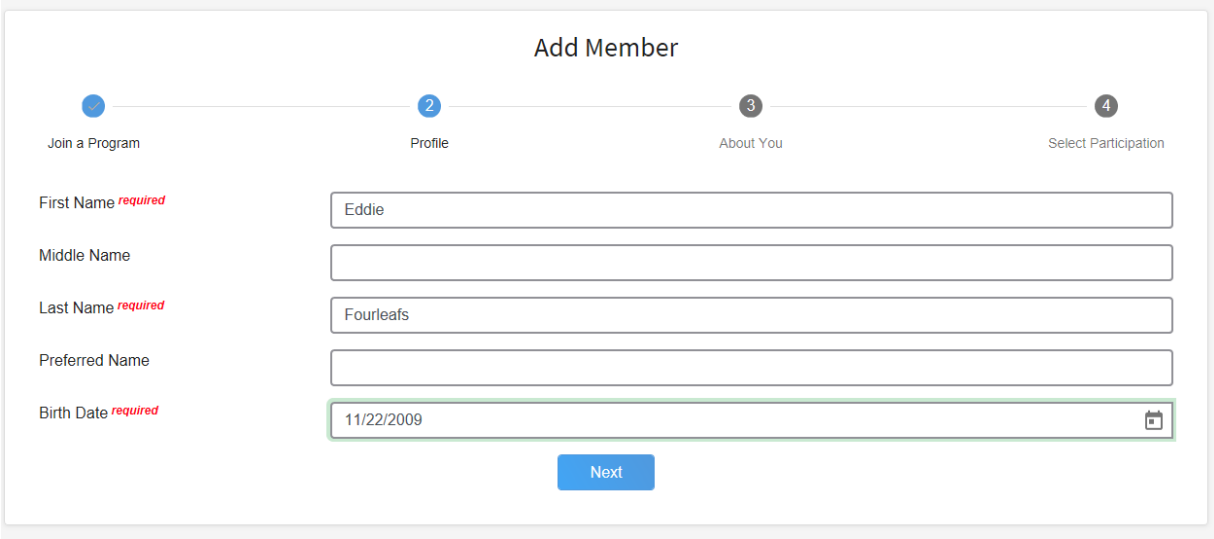
1. If there are no members in the family profile, you will be presented with the **Add Member** screen.
2. Choose ***4-H*** as the program you would like to join and click ***Next***.

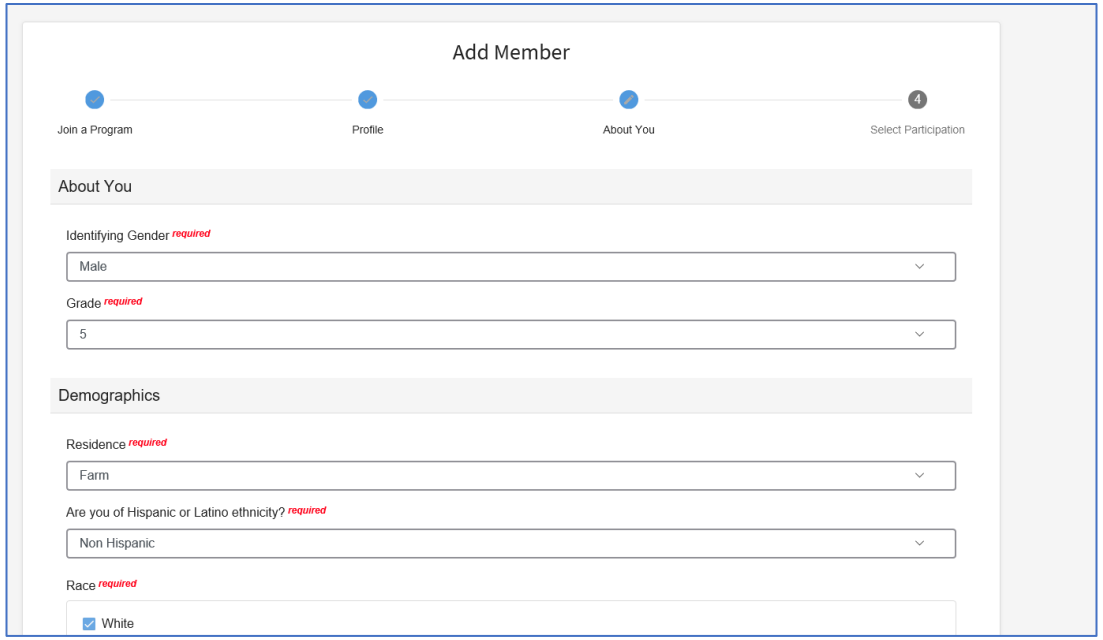


Add a Youth Member

3. Add the name and birthdate of the youth member and click ***Next***.

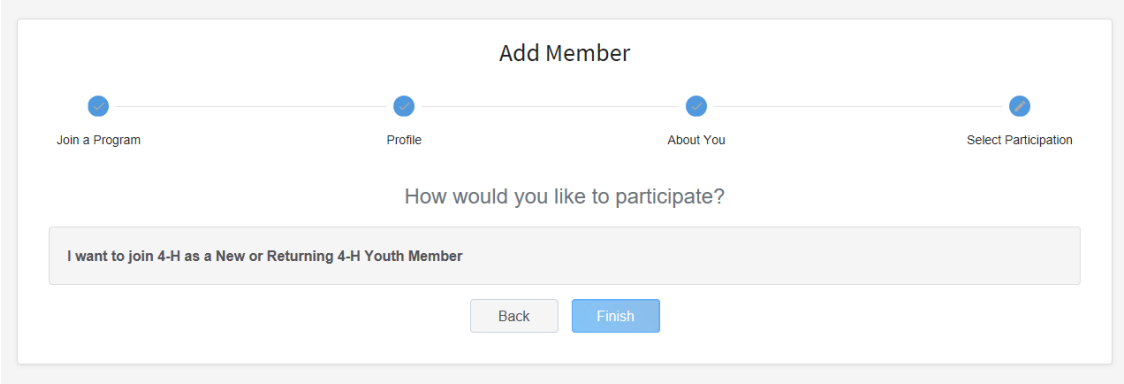
4. Complete the required fields in the ***About You*** section.





Add a Youth Member

5. Choose ***I want to join 4-H as a New or Returning 4-H Youth Member*** and click ***Finish***. The system is set up to calculate 4-H age based off the Florida 4-H Age policy.



Age Policy

Membership age of youth participation is determined by the youth's age as of September 1 of the current program year (September 1 – August 31). The minimum age of a 4-H'er is 5 years old and the maximum age for a 4-H'er is 18 years old, or completion of high school, whichever comes first. Youth whose membership age is beyond 18 who have qualified for a National Contest (as a culminating event for their project learning) shall be eligible to participate in the event as long as they qualify as per National Contest policies. Youth classified as an "exceptional student" and thus determined eligible for a special program by the State Board of Education [Florida Statute 1003.01(3)(a)] shall be eligible to participate in 4-H until the age of 21 years old (National 4-H upper age limit) or completion of high school, whichever comes first.

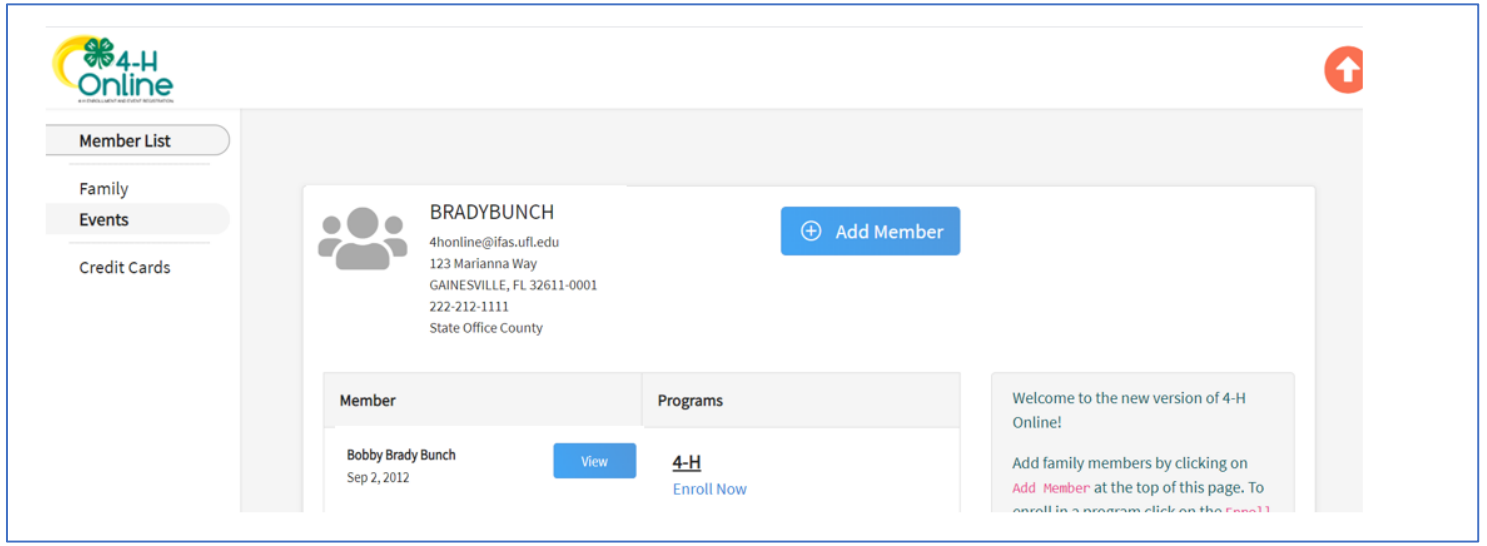
Florida 4-H Age Divisions

Age Division	4-H Ages
Cloverbuds	5-7
Juniors	8-10
Intermediates	11-13
Seniors	14-18

4-H Age is the age of the youth on September 1st of current year.

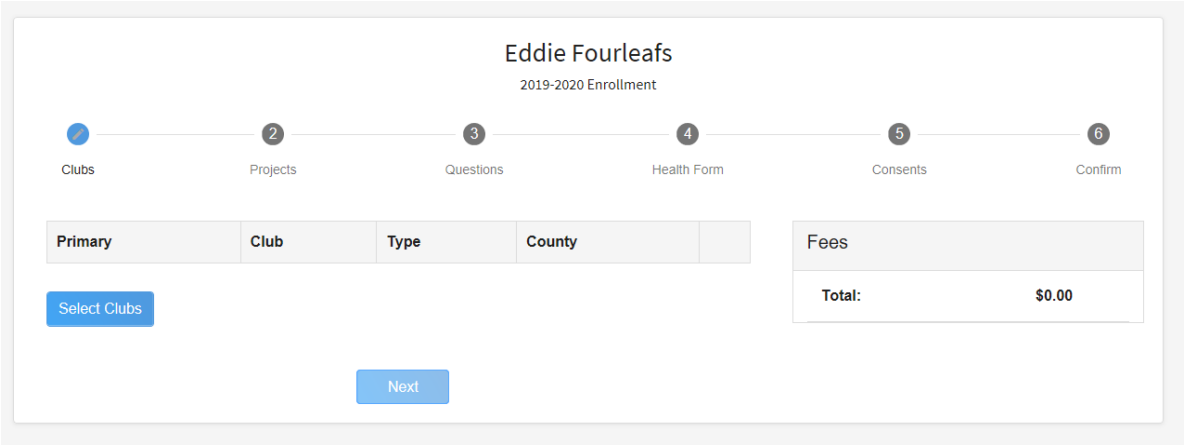
Re-Enrolling a Youth

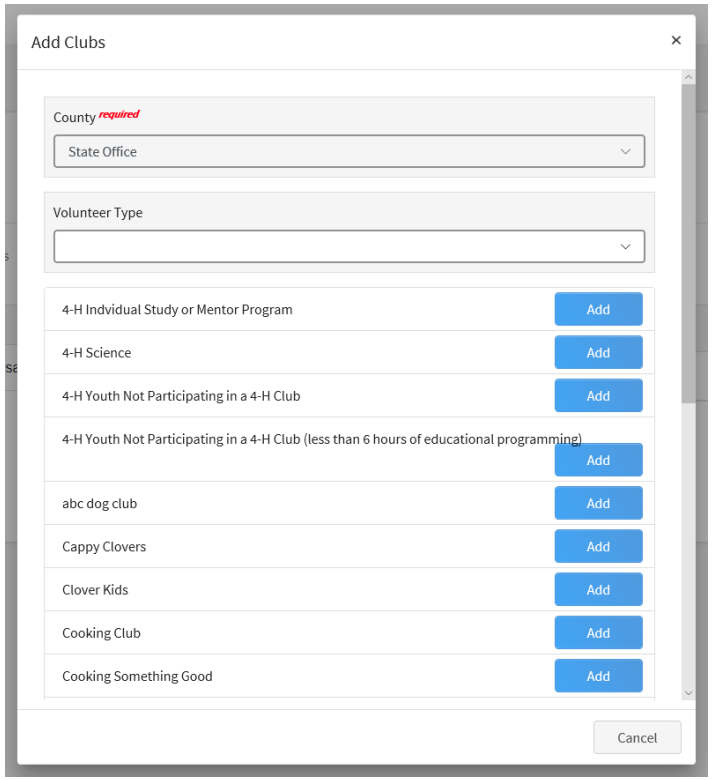
1. Click on ***Family*** in the sidebar menu to update family profile information.
2. Click on **Enroll Now** for the member you wish to re-enroll.
3. Confirm that you are enrolling in Florida as a returning 4-H member.
4. Complete all sections of the enrollment.



Enrollment

1. Click ***Select Clubs***.
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.





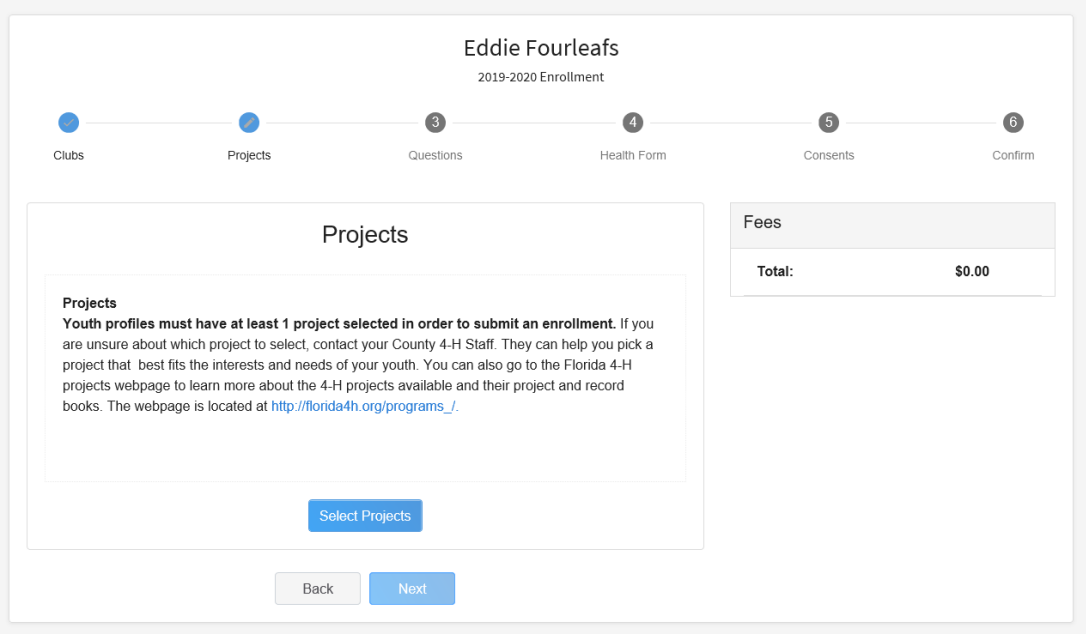
If you are re-enrolling a youth, please remove any clubs the youth will not be participating in this 4-H year.

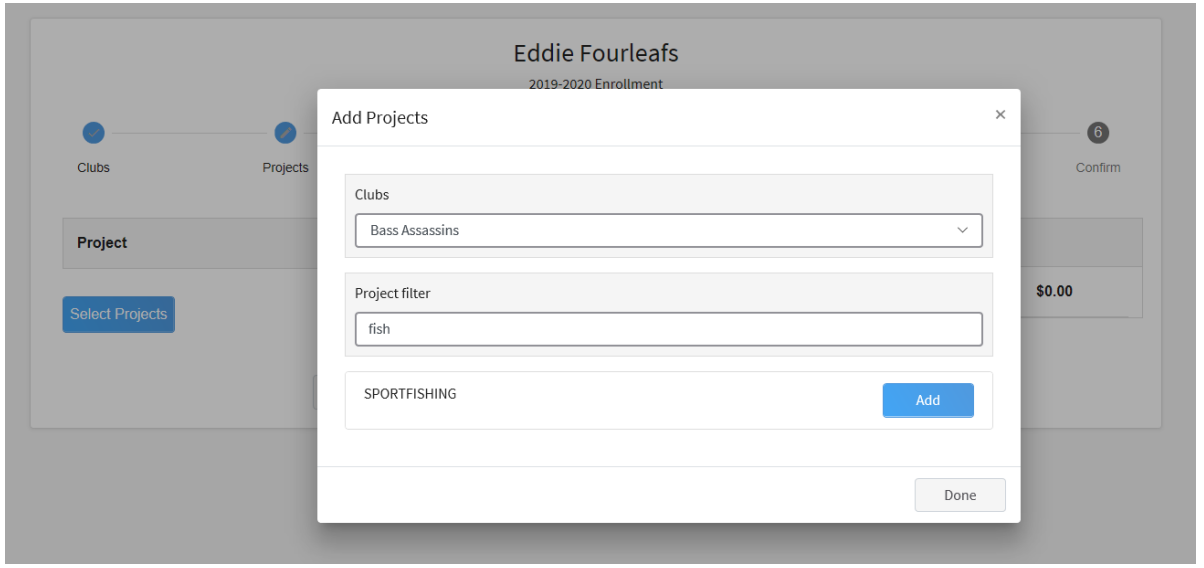
Enrollment

4. Click ***Select Projects***.

5. Use the project filter if needed to help find your project. Click ***Add*** to select the project.

6. Click ***Next*** after adding a project. Multiple projects can be added if desired.





If you are re-enrolling a youth, please remove any projects the youth will not be participating in this 4-H year.

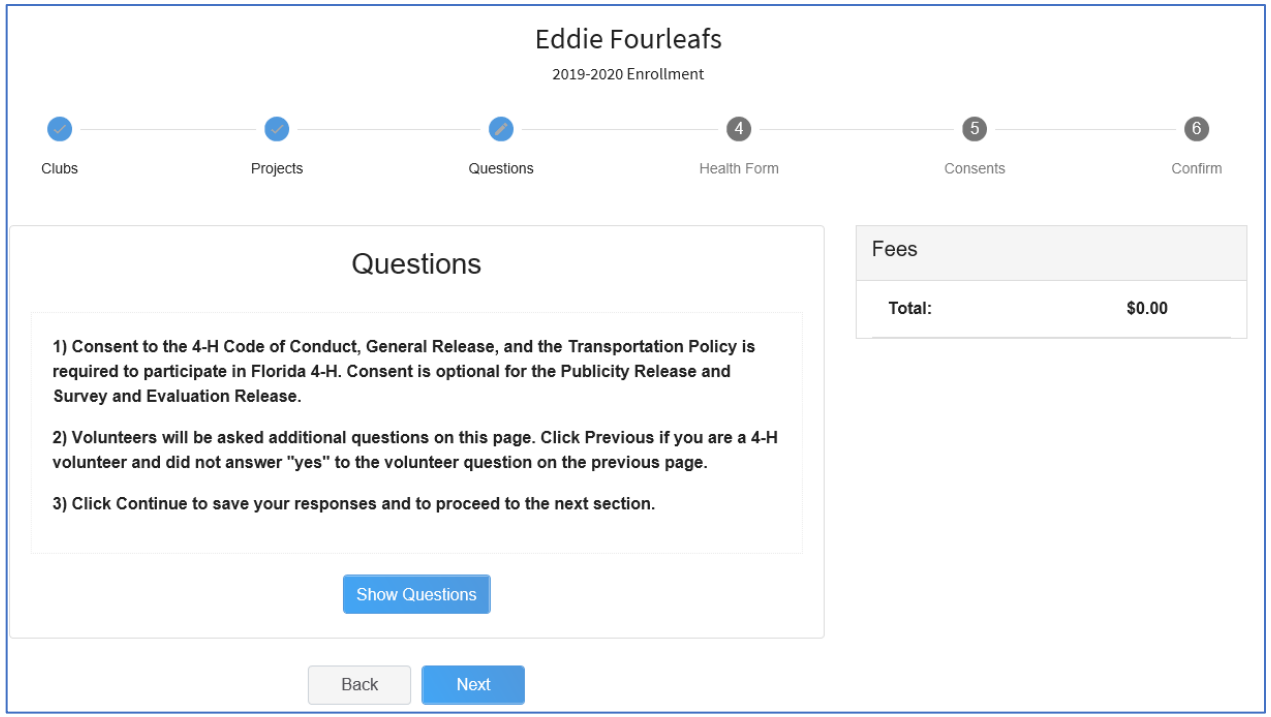
Enrollment

7. Click ***Show Questions*** to view other enrollment questions.

8. Complete all required fields.

Note: You will see some of the information you already provided. Please confirm the existing information is correct and scroll down to see the new questions.

9. Click ***Next*** when finished.



Enrollment

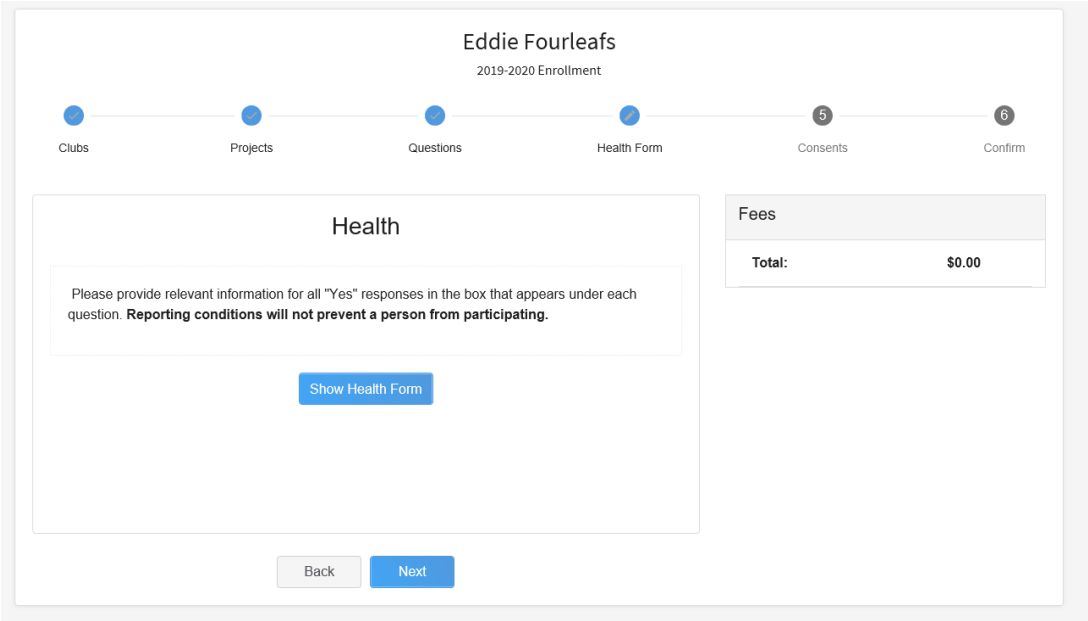
10. Click ***Show Health Form***.

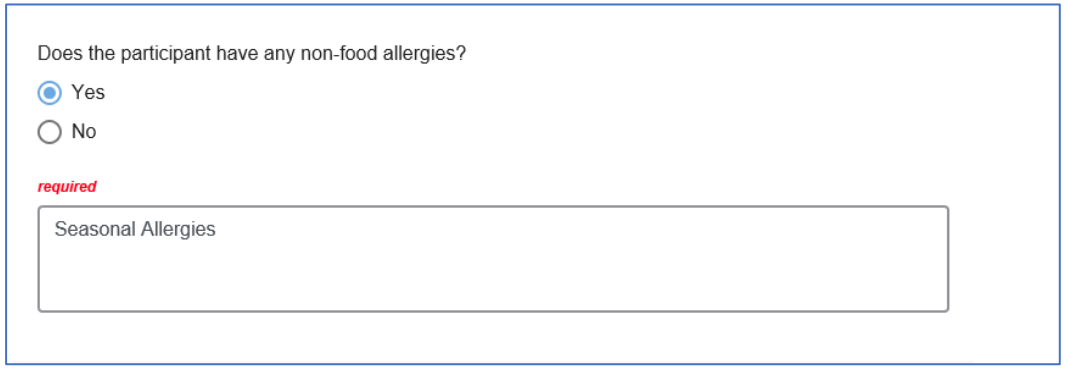
11. Complete all required fields and the Medical Consents on the Health Form and click ***Next***.

Notes:

*Yes responses will require additional information in the text box.

*Consent to the Medical Consents is required to participate in Florida 4-H.

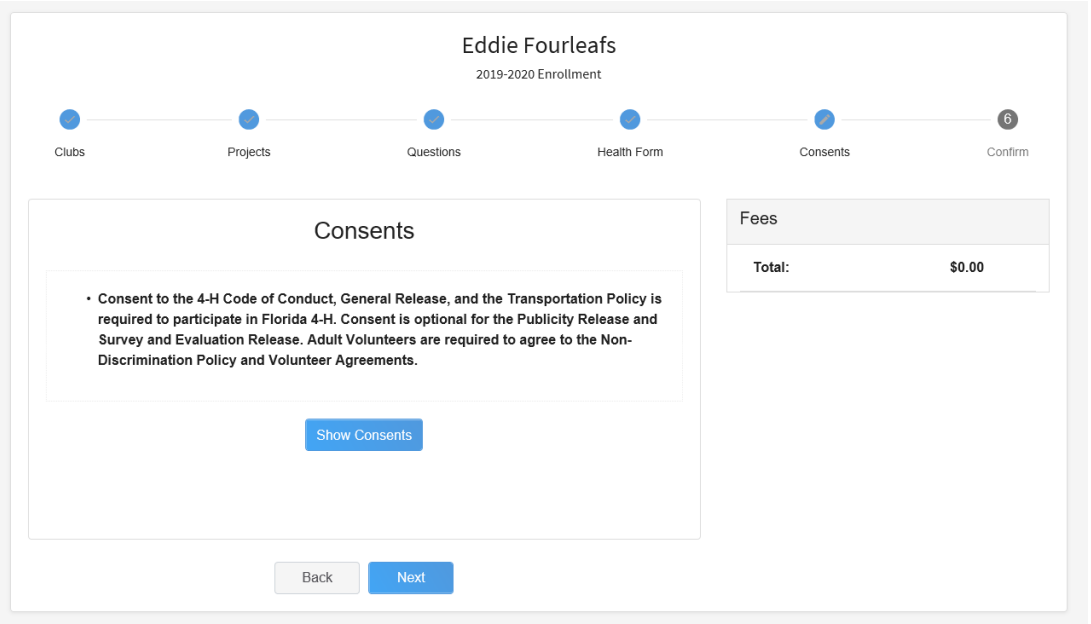


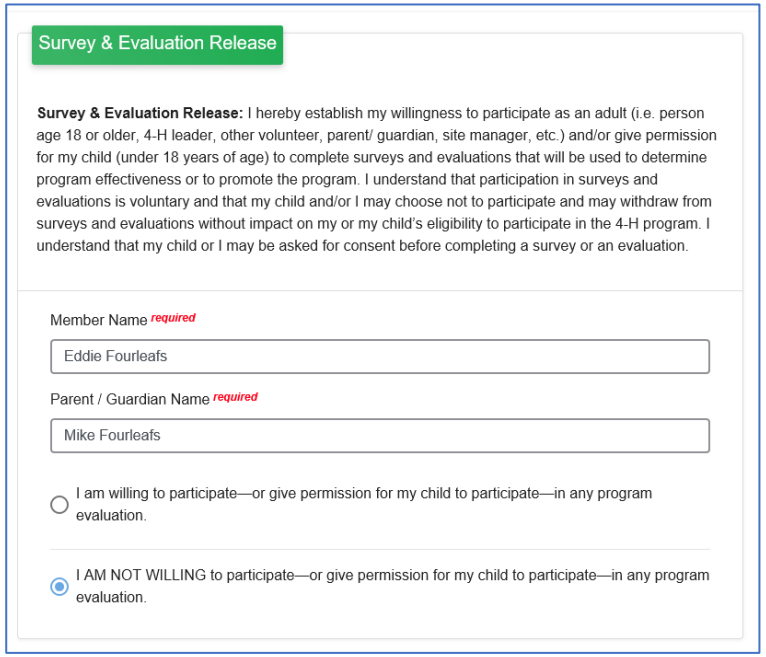


Enrollment

12. Click ***Show Consents***
13. Read each consent and respond to each item.

Note: Consent to the Code of Conduct, General Release, and Transportation Policy are required to participate in Florida 4-H.





Membership Fee

14. Submit payment for the community club membership fee, if applicable.

- 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. Starting this program year, we will be collecting this fee online within the 4-H Online enrollment system.
- You may either pay by credit or debit card on the payment screen in 4-H Online. Visa, MasterCard, and Discover cards are accepted.
    - Your card will be charged when the county reviews and approves the enrollment. Your statement will read "**REG* 4-H ONLINE**" for the charge.
- You may choose to mail a check or money order to Florida 4-H State Headquarters by selecting "Payment for this invoice will be collected by 4-H Institution." See the next slide for mailing instructions.

Notes

- **A profile will not be made active by the county office until online payment has been completed or a payment has been received and processed by Florida 4-H State Headquarters.**
- **Select "Payment for this invoice will be collected by 4-H Institution" if your county 4-H office or club has made different arrangements to pay your fee.**

Mail Checks to:

Putnam County 4-H
111 Yelvington Rd Ste 1
East Palatka, FL 32131

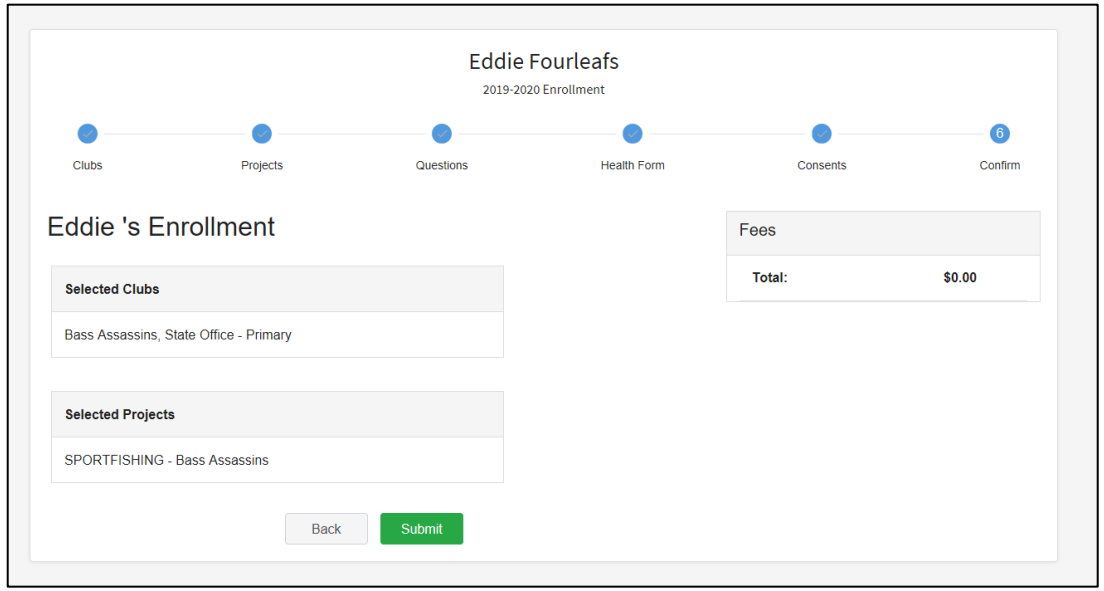
Make checks payable to: Putnam County 4-H

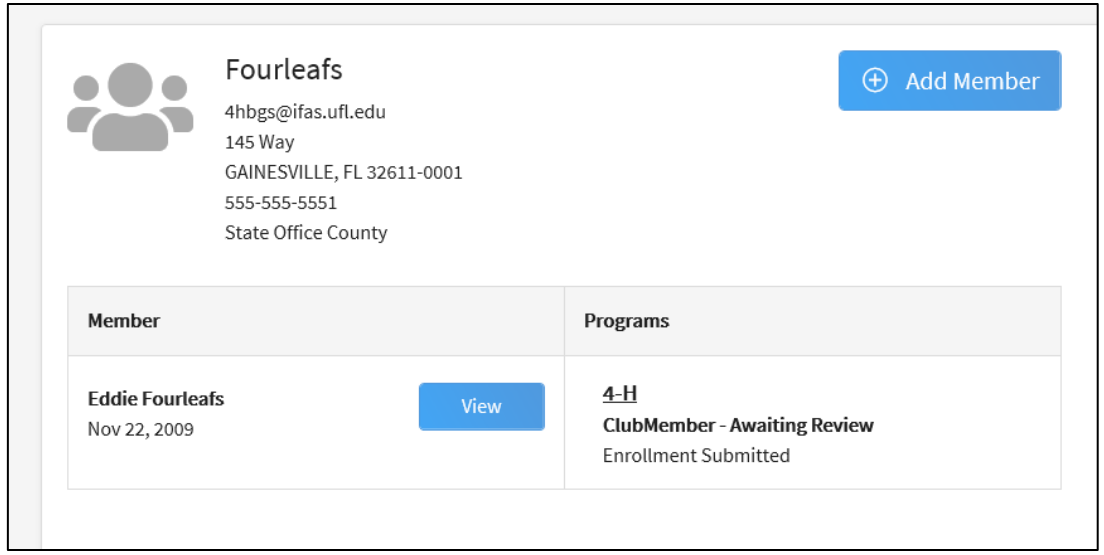
Please include name(s) of 4-H youth on the memo line

Submit

15. Click ***Submit*** to send your enrollment to your county 4-H office.

16. Your enrollment will be pending/awaiting review until a county 4-H staff member approves the enrollment.



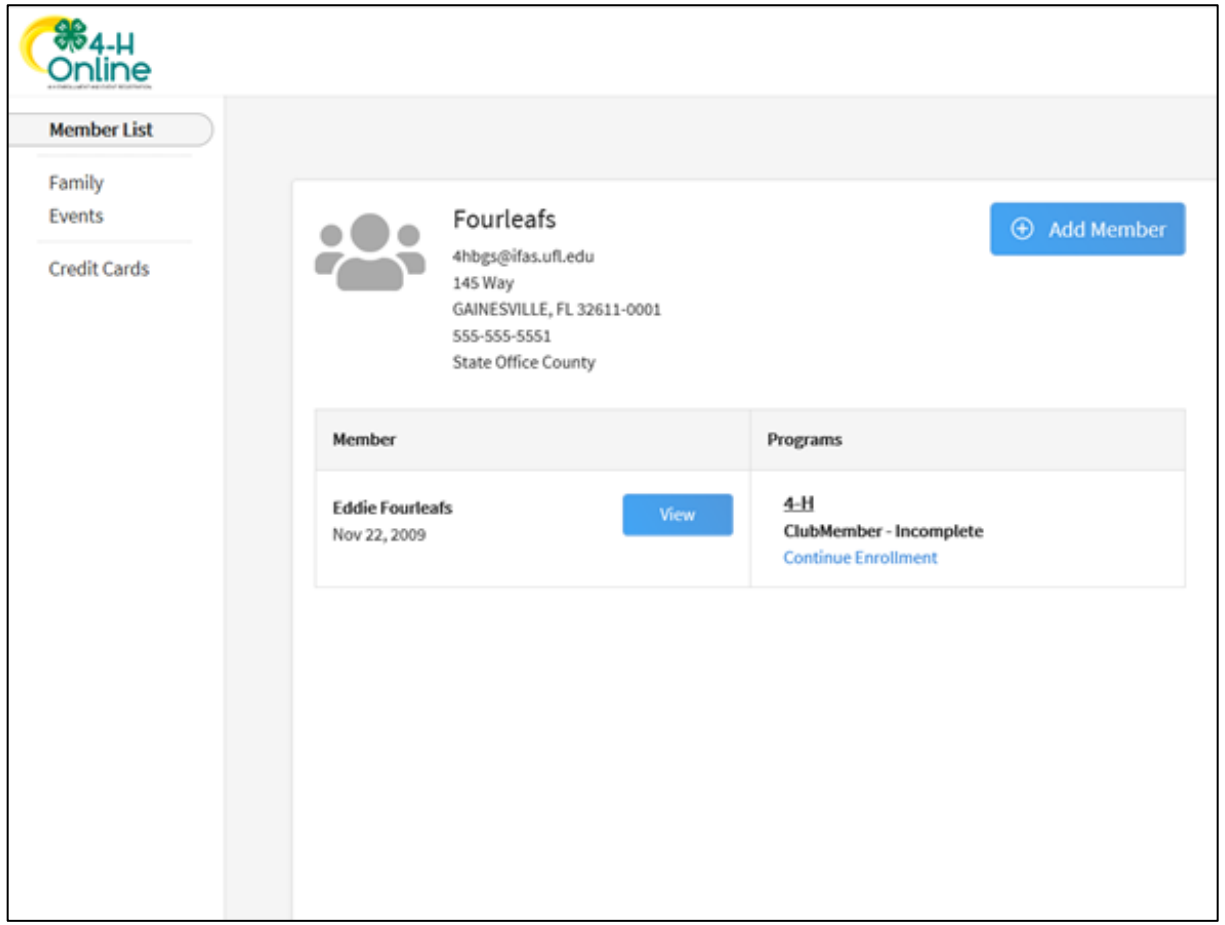


Enrollment Emails

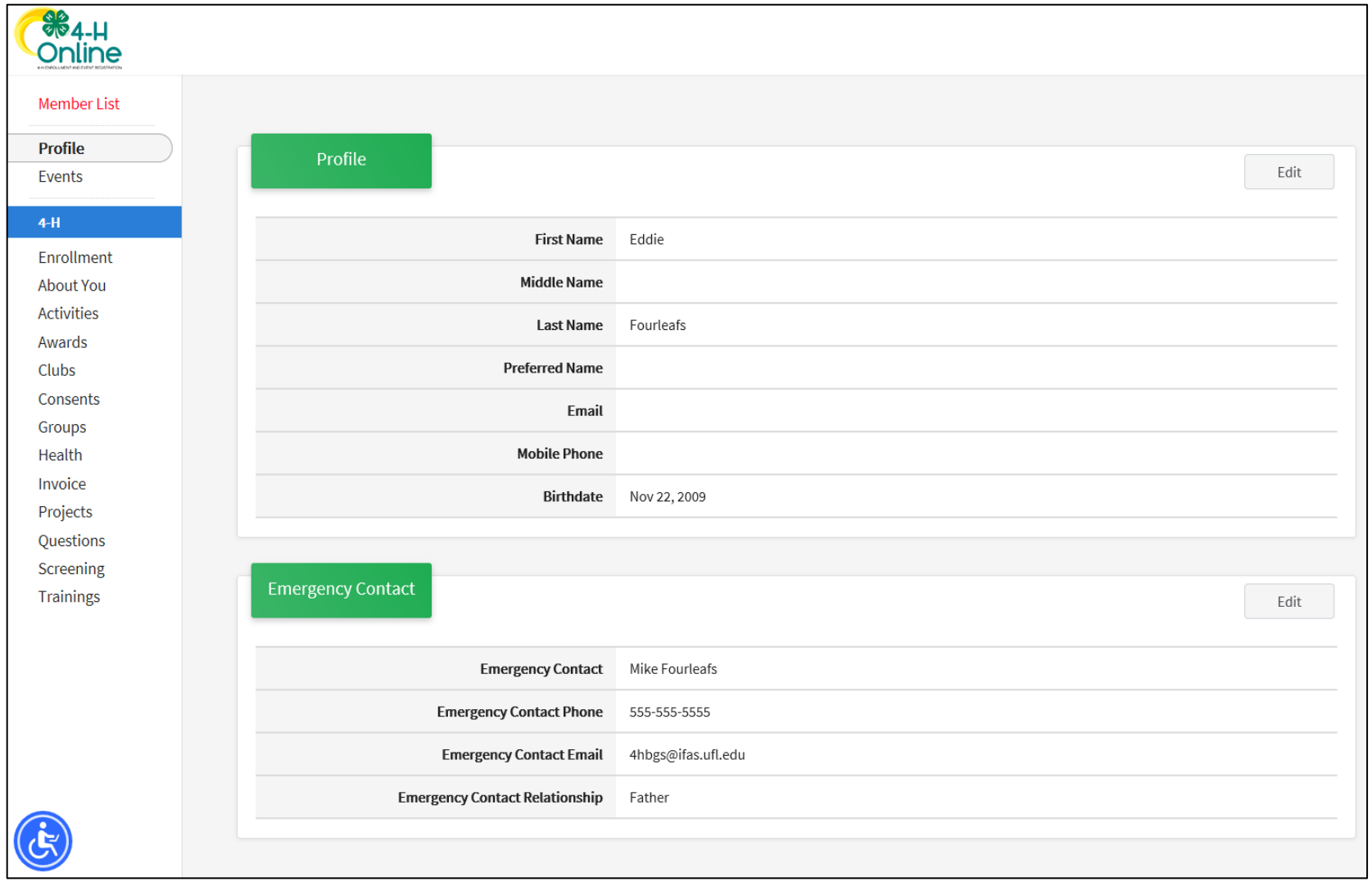
- You will receive an email confirming your enrollment was submitted.
- You will receive a second email when an enrollment has been made active by the county 4-H personnel.
  - If you paid the membership fee online, you will receive a payment confirmation email once the enrollment is made active.
- If there is an issue with enrollment, the county 4-H office may send the enrollment 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.



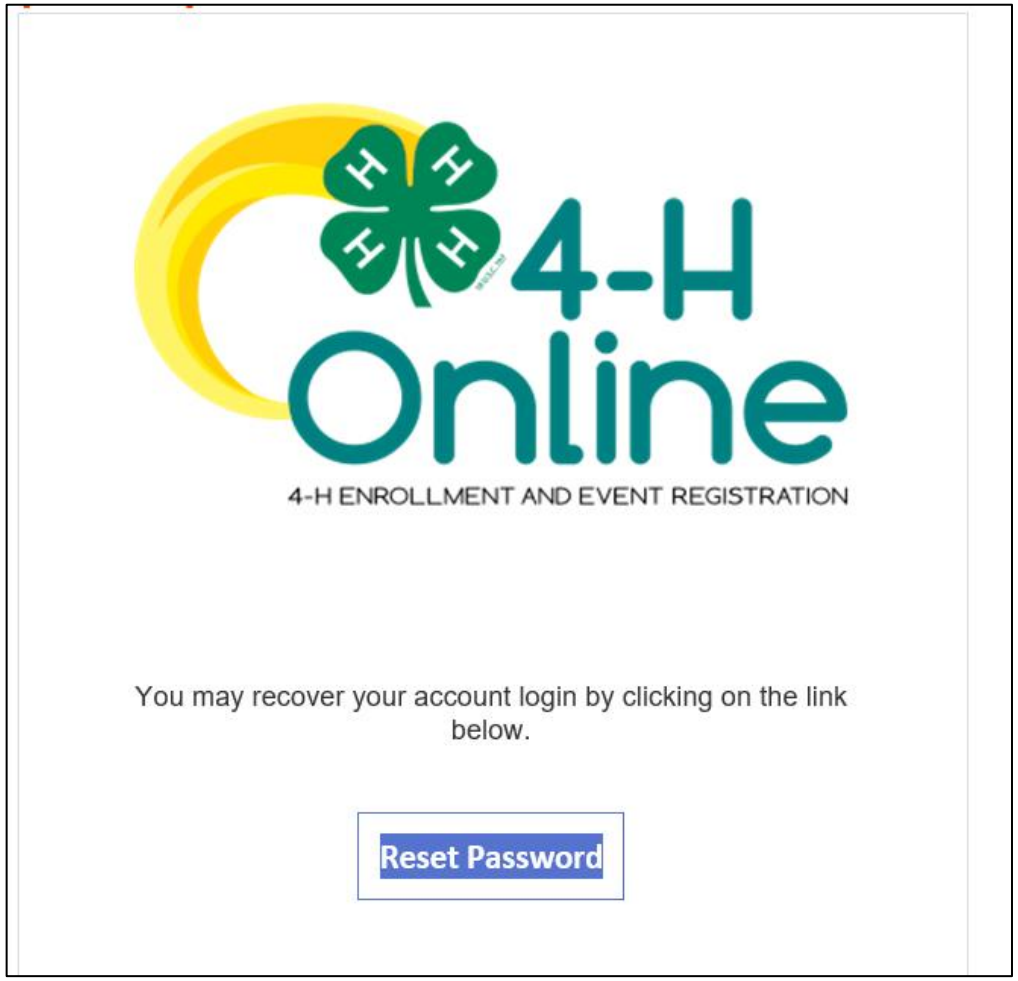
Member Profile Navigation



- The enrollment sidebar is where you will find the different sections of the profile and enrollment.
- The enrollment sidebar will not show for incomplete enrollments.

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.
  - Program Assistant Bobbi Watson
    (386)329-0318
    bobbiwatson@ufl.edu
  - Agent: Heather Pogue
    (386)329-0318
    h.pogue@ufl.edu
  - Putnam4H@ifas.ufl.edu

System Issues

- E-mail 4honline@ifas.ufl.edu
- Be sure to include the member's name and 4-H county. Include your name and contact information as well.

Thank you for enrolling your child in Florida 4-H!