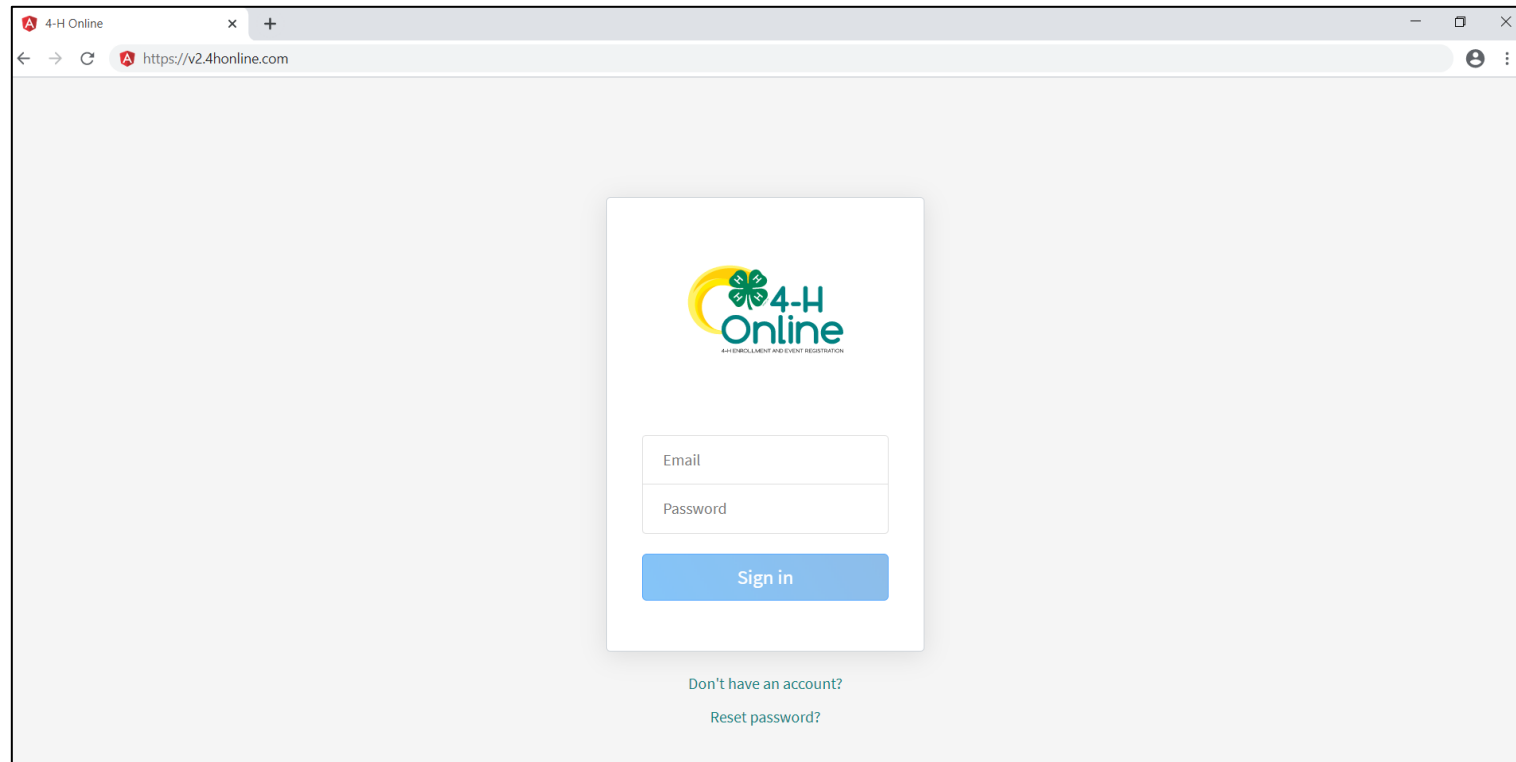


YOUTH MEMBER ENROLLMENT INSTRUCTIONS



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.

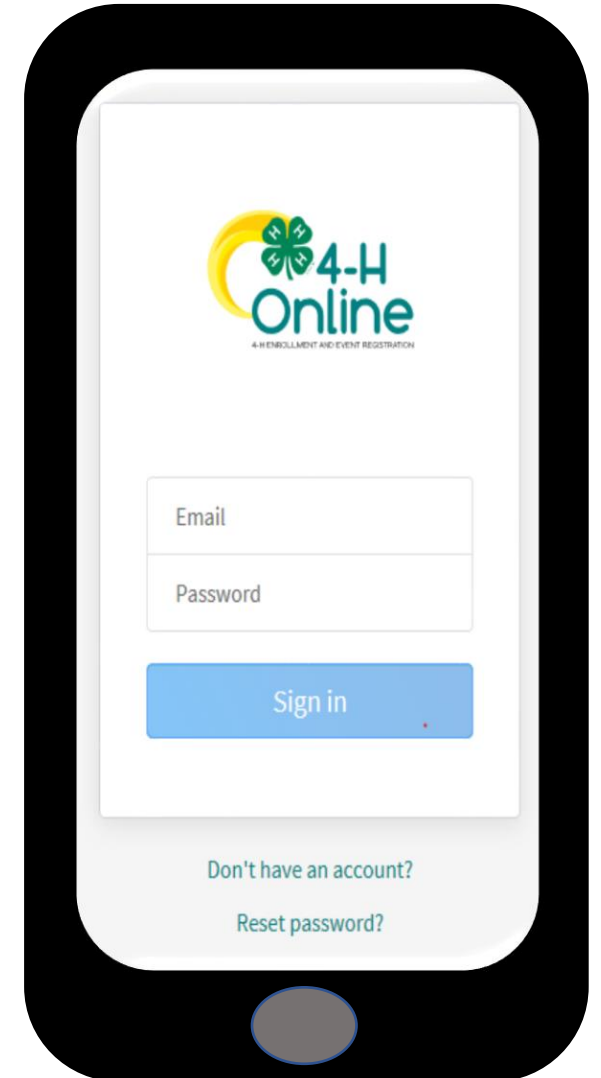
Chrome

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.

4-H Online
MEMBER LIST

Member List

Family
Events
Credit Cards

Fourleafs
4hbgs@ifas.ufl.edu
145 Way
GAINESVILLE, FL 32611-0001
555-555-5551
State Office County

[Add Member](#)

| Member | Programs |
|---|---|
| Eddie Fourleafs Nov 22, 2009 View | 4-H ClubMember - Awaiting Review Enrollment Submitted |

Welcome to the new version of 4-H Online!

Add family members by clicking on [Add Member](#) at the top of this page. To enroll in a program click on the [Enroll Now](#) link under the program name.

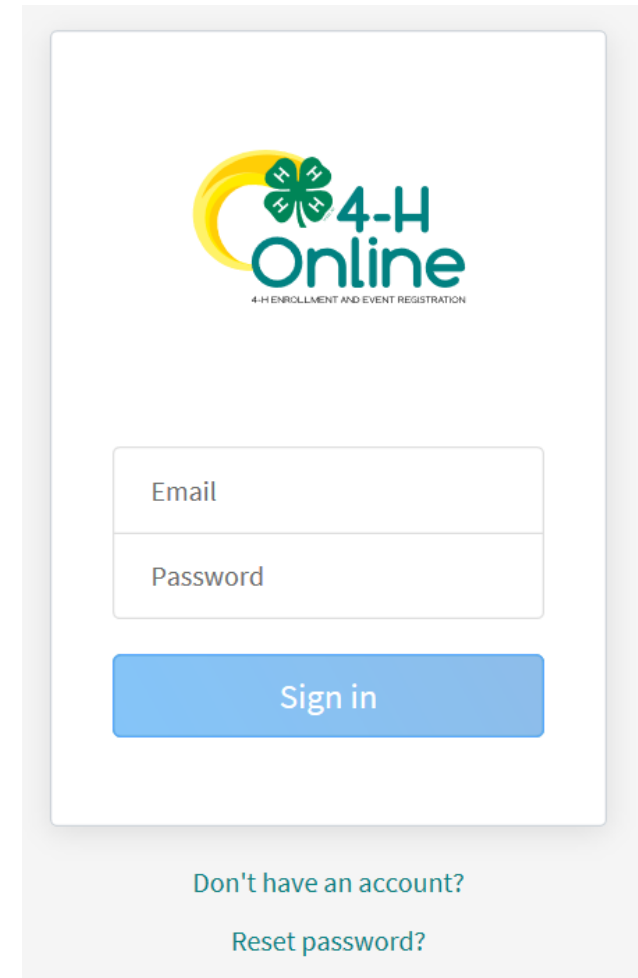
If it shows [Continue Enrolling...](#) under a program, that means you have not completed enrollment, no worries, just click on the link to pick up where you left off.


To navigate to a family member click on the [View Button](#) to the right of the name. When you are finished viewing the selected member click on the [Member List](#) link at the top of the menu to the left.

Inactive Members:

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.**




4-H ENROLLMENT AND EVENT REGISTRATION

Email

Password

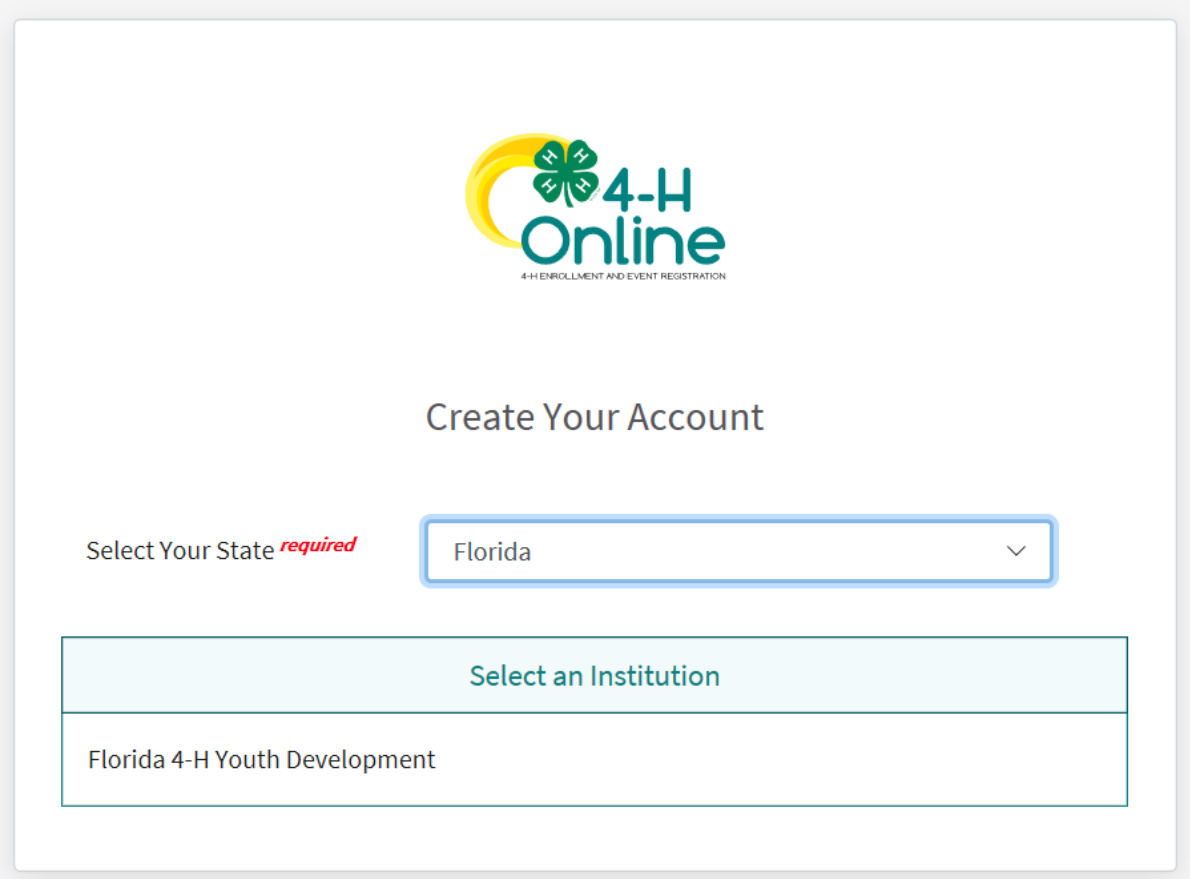
Sign in

Don't have an account?

Reset password?

Creating a New Account

3. Select **Florida** from the select your state drop-down menu.
4. Choose **UF/ IFAS Extension** as your Institution.



The screenshot shows the '4-H Online' logo at the top, which includes a green four-leaf clover and the text '4-H Online' with '4-H ENROLLMENT AND EVENT REGISTRATION' below it. Below the logo is the heading 'Create Your Account'. There are two main input sections: a state selection dropdown and an institution selection dropdown. The state dropdown is labeled 'Select Your State' with a red 'required' note and has 'Florida' selected. The institution dropdown is labeled 'Select an Institution' and has 'Florida 4-H Youth Development' selected.

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Create Your Account

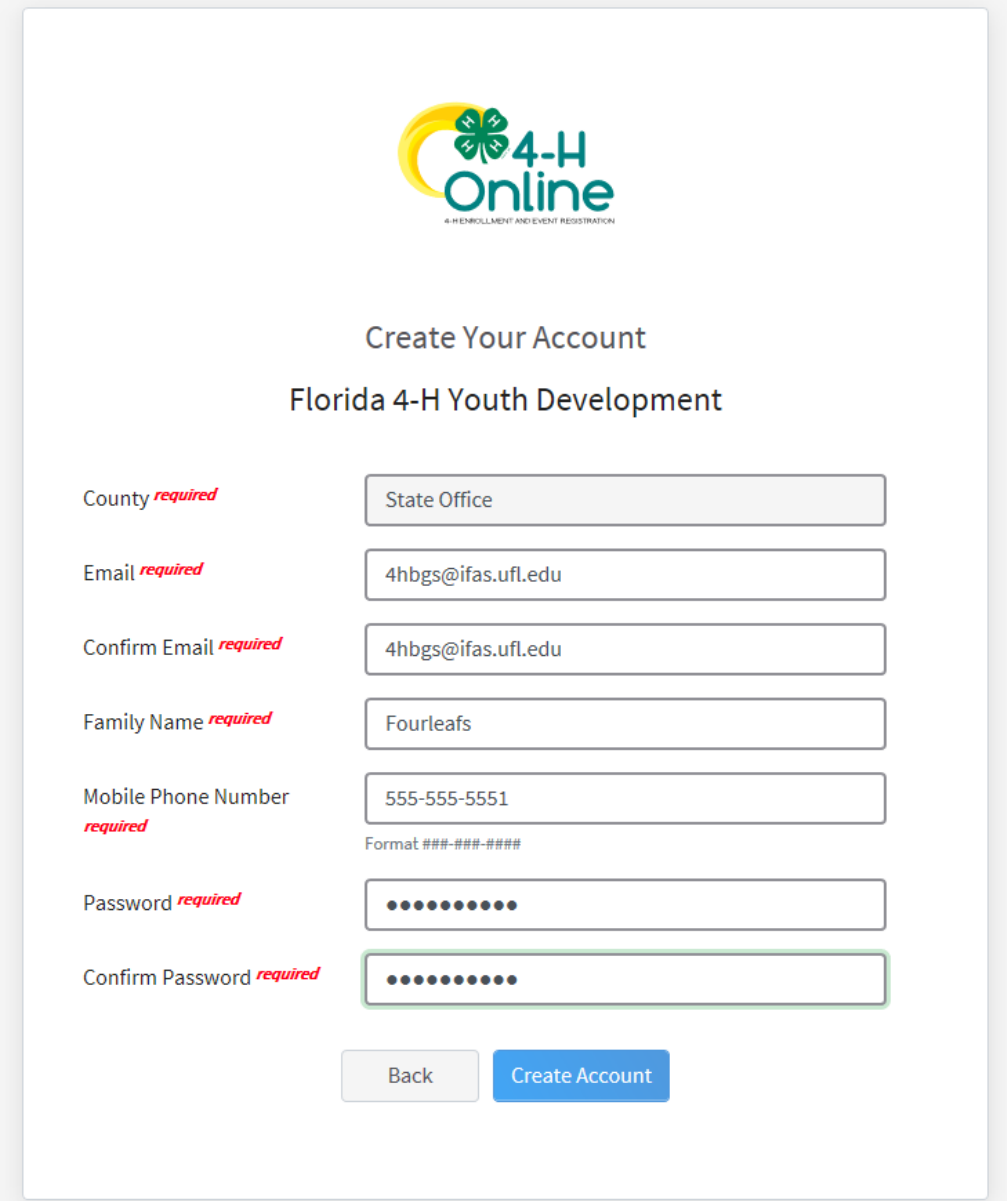
Select Your State *required* Florida

Select an Institution

Florida 4-H Youth Development

Creating a New Account

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



The screenshot shows a web form for creating a new account. At the top right is the 4-H Online logo, which includes a green four-leaf clover and the text '4-H Online' and '4-H ENROLLMENT AND EVENT REGISTRATION'. Below the logo, the text 'Create Your Account' and 'Florida 4-H Youth Development' is centered. The form consists of several input fields with labels to their left. The labels 'County', 'Email', 'Confirm Email', 'Family Name', 'Mobile Phone Number', 'Password', and 'Confirm Password' are followed by the word 'required' in red. The 'County' field contains 'State Office'. The 'Email' and 'Confirm Email' fields both contain '4hbgs@ifas.ufl.edu'. The 'Family Name' field contains 'Fourleafs'. The 'Mobile Phone Number' field contains '555-555-5551' and has a note below it: 'Format ###-###-####'. The 'Password' and 'Confirm Password' fields are filled with ten dots. At the bottom of the form are two buttons: a grey 'Back' button and a blue 'Create Account' button.

4-H Online
4-H ENROLLMENT AND EVENT REGISTRATION

Create Your Account
Florida 4-H Youth Development

County *required* State Office

Email *required* 4hbgs@ifas.ufl.edu

Confirm Email *required* 4hbgs@ifas.ufl.edu

Family Name *required* Fourleafs

Mobile Phone Number *required* 555-555-5551
Format ###-###-####

Password *required* ●●●●●●●●

Confirm Password *required* ●●●●●●●●

Back Create Account

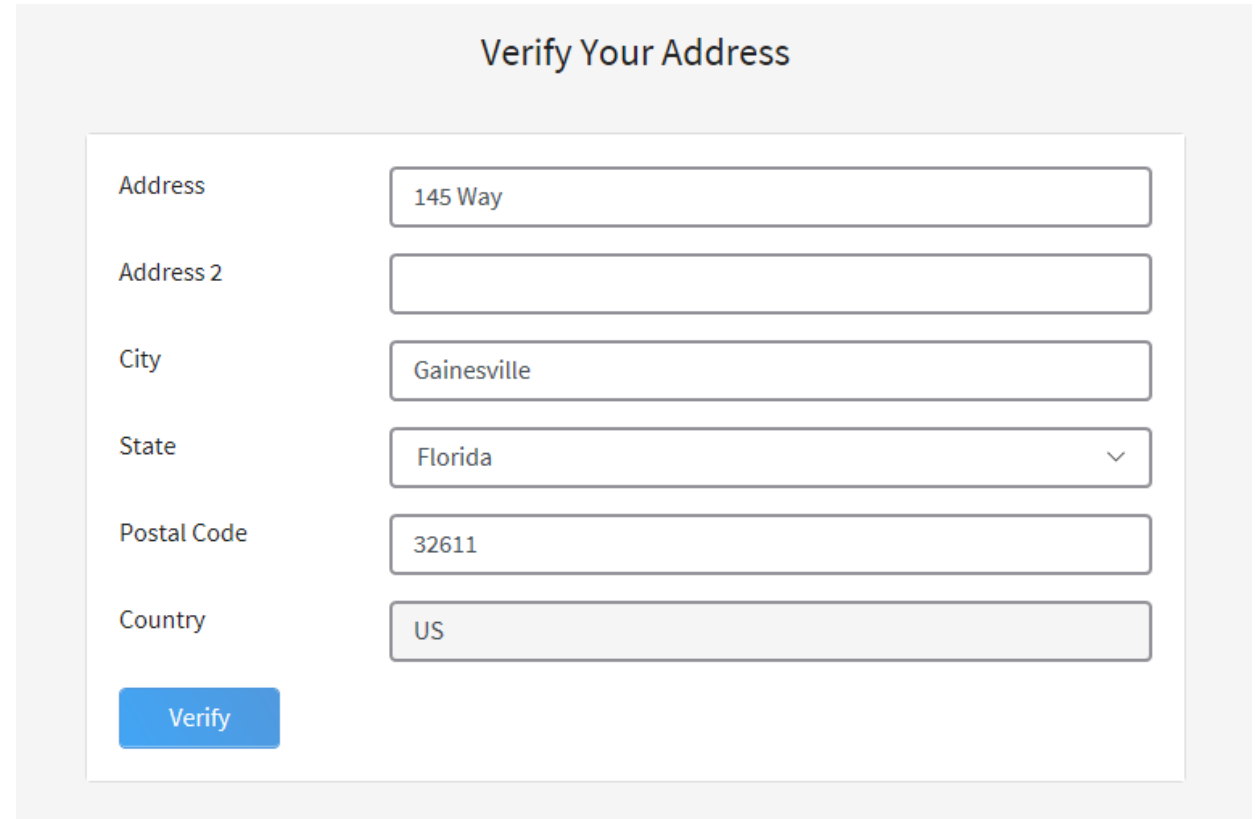
Creating a New Account

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*).



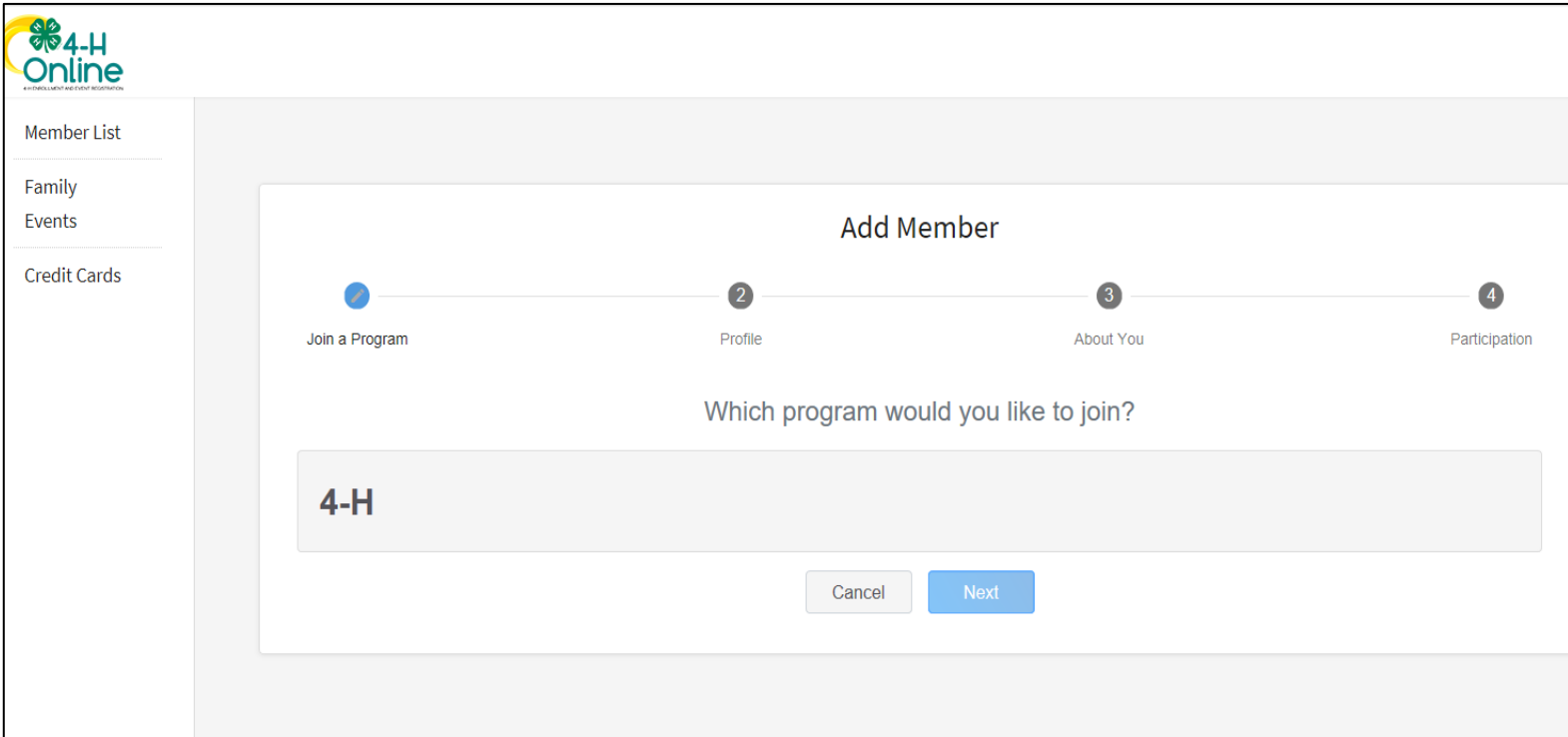
The image shows a 'Verify Your Address' form with the following fields and values:

| Field | Value |
|-------------|-------------|
| Address | 145 Way |
| Address 2 | |
| City | Gainesville |
| State | Florida |
| Postal Code | 32611 |
| Country | US |

A blue 'Verify' button is located at the bottom left of the form.

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**.



The screenshot displays the '4-H Online' interface. On the left, a sidebar menu includes 'Member List', 'Family Events', and 'Credit Cards'. The main content area is titled 'Add Member' and features a progress bar with four steps: '1. Join a Program' (completed), '2. Profile', '3. About You', and '4. Participation'. Below the progress bar, the text asks 'Which program would you like to join?'. A selection box contains the text '4-H'. At the bottom, there are two buttons: 'Cancel' and '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.

The screenshot shows the 'Add Member' form at the 'Profile' step (step 2 of 4). The progress bar at the top indicates the current step. The form fields are:

- First Name *required*: Eddie
- Middle Name: (empty)
- Last Name *required*: Fourleafs
- Preferred Name: (empty)
- Birth Date *required*: 11/22/2009

A blue 'Next' button is located at the bottom center of the form.

The screenshot shows the 'Add Member' form at the 'About You' step (step 3 of 4). The progress bar at the top indicates the current step. The form is divided into two sections:

About You

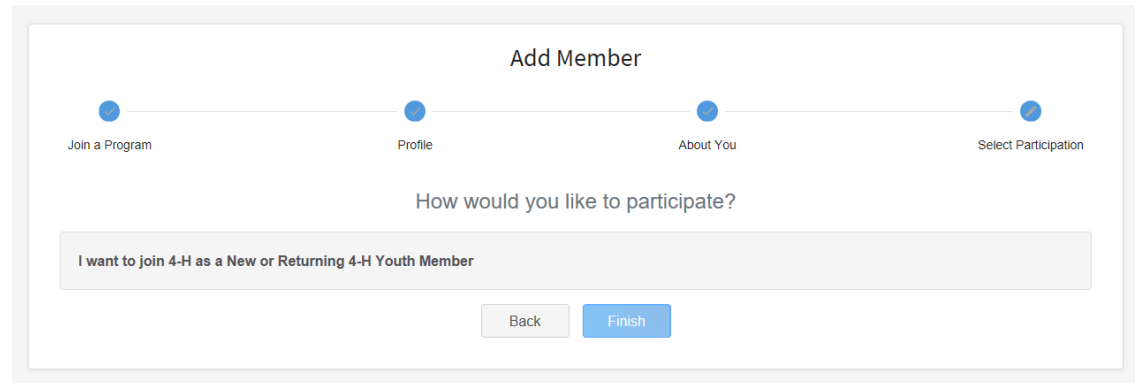
- Identifying Gender *required*: Male
- Grade *required*: 5

Demographics

- Residence *required*: Farm
- Are you of Hispanic or Latino ethnicity? *required*: Non Hispanic
- Race *required*: White

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.



The screenshot shows a web form titled "Add Member" with a progress indicator at the top. The progress bar has four steps: "Join a Program", "Profile", "About You", and "Select Participation". The "Select Participation" step is currently active, indicated by a blue dot and a checkmark. Below the progress bar, the question "How would you like to participate?" is displayed. A dropdown menu is open, showing the selected option: "I want to join 4-H as a New or Returning 4-H Youth Member". At the bottom of the form, there are two buttons: "Back" and "Finish".

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.

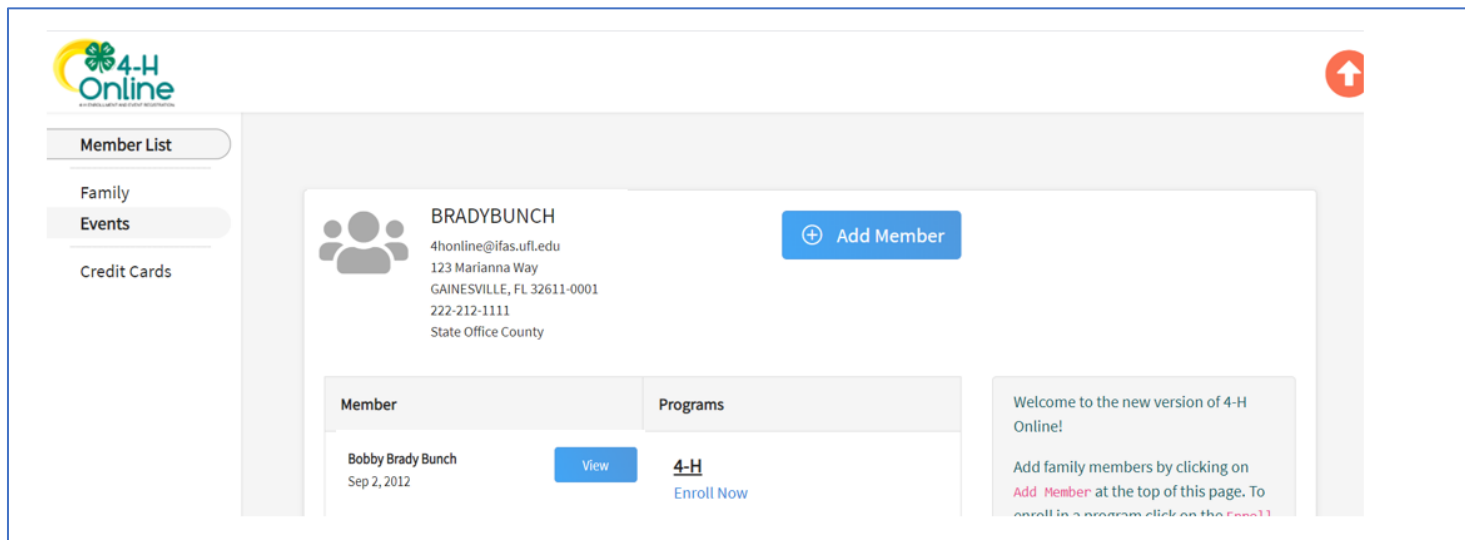
Florida 4-H Age Divisions

| 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.



The screenshot shows the 4-H Online member management interface. On the left is a sidebar menu with options: Member List (selected), Family, Events, and Credit Cards. The main content area displays the profile for 'BRADYBUNCH' with contact information: 4honline@ifas.ufl.edu, 123 Marianna Way, GAINESVILLE, FL 32611-0001, 222-212-1111, and State Office County. A blue 'Add Member' button is visible. Below the profile is a table with two columns: 'Member' and 'Programs'. The 'Member' column lists 'Bobby Brady Bunch' with a 'View' button and the date 'Sep 2, 2012'. The 'Programs' column shows '4-H' with an 'Enroll Now' button. A welcome message on the right reads: 'Welcome to the new version of 4-H Online! Add family members by clicking on Add Member at the top of this page. To enroll in a program click on the Enroll Now button.'

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.

Eddie Fourleafs
2019-2020 Enrollment

1 Clubs 2 Projects 3 Questions 4 Health Form 5 Consents 6 Confirm

| Primary | Club | Type | County | | Fees |
|---|------|------|--------|--|---------------|
| <input type="button" value="Select Clubs"/> | | | | | Total: \$0.00 |

Add Clubs

County *required*
State Office

Volunteer Type

| | |
|--|------------------------------------|
| 4-H Individual Study or Mentor Program | <input type="button" value="Add"/> |
| 4-H Science | <input type="button" value="Add"/> |
| 4-H Youth Not Participating in a 4-H Club | <input type="button" value="Add"/> |
| 4-H Youth Not Participating in a 4-H Club (less than 6 hours of educational programming) | <input type="button" value="Add"/> |
| abc dog club | <input type="button" value="Add"/> |
| Cappy Clovers | <input type="button" value="Add"/> |
| Clover Kids | <input type="button" value="Add"/> |
| Cooking Club | <input type="button" value="Add"/> |
| Cooking Something Good | <input type="button" value="Add"/> |

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.

The screenshot shows the 'Eddie Fourleafs 2019-2020 Enrollment' page. At the top, a progress bar indicates the current step is 'Projects' (step 2), with previous steps 'Clubs' (1) and 'Questions' (3) completed, and 'Health Form' (4), 'Consents' (5), and 'Confirm' (6) remaining. The main content area is titled 'Projects' and contains a text box with instructions: 'Youth profiles must have at least 1 project selected in order to submit an enrollment. If you are unsure about which project to select, contact your County 4-H Staff. They can help you pick a project that best fits the interests and needs of your youth. You can also go to the Florida 4-H projects webpage to learn more about the 4-H projects available and their project and record books. The webpage is located at <http://florida4h.org/programs/>.' Below this text is a blue 'Select Projects' button. At the bottom of the page are 'Back' and 'Next' buttons. On the right side, there is a 'Fees' section with a table showing 'Total: \$0.00'.

The screenshot shows the 'Eddie Fourleafs 2019-2020 Enrollment' page with a modal dialog titled 'Add Projects' open. The modal has a close button (X) in the top right corner. It contains a 'Clubs' dropdown menu with 'Bass Assassins' selected. Below that is a 'Project filter' text input field containing the word 'fish'. At the bottom of the modal, the word 'SPORTFISHING' is displayed, and a blue 'Add' button is positioned to its right. A 'Done' button is located at the bottom right of the modal. The background page is dimmed, showing the 'Projects' step of the enrollment process.

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.

Eddie Fourleafs
2019-2020 Enrollment

Clubs Projects Questions Health Form Consents Confirm

Questions

- 1) Consent to the 4-H Code of Conduct, General Release, and the Transportation Policy is required to participate in Florida 4-H. Consent is optional for the Publicity Release and Survey and Evaluation Release.
- 2) Volunteers will be asked additional questions on this page. Click Previous if you are a 4-H volunteer and did not answer "yes" to the volunteer question on the previous page.
- 3) Click Continue to save your responses and to proceed to the next section.

Show Questions

Back Next

| Fees | |
|--------|--------|
| Total: | \$0.00 |

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.

The screenshot shows the enrollment process for Eddie Fourleaves. At the top, it says "Eddie Fourleaves 2019-2020 Enrollment". Below this is a progress bar with six steps: Clubs, Projects, Questions, Health Form, Consents, and Confirm. The "Health Form" step is currently active. The main content area is titled "Health" and contains a text box with the instruction: "Please provide relevant information for all 'Yes' responses in the box that appears under each question. Reporting conditions will not prevent a person from participating." Below this text box is a blue button labeled "Show Health Form". At the bottom of the form, there are "Back" and "Next" buttons. To the right of the main content area, there is a "Fees" section with a table showing a total of \$0.00.

This is a close-up of a question on the form: "Does the participant have any non-food allergies?". There are two radio button options: "Yes" (which is selected) and "No". Below the options, the word "required" is written in red. Underneath, there is a text input field labeled "Seasonal Allergies".

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.

Eddie Fourleafs
2019-2020 Enrollment

Clubs Projects Questions Health Form Consents Confirm

Consents

- Consent to the 4-H Code of Conduct, General Release, and the Transportation Policy is required to participate in Florida 4-H. Consent is optional for the Publicity Release and Survey and Evaluation Release. Adult Volunteers are required to agree to the Non-Discrimination Policy and Volunteer Agreements.

Show Consents

| Fees | |
|--------|--------|
| Total: | \$0.00 |

Back Next

Survey & Evaluation Release

Survey & Evaluation Release: I hereby establish my willingness to participate as an adult (i.e. person age 18 or older, 4-H leader, other volunteer, parent/ guardian, site manager, etc.) and/or give permission for my child (under 18 years of age) to complete surveys and evaluations that will be used to determine program effectiveness or to promote the program. I understand that participation in surveys and evaluations is voluntary and that my child and/or I may choose not to participate and may withdraw from surveys and evaluations without impact on my or my child's eligibility to participate in the 4-H program. I understand that my child or I may be asked for consent before completing a survey or an evaluation.

Member Name *required*
Eddie Fourleafs

Parent / Guardian Name *required*
Mike Fourleafs

I am willing to participate—or give permission for my child to participate—in any program evaluation.

I AM NOT WILLING to participate—or give permission for my child to participate—in any program evaluation.

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.

Eddie Fourleafs
2019-2020 Enrollment

Clubs Projects Questions Health Form Consents Confirm


Eddie 's Enrollment

| Selected Clubs |
|--|
| Bass Assassins, State Office - Primary |

| Selected Projects |
|-------------------------------|
| SPORTFISHING - Bass Assassins |

| Fees |
|---------------|
| Total: \$0.00 |

Back Submit

 **Fourleafs** [+ Add Member](#)

4hbgs@ifas.ufl.edu
145 Way
GAINESVILLE, FL 32611-0001
555-555-5551
State Office County

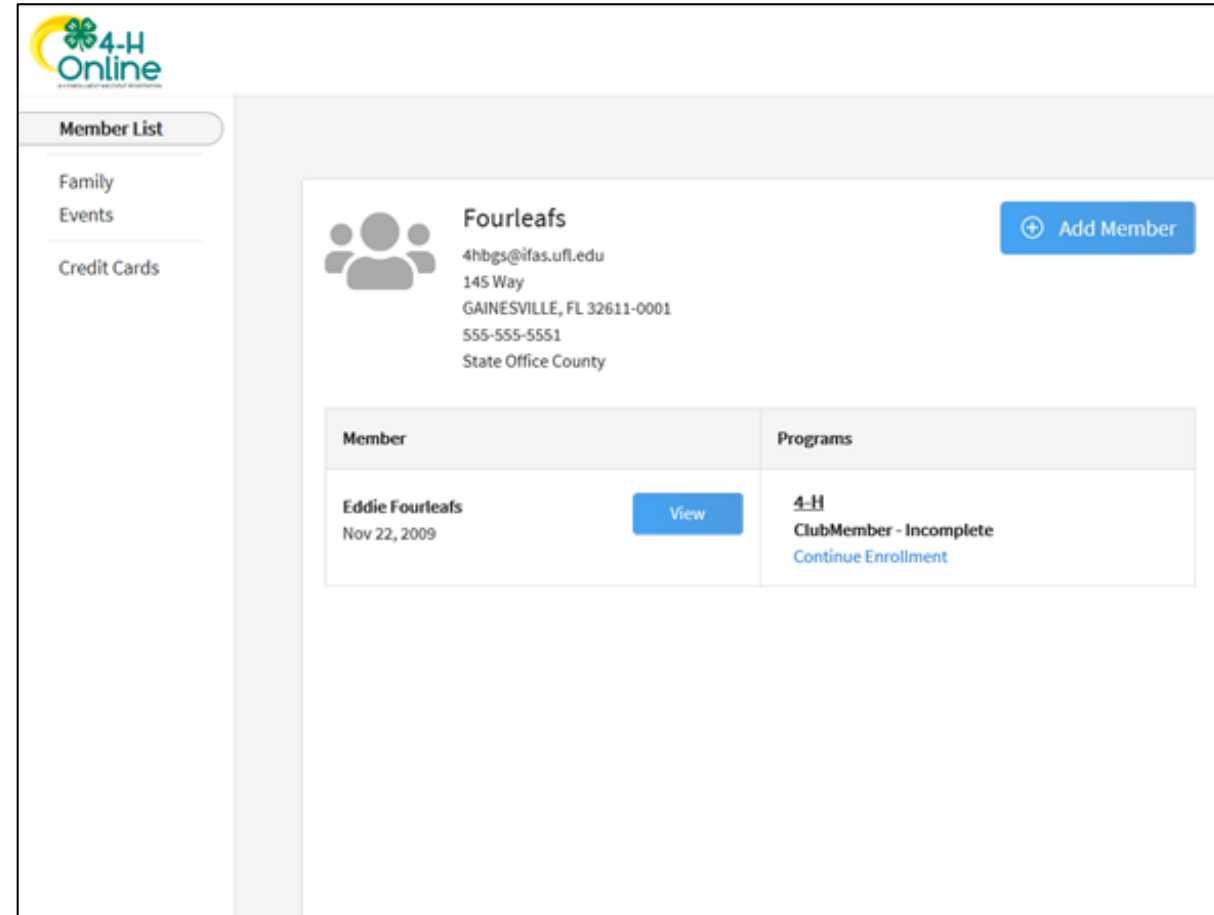
| Member | Programs |
|---|---|
| Eddie Fourleafs Nov 22, 2009 View | 4-H ClubMember - Awaiting Review Enrollment Submitted |

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

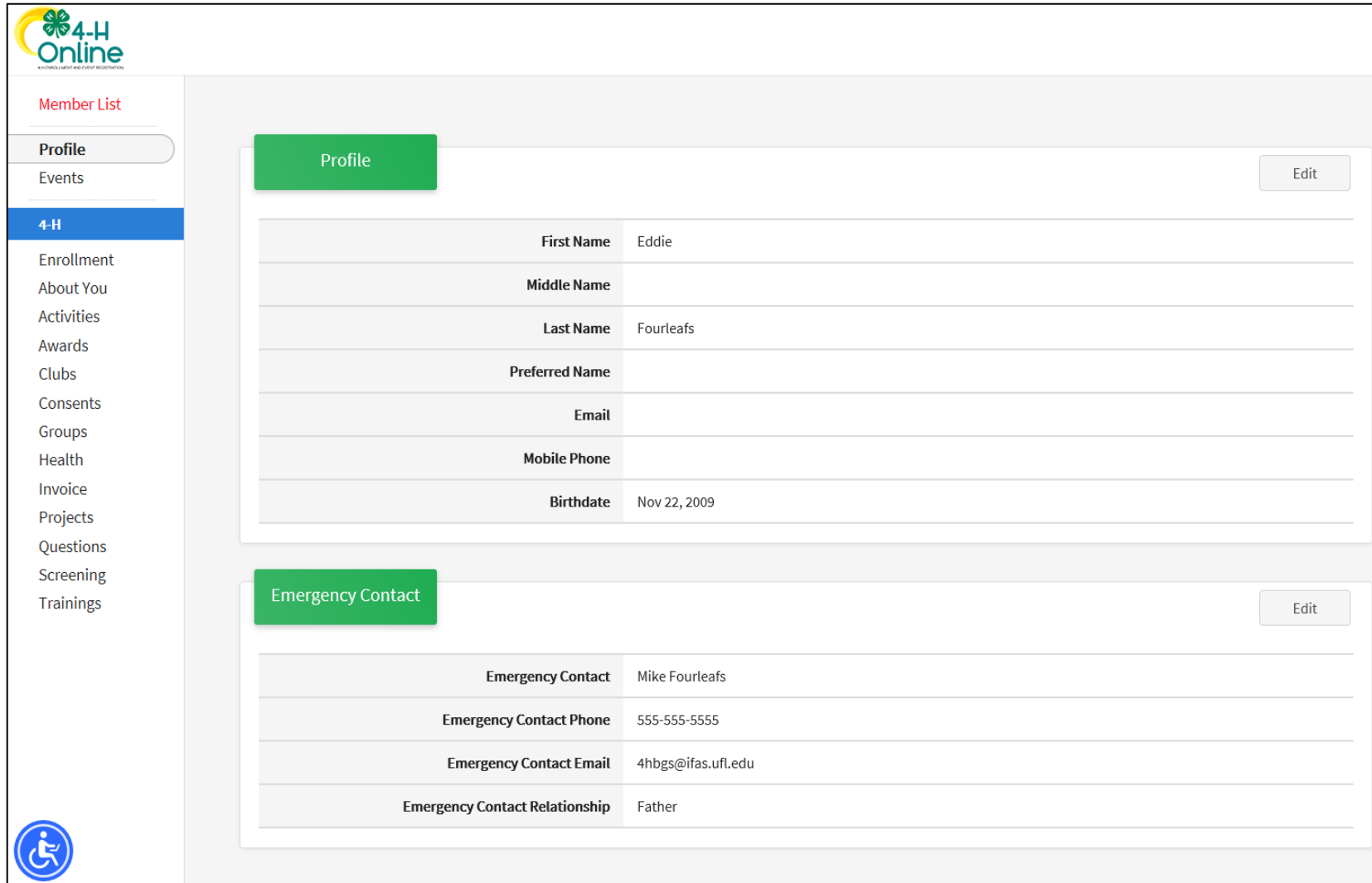
- Click **Add Member** in the top right corner to add a new youth member or an adult volunteer.
- Click **Continue Enrollment** to complete and submit an enrollment.
- Click **Family** to update family profile information.
- Click **Events** to register a member for an event.
- Click **View** to see profile side bar of a submitted or approved enrollment.



The screenshot shows the 4-H Online interface. On the left is a navigation menu with options: Member List (selected), Family, Events, and Credit Cards. The main content area displays the profile for 'Fourleafs'. At the top right of the profile is a blue 'Add Member' button. The profile information includes an email address (4hbgs@ifas.ufl.edu), address (145 Way, GAINESVILLE, FL 32611-0001), phone number (555-555-5551), and location (State Office County). Below this is a table with two columns: 'Member' and 'Programs'. The 'Member' column lists 'Eddie Fourleafs' with a 'View' button and the date 'Nov 22, 2009'. The 'Programs' column lists '4-H ClubMember - Incomplete' with a 'Continue Enrollment' link.

| Member | Programs |
|---------------------------------|--|
| Eddie Fourleafs Nov 22, 2009 | 4-H ClubMember - Incomplete Continue Enrollment |

Member Profile Navigation



4-H Online
ENROLLMENT AND EVENT REGISTRATION

Member List

Profile

Events

4-H

Enrollment

About You

Activities

Awards

Clubs

Consents

Groups

Health

Invoice

Projects

Questions

Screening


Trainings

Profile Edit

| | |
|----------------|--------------|
| First Name | Eddie |
| Middle Name | |
| Last Name | Fourleafs |
| Preferred Name | |
| Email | |
| Mobile Phone | |
| Birthdate | Nov 22, 2009 |

Emergency Contact Edit

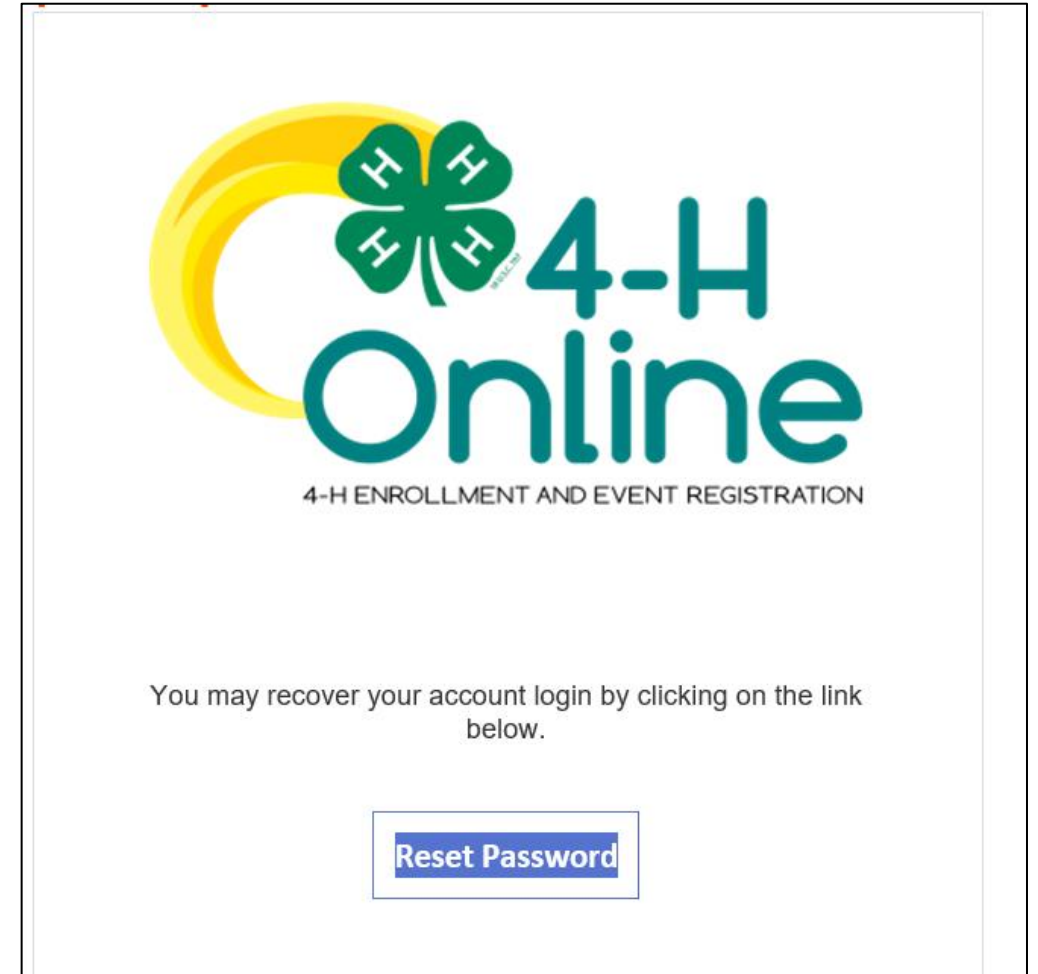
| | |
|--------------------------------|--------------------|
| Emergency Contact | Mike Fourleafs |
| Emergency Contact Phone | 555-555-5555 |
| Emergency Contact Email | 4hbgs@ifas.ufl.edu |
| Emergency Contact Relationship | Father |



- 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!**