



Member Re-Enrollment -4-H Online Help Sheet

If this is your first time logging into 4-H Online STOP please follow the steps outlined in the New Family Enrollment Guide.

RE-ENROLLMENT CANNOT BEGIN UNTIL OCTOBER 1

Open a web browser and type in: <https://idaho.4honline.com>

You will see the **IDAHO** 4-H Youth Development Log In Page (like the sample below)

- Click "I have a Profile."
- Enter in your email address
- If you remember your password enter it
- Role is "Family"
- Click "Log In."

IF you have forgotten your password click the "I forgot my password button". Click "Send my Password". Don't close the internet browser window. Go to your email account, find the email sent to you from 4HOnline. It will have a temporary password. Copy the password (by right-clicking with your mouse) and return to the browser window with 4-H Online and paste the password in the password line (by right-clicking). Then click Login – you will be prompted to reset your password.

Idaho 4-H Youth Development

Welcome to 4hOnline

4-H ONLINE
Idaho 4-H Enrollment Program

For best results please download and try Mozilla Firefox browser

NEW FAMILIES	RETURNING FAMILIES	WHO NEEDS A PROFILE?
Please visit your County Extension Office before enrolling to find out about all the great things your county 4-H Program has to offer.	If you have enrolled using 4hOnline DO NOT create a new profile. If you do not remember what email address you furnished the county, please contact your County Extension Office. October 1st starts a new 4-H enrollment year on 4hOnline! All profiles will change to INACTIVE on SEPTEMBER 30th and you will be required to re-enroll for the 2013-2014 4-H year. Profile items may have changed it is important everyone (youth and adults) update their profile information before submitting. Enrollment Fees must be submitted to the county before the enrollment process is considered complete.	All 4-H youth and adults need to complete both a family and individual profile for enrollment for the current 4-H year. <i>For questions or problems with 4-H Online, please refer to our on-line HELP page for assistance or contact your County Extension Office.</i>

I have a profile
 I need to setup a profile
 I forgot my password

Email:

Password:

Role:

Login

My Meetings: this is where you sign up for Record Book Interviews in June.



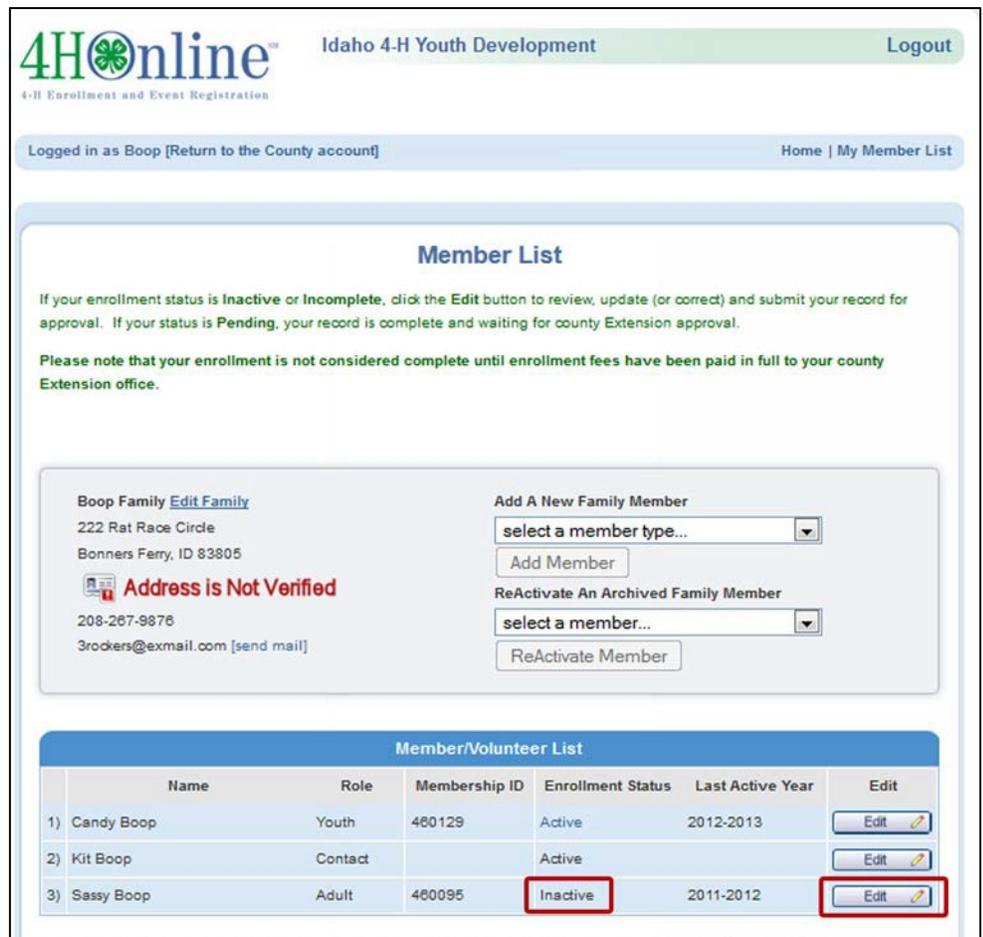
Once you are logged in you will be taken to your home screen.

This is where we share helpful information with you such as newsletters and help sheets for enrollment or animal identification.

If you need to change your password click "Change Password" or you can continue to your family record by clicking on the orange button.

Continue to Family will take you to the **Member List** which includes all family members enrolled in 4-H: members, leaders, volunteers.

Click "Edit" to the right of the "Inactive" member listed.



Member List

If your enrollment status is **Inactive** or **Incomplete**, click the **Edit** button to review, update (or correct) and submit your record for approval. If your status is **Pending**, your record is complete and waiting for county Extension approval.

Please note that your enrollment is not considered complete until enrollment fees have been paid in full to your county Extension office.

Boop Family [Edit Family](#)

222 Rat Race Circle
Bonners Ferry, ID 83805
208-267-9876
3rockers@exmail.com [send mail]

Address is Not Verified

Add A New Family Member
select a member type...
Add Member

ReActivate An Archived Family Member
select a member...
ReActivate Member

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Candy Boop	Youth	460129	Active	2012-2013	Edit
2)	Kit Boop	Contact		Active		Edit
3)	Sassy Boop	Adult	460095	Inactive	2011-2012	Edit



Member Re-Enrollment -4-H Online Help Sheet

On the Personal Information screen, scroll to the bottom of the page and click “Enroll for (current year)”.

Enrollment Trainings

Personal Information Additional Information Participation

Adult Personal Information

Profile Information

Sassy Boop - Adult record created: 09/17/2012

Email: 3rockers@exmail.com
 First Name: Sassy
 Last Name: Boop
 Preferred Name: Sas
 Mailing Address: 222 Rat Race Circle
 Mailing Address 2:
 City: Bonners Ferry
 State: Idaho
 Zip Code: 83805
 Gender: Female
 Primary Phone: 208-267-9876
 Correspondence Preference: Mail
 Cell Phone:
 Text Message Domain:
 I wish to receive notices via text message: No
 Work Phone:
 Work Extension:
 Fax:
 Years in 4-H: 1
 4-H County: Demo
 Second 4-H County:

[Return to Member List](#) [Enroll for 2012-2013](#)

Now you will have an editable Personal Information screen as shown at right.

Please complete all information that applies to you. Fields in **BOLD** are required.

A few notes:

- **Years in 4-H** includes the year of 4H that you are entering.
- Fill out **Residence** and **Military Service of Family** as they apply to your family.

Logged in as Boop, Sassy (Return to the County account) Home | My Member List

Enrollment Trainings

Personal Information Additional Information Participation

Adult Personal Information

Profile Information

Email: 3rockers@exmail.com joe@gmail.com
 First Name: Sassy
 Last Name: Boop
 Preferred Name: Sas
 Mailing Address: 222 Rat Race Circle
 Mailing Address 2:
 City: Bonners Ferry
 State: Idaho
 Zip Code: 83805 12345
 Gender: Female
 Primary Phone: 208-267-9876 555-555-1234
 Correspondence Preference: Mail 555-555-1234
 Cell Phone: 555-555-1234
 I wish to receive notices via text message: Select your provider ... 555-555-1234
 Work Phone: 555-555-1234
 Work Extension: #
 Fax: 555-555-1234
 Years in 4-H: 2 #
 4-H County: Demo
 Second 4-H County: Select a county ...

Volunteer

Select "Yes" if you serve in a leadership capacity in 4-H.
 Examples for youth: Junior Leader, Club Officer, etc.
 Examples for adult: Community Club Leader, Project Leader, etc.

Text messaging: This is optional and still in development. Check mark if you are willing to receive text messages via 4-H Online and choose your provider from the list. Texts will be used for last minute meeting notices and other priority information

When you have completed this page, click "Continue." This brings you to the Additional Information Page.

Additional Information – Code of Conduct, Project Waiver, Publicity Release (Image/Voice), Enrollment Release. Check the appropriate fields and where a signature is required type in your name (where indicated).

T-Shirt Size: Select a t-shirt size from the radio button options offered.

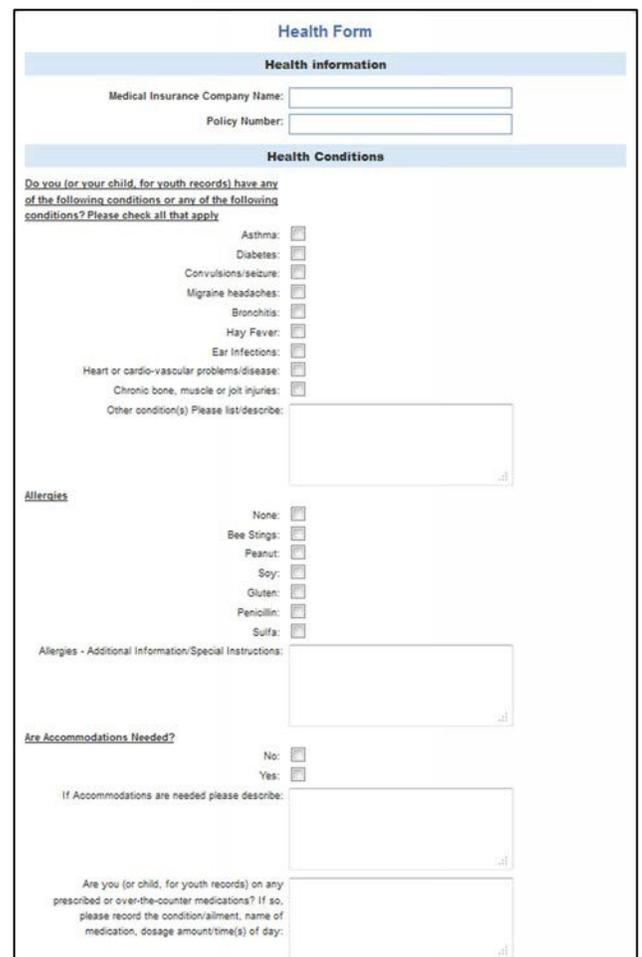
When you have completed this page, click "Continue." This brings you to the Health Page.



The screenshot shows the 'Additional Information' form with the 'Code of Conduct' section. It includes a title 'CODE OF CONDUCT FOR PARENTS, VOLUNTEERS AND 4-H YOUTH WITHIN THE ISDAHD 4-H YOUTH DEVELOPMENT PROGRAM' and a detailed list of rules and expectations for participants, parents, and volunteers. At the bottom, there are checkboxes for 'Yes, I agree' and a signature line for 'Parent/Guardian Signature'.

Health Form- Check all health conditions and allergies that apply. Any health issues not listed need to be written out in the text boxes.

When you have completed this page, click "Continue."



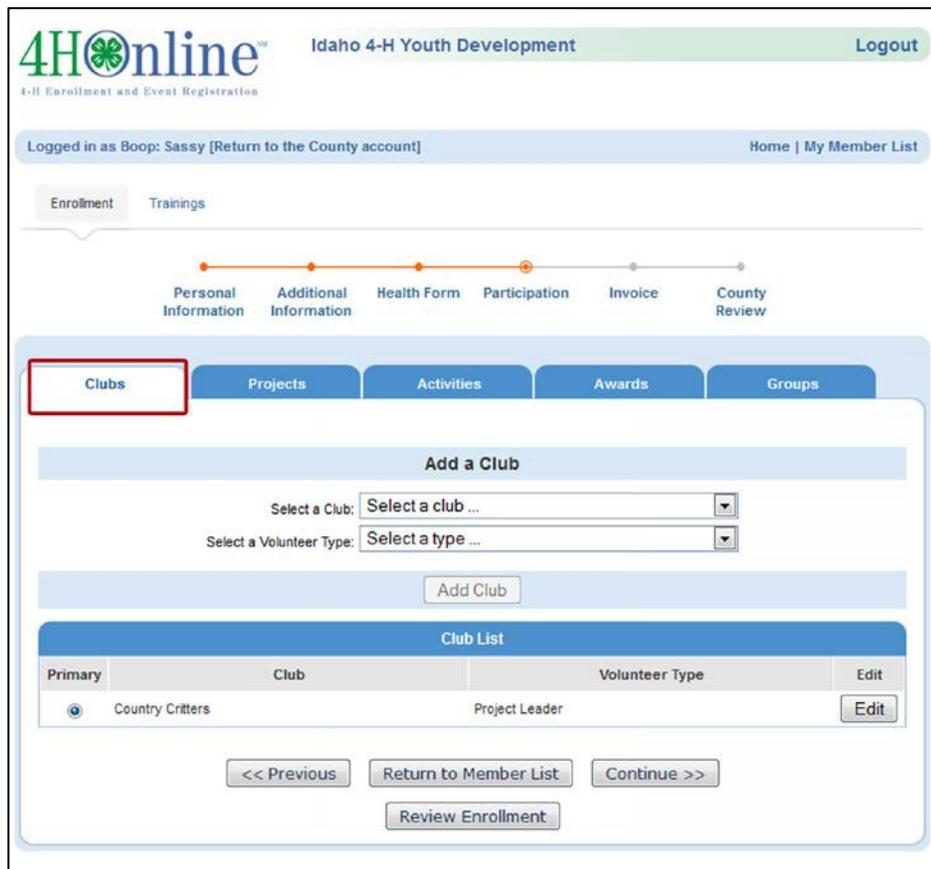
The screenshot shows the 'Health Form' with several sections:

- Health information:** Fields for 'Medical Insurance Company Name' and 'Policy Number'.
- Health Conditions:** A list of conditions with checkboxes: Asthma, Diabetes, Convulsions/seizure, Migraine headaches, Bronchitis, Hay Fever, Ear Infections, Heart or cardio-vascular problems/disease, Chronic bone, muscle or joint injuries, and Other condition(s) Please list/describe: (with a text box).
- Allergies:** A list of allergens with checkboxes: None, Bee Stings, Peanut, Soy, Gluten, Penicillin, and Sulfis.
- Allergies - Additional Information/Special Instructions:** A text box for further details.
- Are Accommodations Needed?:** Radio buttons for 'No' and 'Yes', and a text box for 'If Accommodations are needed please describe:'.
- Medications:** A text box for 'Are you (or child, for youth records) on any prescribed or over-the-counter medications? If so, please record the condition/illment, name of medication, dosage amount/time(s) of day:'.

Your primary club should be listed at the bottom in the Club List. If you have involvement with a secondary club, locate it in the drop-down box and select it. Be sure to click "Add club."

If you are changing clubs you will need to delete the old club and add the new club.

Click "Continue" to enroll in projects.



4Honline™ Idaho 4-H Youth Development [Logout](#)

Logged in as Boop: Sassy [Return to the County account] [Home](#) | [My Member List](#)

Enrollment Trainings

Personal Information Additional Information Health Form Participation Invoice County Review

Clubs Projects Activities Awards Groups

Add a Club

Select a Club:

Select a Volunteer Type:

Club List

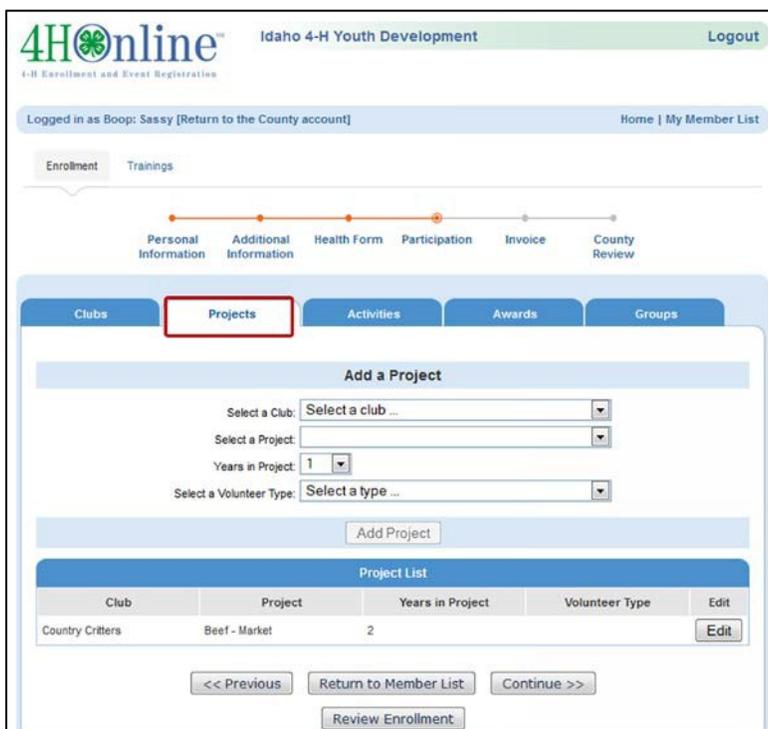
Primary	Club	Volunteer Type	Edit
<input checked="" type="radio"/>	Country Critters	Project Leader	<input type="button" value="Edit"/>

Choose your primary club in the drop-down box (each time you select a project).

Then, select a project area in the 2nd drop-down box. Select your years in this project area.

If you wish to NOT continue in a current project area listed, click "Edit", then "Delete". If you wish to add a Project Leader status, click "Edit", then select the appropriate volunteer type from the drop-down box and click "Update."

If your county has Activities/Awards/Groups for you to select fill in the appropriate information or click continue through these tabs.



4Honline™ Idaho 4-H Youth Development [Logout](#)

Logged in as Boop: Sassy [Return to the County account] [Home](#) | [My Member List](#)

Enrollment Trainings

Personal Information Additional Information Health Form Participation Invoice County Review

Clubs **Projects** Activities Awards Groups

Add a Project

Select a Club:

Select a Project:

Years in Project:

Select a Volunteer Type:

Project List

Club	Project	Years in Project	Volunteer Type	Edit
Country Critters	Beef - Market	2		<input type="button" value="Edit"/>



Member Re-Enrollment - 4-H Online HelpSheet

**** Adult Volunteers continue on to the Training page. Sign up and complete the Protecting Minors Training. ****



When you have entered all information and selected projects click **“SUBMIT ENROLLMENT”**.

That will take you back to the member list. You can either follow these steps again to re-activate additional family members or “Logout” of 4-H Online by clicking the “Logout” button in the upper right-hand corner

You are encouraged to login to your 4-H Online to view or edit your information, and add/delete projects (within Owyhee County County guidelines). Again county newsletters and announcements will appear on your home screen.

If you have questions or need assistance with 4-H Online please contact Owyhee County Extension Office.