# Using 4-HOnline

Ohio 4-H uses the 4-H Online system to manage all aspects of the 4-H program, including membership, events, projects, activities and communications. All youth and adults who participate in Ohio 4-H have a 4-H online profile.

Completing your 4-H online enrollment is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family has a "master" profile for each family involved in Ohio 4-H. A family profile may contain both youth and adults:

Youth family members (ages 5-18 as of January 1)

- Eligibility for Cloverbud participation begins when a child is age 5 **and** enrolled in kindergarten.
- Eligibility for Club Member participation begins when a child is age 8 **and** in third grade. Any youth age 9 or above is eligible for project membership, regardless of grade level.

Adult family members (ages 18 and older)

- Adults who have been screened and certified as Ohio 4-H Volunteers can re-enroll
- Adults who want to become certified Ohio 4-H Volunteers complete a volunteer application, then create a 4-H online profile as part of their first time enrollment.

Not every Family profile will contain all the above listed types of members. Some profiles may contain only youth members, while others will have only adults. Some profiles will have both. Once a family profile is created, it will exist for as long as members of that profile are involved in the 4-H program. New members may be added to the family profile at any time and members who are no longer involved in 4-H may be archived.

If someone in your family was involved in Ohio 4-H from 2015-Sept 2020, you already have a family profile in 4-H online.

To Access your EXISTING family profile
OR
to create a NEW family profile, visit:
oh.4honline.com


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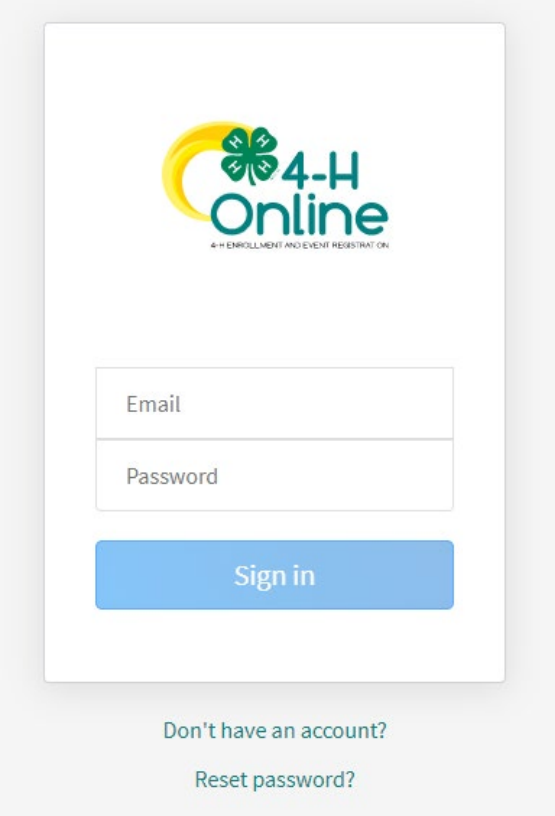
# Returning 4-H Family Enrollment Guide

This guide will help you when re-enrolling in Ohio 4-H.

**Step 1: Visit: [oh.4honline.com](oh.4honline.com)**

- Mozilla Firefox and Google Chrome are the recommended browsers. Please do not use Internet Explorer.
- Your username is your email address
- Not sure of the email address used in previous years? Contact your local Extension Office
- Select the ***"Reset Password?"*** option if you do not know your 4-H Online password. Then check your email for a password reset link.
    - Do not set up a new profile. You must log into last year's profile.
- Each time you log in to your family profile in 4-H online, your member list will open as the home page. The member list displays all family members for whom a Member record has been created.




**Member List**
Your member list shows each member that has been added to your family profile. You can see:

- Member's name and DOB
- 4-H Member Type
    - Club Member
    - Cloverbud
    - Volunteer (Adult 18+)
    - Participant
- Status of Enrollment
    - Enrolled
    - Volunteering
    - Submitted
    - Incomplete (Continue Enrollment)
    - Not Enrolled (Enroll Now)

**Family Information**
You can view the information contained in your family profile. You can change or update email, phone, and address by clicking the "Edit" button.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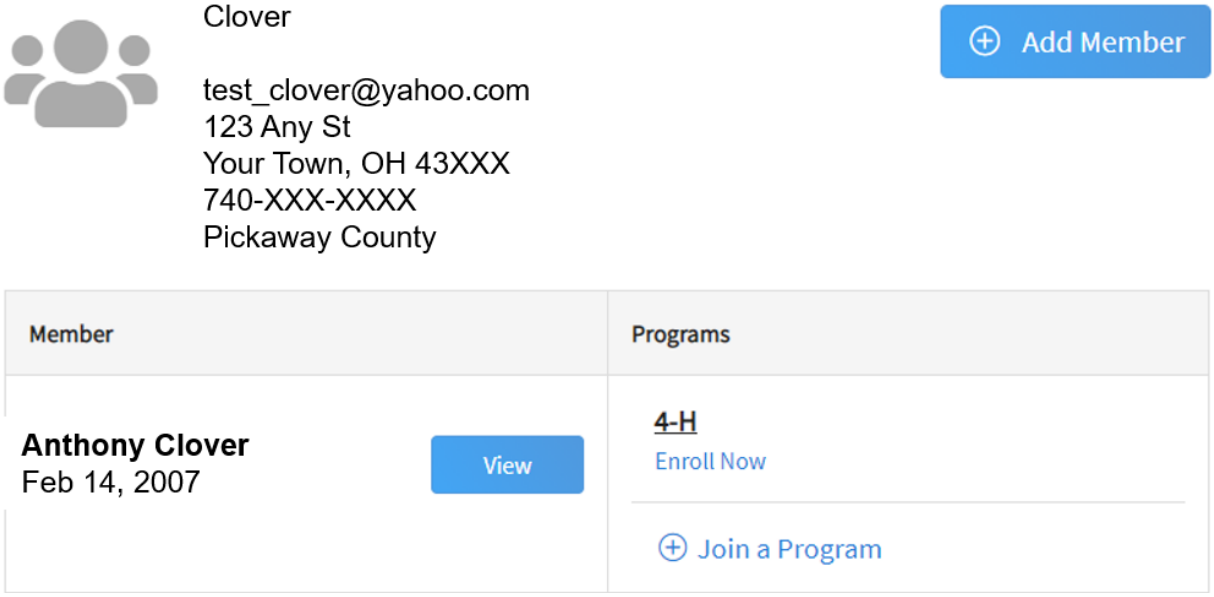
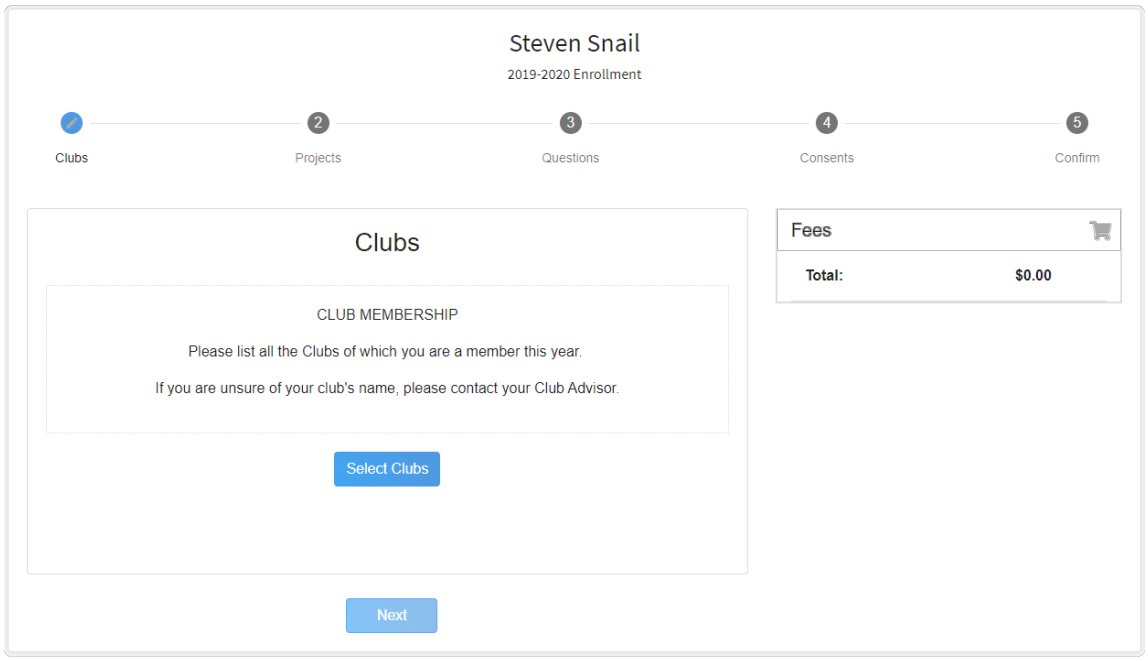
## Step 2: Begin Re-Enrollment

- To re-enroll a member from a previous year, click *"Enroll Now"* next to the profile of the appropriate member. You will be asked to update the grade in school and confirm that you want to enroll in 4-H. Select *"Enroll"*.




## Step 3: Select Your Club(s)

- Select your 4-H Club(s) for this year by choosing the *"Select Club"* button.
- Verify that the county is correct at the top of the pop-up window and select the club(s) by selecting *"Add"* next to the club name.





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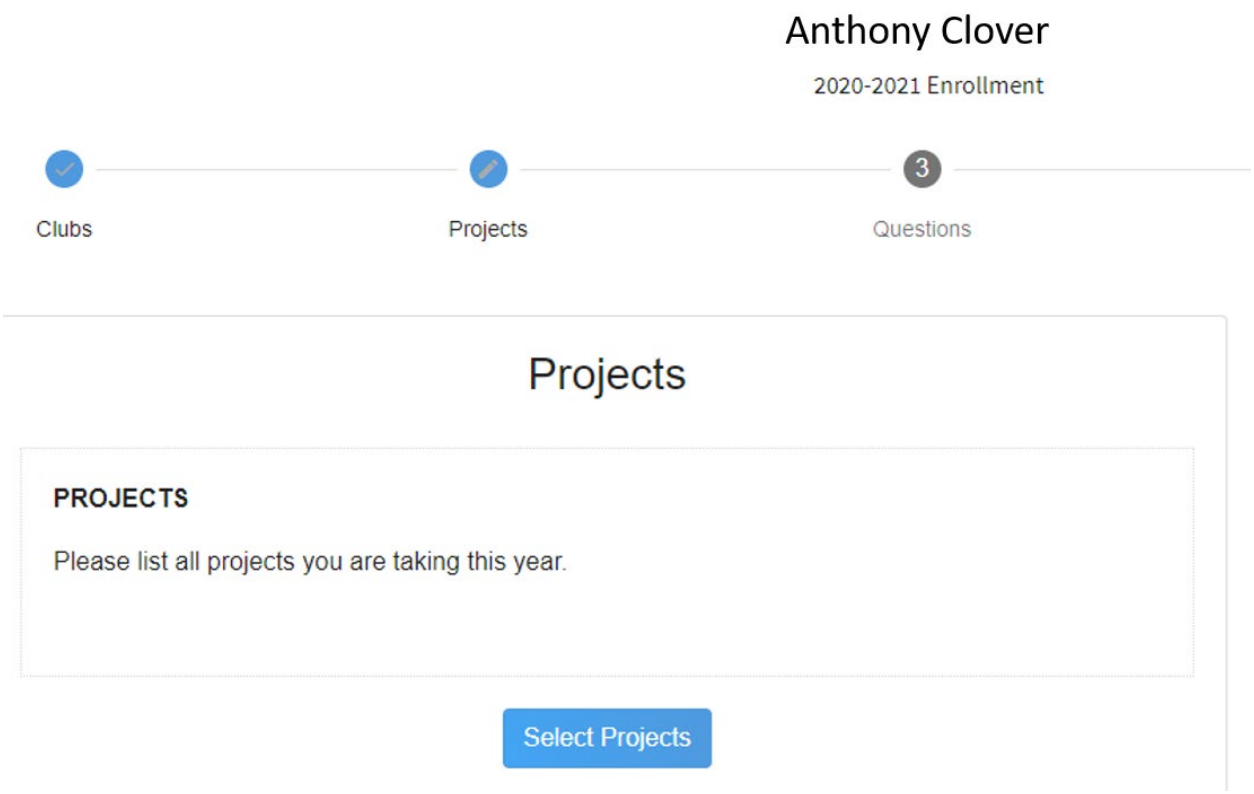
**Step 4: Select Your Project(s)**

- Select your 4-H projects(s) for this year by choosing the *"Select Projects"* button. Then select the projects from the list by clicking the "*Add"* button next to the project name.




- Select all of the projects for this year before submitting your enrollment. If you need to make changes to your projects after submitting your enrollment, you will have to contact the Extension office to request a change.
- If you are enrolling in projects for more than one club, you will want to verify that you have selected the correct club at the top of the project pop-up window.
- If you select a horse project, a shooting sports project, or a dog project, you will be automatically prompted to electronically sign the appropriate project consents for those projects. Type your names in the boxes to affirm your agreement.
- Cloverbud members should select project number 710, Cloverbud Activities.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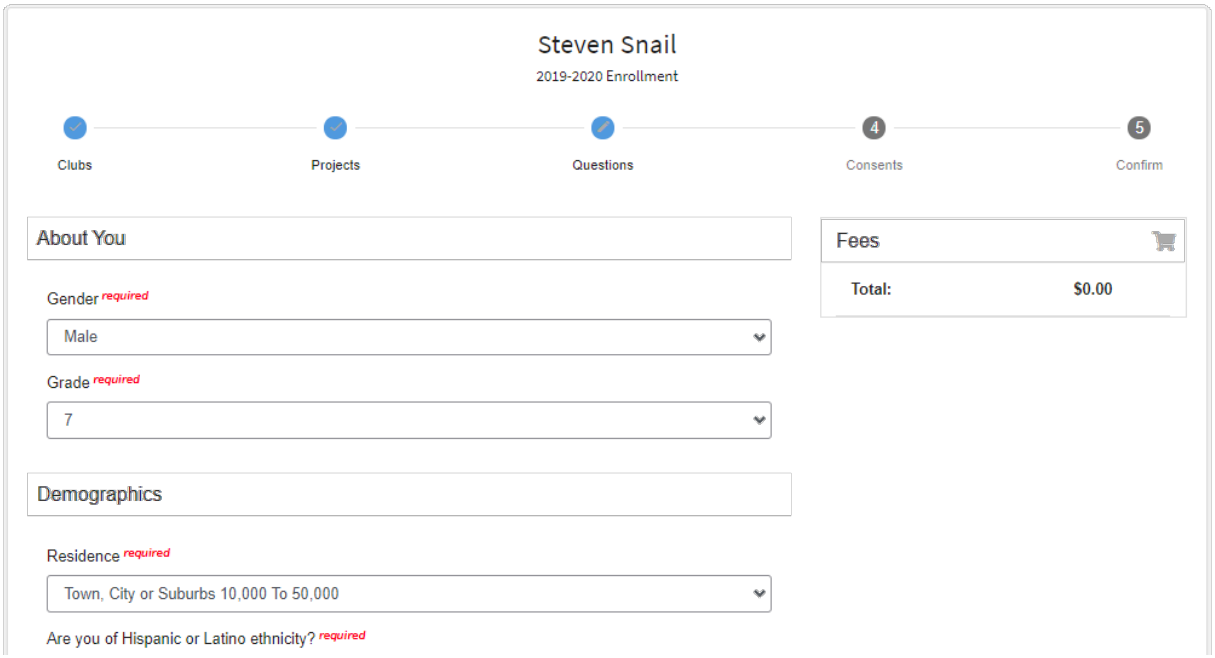
**Step 5: Continue Enrollment Questions**

- Select the "*Show Questions*" button and complete the additional "About You" questions. Complete all of the required fields as indicated and click *Next*.




**Step 6: Review and Sign Consent Forms**

- Affirm that you agree to the Code of Conduct, the General Permission statement, and the Photo Release. Both the member and a parent/guardian names should be typed into the boxes and click on the agreement buttons.

**Step 7: Review Enrollment**

- Review your enrollment and select submit.
  - Remember, do not hit submit until you are sure that you have selected all of your projects for this year.

**You have now successfully submitted your enrollment.**

**Need to make changes?**

- If you need to make changes before your enrollment is reviewed and accepted by county staff, you will need to contact your Extension Office to request a change.

**Need to Re-Enroll Another Member?**

- Continue re-enrolling other family members by selecting *"Enroll Now"* by their profiles and following the same process.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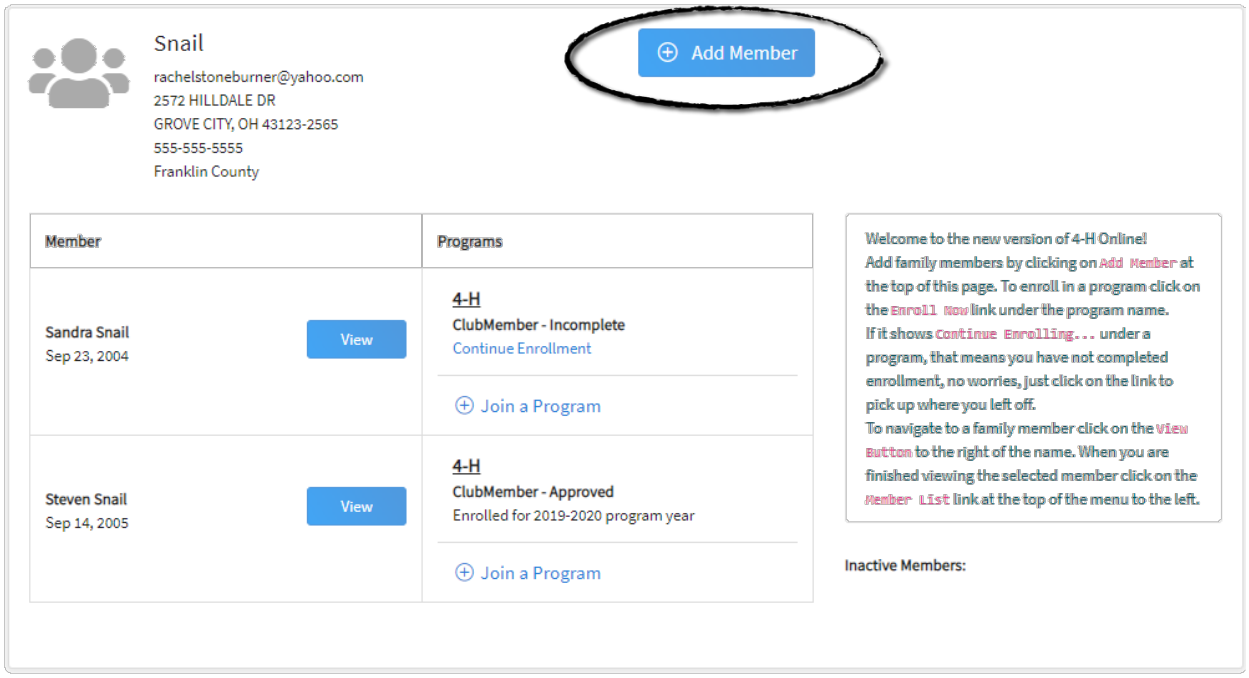
**Need to Enroll a New Member to an Existing Family?**

- Select the blue “Add member” button at the top of your family profile and create a new member.




**Any questions or if you are experiencing problems using 4HOnline:**

- Laura Rohlf, Extension Educator, 4-H OR Emily Cordes at the OSU Extension Henry County office: 419-592-0806 rohlf.2@osu.edu cordes.26@osu.edu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