4-H Online Tutorial - Fairfield County

2017-18 Fairfield County 4-H Enrollment Help Sheet

All 4-H enrollment for members and current volunteers in 2018 will be done on-line. New volunteers will need to complete a paper application and the office will enter them into the system. This help sheet will guide you through the process for current members and volunteers.

First of all it is important to understand that if you have been enrolled in 4-H in the last 4 years, you already have a profile in the system. If you or anyone in your immediate family has previously enrolled, new members will enroll in that family unit. Please do not make a new profile. For example, if you were a member last year, you will just need to update your profile. Also, if your sibling who lives with you was not a member last year, they would be added to your current profile.

**NEW for 2018** - If you are in your first year of 4-H and have not had any siblings in the program nor have a parent who is a current 4-H volunteer, you will set up a new profile. Please follow the instructions for setting up a profile as listed on page 9.

This database is ONLY for 4-H members and volunteers (Advisors and Committee Members) that are part of the Fairfield County 4-H Program. It is NOT for non-4-Hers, grandparents, etc.

If your child(ren) belong to a shared parenting household, you will need to decide a primary address for all materials that are to be mailed. However, multiple emails may be entered.

The ability to change or update your information is limited to certain fields in the system. If you see information that is incorrect and you are not able to make changes, please call the office and we will make the change for you. Once you hit the Submit Enrollment button, additions or changes to your enrollment (other than the Family Profile) must be done through the Extension Office. At this time, this includes enrolling in an additional club.

**New advisors will need to complete a paper application and enrollment form. The Extension Office will enter you into the 4-H Online system your first year, and then you will be able to reenroll yourself each year after.**

For questions or problems please contact:

Missy Koenig, Program Assistant, Administrative Office Support
Phone: 740-652-7264 or Email: koenig.398@osu.edu

4-HOnline is a secured database that is in compliance with the PCI Security Standards Council. The Ohio 4-H Youth Development Program and the 4HOnline program developers work closely to monitor and ensure the highest level of protection for information stored on the system. Ohio 4-H, nor 4HOnline, does not share or sell any personal information to third party vendors without your knowledge or permission.
Let’s Get Started!

The 4HOnline website is:  https://oh.4honline.com

Use Google Chrome, Firefox, or Safari. DO NOT USE Internet Explorer

Because we have already created a family profile for you, the 4HOnline program will view you as a “Returning User”. This means that you need to respond as if you have “forgotten your password” in order to retrieve your information. Do not click on the “I have a profile” radio button; it will assume you know your password.

- Click “I forgot my password.
- Enter the email that you have provided to the Extension office on your enrollment form.
- Make sure Role: is Family
- Click “Send My Password”
Check your email, you have 2 options:

**OPTION 1:**
- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take your directly to Please update your password

**OPTION 2:**
- Highlight, Right click and Copy the temporary password from your email.
- Go back to oh.4honline.com
- Click “I have a profile”
- Enter your email address
- Paste in the temporary password
- Make sure Role: is Family
- Click “Login”
- Once you login you will be prompted to reset your password.

**Passwords must be:**
- At least 8 characters
- Contain at least 1 number
- Make sure your password is something you will remember.
- Write it down in a safe place.
• Review basic demographic information here.
• Check your email address! (This is your “FAMILY” email)
• If anything is incorrect, click on Edit Family -make changes and click on Continue >> -this will bring you back to the home screen

• DO NOT ReActivate an Archived Family Member!

This must be completed by the Extension office.

NOTE: This includes parents, grandparents, siblings, etc. If you add someone to the system, the office will receive notification that you have

• In the Member/Volunteer List you should see each Youth in your family listed. If you are an Advisor, you should be listed as an Adult.
• If someone is who participated previously is not listed contact the County Extension Office.
• Each person listed will have an Enrollment Status of “Inactive” or “Incomplete”
• Click on the button.
• Click on the Enroll Button

• Review and update the 4-H Record.
• Note that all fields that have an * are required.

TIP: An email that differs from the FAMILY email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!
This is the area that can be filled in for those who have blended/shared households. Be sure to enter the email address!

Be sure that the school listed is correct.

Tips:
- If your child attends school in a neighboring county, select that county for School County to find the appropriate School District.
- If your child attends a homeschool program select the radio button that begins with "If you are unable to locate your school" and select Homeschool/Alternative in the drop down.

The Additional Information page asks for signatures in areas such as:
- Responsibility and Release
- 4-H Code of Conduct
- General Permission
- Photo Release

Signatures are accepted by checking boxes and typing in member/adult names.
The **Health Form** page allows you to enter Health considerations such as allergies, medical conditions or dietary restrictions.

When you reach the Participation page it is important to note that there are 3 tabs!

- **Clubs**
- **Projects**
- **Groups**

Click on the dropdown arrow and choose your club. Click **Add Club**.

- Add ALL of your club memberships here.
- Be sure to select the appropriate radio button to designate which club will to be listed as the member's **Primary Club**.
- Click on the **Submit Enrollment** Button to enter your projects.
To add a project:

- Make sure the correct club is selected
- Hit the dropdown arrow on Select a Project
- Choose your project from the list
- Click on "More about this Project" to read project reviews on Project Central
- Click "Add Project"

Projects taken last year will be listed.

- If you are NOT taking the project again this year – or – the Years in Project is wrong:
  - Click on the button
- If you are not taking a project listed please delete the project for this year.

After all clubs and projects are entered and you do not anticipate any changes, click on "Submit Enrollment." If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

You will receive notification via the email address you provided when your enrollment is approved by the County Extension Office.

***NOTE: Once your enrollment information has been submitted, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.
NEW OHIO 4-H FAMILIES

Using Google Chrome, Firefox, or Safari navigate to the 4HOnline website: https://oh.4honline.com

DO NOT USE Internet Explorer

To get started you will need to create a family profile.

***NOTE: If you are a NEW Volunteer, a profile has already been created for you! Do not create a family profile. You can access your profile by using the "I forgot my password" feature and the email address you provided to the County Extension office.

- Click on “I need to setup a profile”
- Complete the form selecting your county, entering your email and last name, and creating a secure password
- Make sure Role is set to Family
- Click Create Login
- Complete the Family Profile Information
- Click Continue

- Use the “Add a New Family Member” feature to create Youth Profiles
- NEW Volunteer profiles are created by the County Extension office
- Volunteers of Ohio 4-H are listed as Adults in the 4HOnline database
• Complete the **Youth Profile Information** to create the 4-H Record
• ALL fields that have an [asterisk] are required.

**TIP:** An email that differs from the Family email may be entered here. This is an excellent option if you have an active teen that is responsible for their own schedule!

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- Responsibility and Release
- 4-H Code of Conduct
- General Permission
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Signatures are accepted by checking the boxes and typing in youth/adult names.
The **Health Form** page allows you to enter any Health Considerations such as allergies, medical conditions or dietary restrictions.

When you reach the **Participation** page it is important to note that there are 3 tabs!

- Clubs
- Projects
- Groups

Click on the dropdown arrow and choose your club.

- Add ALL of your club memberships here.
- Be sure to select the appropriate radio button to designate which club will be listed as the member’s **Primary Club**.
- Click on the **Continue >** Button to enter your projects
After all clubs and projects are entered and you do not anticipate any changes, click on "Submit Enrollment." If you would like to make any changes at a later date, do not click "Submit Enrollment." An enrollment status of "Incomplete," allows a Youth or an Adult to make changes prior to the County enrollment deadline. Remember to log back in to 4HOnline prior to the enrollment deadline and submit your enrollment if you have an "Incomplete" status.

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***NOTE: Once your enrollment information has been submitted, you will need to contact the County Extension Office for any club or project changes before the enrollment deadline. Information such as address, email, phone number, or emergency contact can be updated anytime by logging into your family profile.
Q: I forgot my password, how can I get it?
A: On the login page, click on “I forgot my password” and then click “Send My Password”

Q: I forgot the e-mail address that I used, how can I get it?
A: Contact your County Extension office

Q: I requested by password to be sent, but it never came, what should I do?
A: Contact the Extension office and ask for your password to be reset.

Q: I was given/e-mailed a password but when I typed it in, it did not work?
A: Because of the sensitivity of the passwords it is recommended that you “cut and paste” the password into the password field. Then once you are logged into the system, you can reset it to something that you will remember as long as it has a minimum of 8 characters and includes letters, plus numbers and/or symbols.

Q: I completed my profile over a week ago and it is still pending, what do I do?
A: Contact your County Extension office