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.

![4-H Online Registration Form]

- 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 * 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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**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 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.
Click Add 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 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.

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.
FAQ – Frequently asked Questions

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