Using 4-HOnline – New Families

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 must have a 4-H online profile.

Creating your 4-H online profile is easy and only takes a few minutes. 4-H online profiles are family-based, which means every family creates a "master" profile for each family involved in Ohio 4-H. A family profile may contain both youth and adults. When you create your family profile, you can add the following "members":

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 paper 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 2015-2021, you likely already have a family profile in 4-H online.

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

Any questions or if you are experiencing problems using 4HOnline:
- Call the Fairfield County Extension Office at 740-653-5419 or email Haley Black black.768@osu.edu 740-277-4622, Leslie Cooksey cooksey.25@osu.edu 740-277-4625 or Aubry Fowler fowler.443@osu.edu 740-277-4626
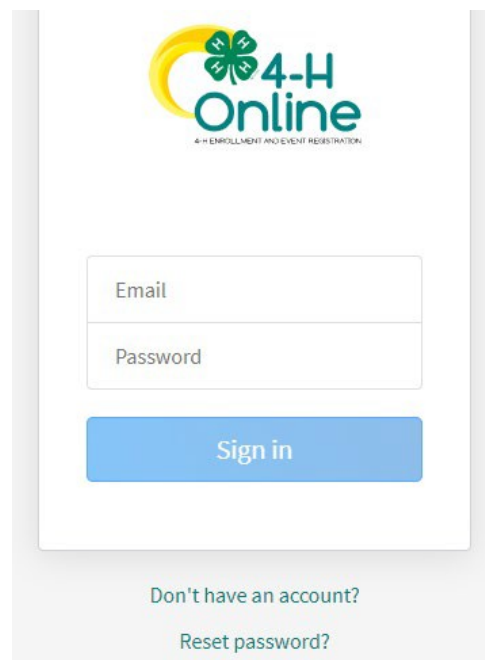
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New 4-H Family Enrollment Guide

This guide will help you when enrolling in 4-H for the first time. This guide is only for families who have NOT previously been enrolled in Fairfield County 4-H.

Step 1: Visit: https://oh.4honline.com
- Select the option "Don't have an account?"
- Select *Ohio* as your state and then *"Ohio 4-H Youth Development"*.
- Select Fairfield county from the drop-down menu.
- Enter an email address, phone number, and create a password. **Passwords must be 10 characters long including an uppercase letter, symbol and number.**
  - Note: The email address that you use will be used by all members of your family to log into 4-HOnline in the future.
- Verify your address by entering your address, city, state, and postal code.

Step 2: Build Your Member Profile
- Begin building the first member's profile by choosing "add new member" and selecting "4-H" as the program you would like to join, entering all of the required information including name and birthdate.

Add Member

1. Join a Program 2. Profile 3. About You 4. Participation

Which program would you like to join?

4-H

FFA

Cancel   Next

Select "Next" and continue through the rest of the questions, entering all of the required information including name and birthdate. Select the option "I want to join 4-H as a new or returning member." Then select *"Finish"*.

Step 3: Select Your Club(s)
- Choose the "Select Units" button.
- Verify that your county is correct at the top of the pop-up window and select your club(s) by clicking *"Add"* next to the club name.
  - You should only add a club if you have been to a club meeting and met the club advisor. If the club advisor does not know that you are enrolling in that club, you must first contact the club for permission to enroll in it.

Step 4: Select Your Project(s)
- Choose the "Select Projects" button. Select your project(s) from the list by clicking the *"Add"* button next to the project name.
- Select all the projects for this year before continuing with your enrollment. If you need to make changes to your projects after submitting your enrollment you will need to contact your 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.
- If you are a Cloverbud member in Kindergarten through second grade, select project number 710.

Step 5: Continue Enrollment Questions
- Select the "Show Questions" button and complete the additional member information 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 the Extension Office to request a change.

Need to Enroll another New Member?
- Select the blue "Add member" button at the top and create a new member profile.

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL, AND ENVIRONMENTAL SCIENCES

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