

**4-H Online Tutorial - Fairfield County**

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**2016-17 Fairfield County 4-H Enrollment Help Sheet**

All 4-H enrollment for members and volunteers in 2017 will be done on-line. This help sheet will guide you through the process.

First of all it is important to understand that if you have been enrolled in 4-H here in 2016, 2015 or 2014, you already have a profile in the system. If you or anyone in your immediate family has already enrolled you 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, not make a new one. Also, if your sibling who lives with you was a member last year, you will just be added on to the family and will not need to start a new profile. 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 4-H volunteer, you will set up a new profile.

New 4-H Volunteers and members of new 4-H families cannot enter themselves on-line. They should complete a paper New Member Enrollment Form and turn it into their advisor who will then submit the form to the Fairfield County Extension office by May 1st.

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. An example of this may be an activity your child is participating in, such as 4-H Camp. Once you hit the Submit Enrollment button – additions or changes to your enrollment (other than contact information) must be done through the Extension office. At this time, this includes enrolling in a second club.

**For questions or problems please contact:**

**Missy Koenig, Program Assistant, Administrative**

**Sue Suttles, Program Assistant, 4-H, OSU Extension, Fairfield County**

**Phone: 740-652-7271 or Email: [suttles.1@osu.edu](mailto:suttles.1@osu.edu)**

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*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 that 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.*



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



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### Let's Get Started!

The 4HOnline program works best with Google Chrome, Firefox or Safari as your browser.

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

### Directions for members and volunteers who were enrolled in 2016, 2015 or 2014 (and new siblings/children of these members/volunteers).

Members of new 4-H families will have to complete paper New Member Enrollment forms and return them to their advisor, who will then turn them into the Extension Office by May 1st.

**Because you already have a family profile**, the 4HOnline program will view you as a "Returning User". Select "I have a profile" and enter your email and password. Click the orange "Continue to Family" button on the resulting screen. Proceed with directions on page 4. **If you have forgotten your password you can request a new one. Follow the on-screen directions and see below for further instructions.** If you don't know the email address you registered under, you will need to contact the Extension office to proceed.

**OHIO 4-H** Ohio 4-H Youth Development

Welcome to 4-H Online

**New Users to This Website:**  
If you were an adult volunteer and/or your child(ren) belonged to 4-H last year, you have a profile!  
**DO NOT use the "I need to set up a profile" link.**

1. Select "I forgot my password"
2. Enter the email address you gave your county
3. Select "Family" for Role
4. Click "Send my Password". A new password will be sent to the email account you listed for your family. **Please be sure that your email client is set to accept messages from "4honline.com"** If you do not remember what email address you furnished the county, please contact your county Extension office.

**Returning Users:**  
After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

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

Email:

Role:

Send My Password

- Click "I forgot my password."
- Enter the email that you have provided to the Extension office on previous enrollment forms. \*
- Make sure Role is Family
- Click "Send My Password"

**\*If you do not remember your email address or you do not use that email address any longer you must call the Extension Office at 740-652-7260**

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Check your email, you now have 2 options:

### 4hOnline Password Reset Request

You may set a new password by going to the following link: [Login and set a new password](#)

If you are unable to use the link above, you may login by following these steps:

- 1.) Go to [oh.4honline.com](http://oh.4honline.com)
- 2.) Select "I have a profile"
- 3.) Enter the email address to which this email was sent: cmickley@frontier.com
- 4.) Enter the following password: **uSqOIJh9** (you must use capital letters as they appear)
- 5.) Select the "Family" role
- 6.) Click the "Login" button

You will be required to set a new password once you log in.

Thank You

#### OPTION 1:

- Click on the link. This will bring you back to 4HOnline and the Password Management Page.
- This will take you directly to the [Please update your password](#) screen at the bottom of this page

#### Returning Users:

After your first login your profile information is stored in the database.

1. Select "I have a profile"
2. Enter your family email address
3. Select "Family for Role"
4. Click "Login"

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

Email:

Password:

Role:

#### OPTION 2:

- Highlight, Right click and Copy the temporary password from your email.
- Go back to [oh.4honline.com](http://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.



Ohio 4-H Youth Development

Logout

Logged in as Flintstone

Home | My Member List

Credit Cards   Email History   **Family**   Family Settings   Login History

### Please update your password

#### Password Management

New Password:

Confirm New Password:

- Passwords must be:
  - At least 8 characters
  - Contain at least 1 number
  - At least 1 capital letter
- Make sure your password is something you will remember.
- Write it down in a safe place!

After you have reset your password – click Continue and this will bring up the Member List screen.

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Now update your info as needed. See below for assistance if needed.

OHIO 4-H  
Ohio 4-H Youth Development Logout

Logged in as Flintstone Home | My Member List

### Member List

**Flintstone Family** [Edit Family](#)

252 3rd St Ne  
Carrollton, OH 44615-1236  
123-456-7890  
flintstonefamily3@gmail.com  
Sendak, 19@Osu.Edu Carroll County Manager County [contact info]

**Add A New Family Member**

select a member type...  
Add Member

**ReActivate An Archived Family Member**

select a member...  
ReActivate Member

- 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

You may enter new siblings or children of advisors here by selecting Youth and clicking Add Member. This will bring up a Youth Personal Information Screen with personal information, additional information, and participation sections.

Member/Volunteer List						
	Name	Role	Membership ID	Enrollment Status	Last Active Year	Edit
1)	Pebbles Flintstone	Youth	663589	Inactive	2013-2014	<a href="#">Edit</a>

**Member Reports**

Member: select a member...  
Report:

**Register A Member In An Event**

Member: select a member...  
Event:

- In the **Member/Volunteer List** you should see each **Youth** in your family listed. If you are an Advisor or Committee Member, you should be listed as a **Volunteer**.
- Each person listed should have an **Enrollment Status** of **"Inactive"**.
- Click on the [Edit](#) button for each person to bring up his/her personal information screen

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For new children in this family – create the 4-H record by working through those items and click continue at the bottom of each screen.

For existing members – scroll down to the bottom of the page and click on the Enroll for 2016-17.

Second Household Send Correspondence: No  
 Second Household Correspondence Preference: Mail

Second Household Family Name:  
 Second Household First Names:  
 Second Household Primary Phone:  
 Second Household Address:  
 Second Household City:  
 Second Household State: Ohio  
 Second Household Zip Code:  
 Second Household Email:  
 Emergency Contact Name: Wilma Flintstone  
 Emergency Contact Phone: 123-456-7890  
 Emergency Contact Cell Phone:  
 Emergency Contact Email:  
 Emergency Contact Relationship: Mother  
 4-H County: Carroll

**SCROLL DOWN**

↓

• Click on the Enroll Button

Enroll for 2015-2016

Personal Information    Additional Information    Health Form    Participation

### Youth Personal Information

**Profile Information**    \* Required Fields

Email: flintstonefamily@gmail.com    joe@4honline.com

Prefix:

\* First Name: Pebbles

Middle Name:

\* Last Name: Flintstone

Suffix:

Preferred Name:

\* Mailing Address: 123 Bedrock Lane

Mailing Address 2:

\* City: Carrollton

\* State: Ohio

\* Zip Code: 44615    12345

\* Birth Date: 02/14/2000    mm/dd/yyyy

\* Gender: Female

\* Primary Phone: 123-456-7890    555-555-1234

Correspondence Preference: Mail

Cell Phone:     555-555-1234

You wish to receive notices via text message:  @ Select your provider

\* Years in 4-H: 2    #

\* Parent 1 First Name: Fred

\* Parent 1 Last Name: Flintstone

Parent 1 Cell Phone: 123-456-0897    555-555-1234

Parent 1 Work Phone:     555-555-1234

- 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 his or her own schedule!

This number has already been updated. You will be unable to change it. Call the office for questions.

Second Household Send Correspondence:

Second Household Correspondence Preference:

Second Household Family Name:

Second Household First Names:

Second Household Primary Phone:

Second Household Address:

Second Household City:

Second Household State:

Second Household Zip Code:

Second Household Email:

These are the fields that can be filled in for those who have blended/shared households. Be sure to enter the email address!

**School Information**

Please select your school from the list below, by selecting your school's county, then district and then your school name.

School County:

School District:

School Name:

If you are unable to locate your school in the list above, please enter the school name and type, in the fields below.

School Name:

School Type:

Select school grade

Grade:

Be sure that the school listed is correct.

Tips:

- If you go to school outside of Fairfield County you must select the county in which the school is located to find your school name.
- Choose your school building name
- If you are home schooled or do not see your school on that list go down to the next radio button and click on school type. For home schooled students name your school "home"

**OHIO 4-H** Ohio 4-H Youth Development

Logged in as Flintstone: Pebbles

Personal Information **Additional Information** Health Form Participation

**Additional Information**

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  
**DO NOT LEAVE SIGNATURES BLANK!**

OHIO 4-H

Ohio 4-H Youth Development [Logout](#)

Logged in as [Flintstone: Pebbles](#) [Home](#) | [My Member List](#)

Enrollment Member Settings Trainings

Personal Information Additional Information **Health Form** Participation

### Health Form

List Any Health Considerations:

[<< Previous](#) [Continue >>](#)

The **Health Form** page allows you to enter Health considerations such as allergies, medical conditions or dietary restrictions. Comments are optional.

Personal Information Additional Information Health Form **Participation**

**Clubs** Projects Groups

### CLUB MEMBERSHIP

Please list all the Clubs of which you are a member this year. Club(s) you participate in this year are listed below. If there are no changes, please click continue. If you are unsure, please contact your Club Advisor.

Select a minimum of 1 club(s) and a maximum of 8 club(s)

Add a Club

Select a Club:

Add Club

Primary	Club
<input checked="" type="radio"/>	A-Z
<input type="radio"/>	Snoopy's Friends

[<< Previous](#) [Continue >>](#)

Submit Enrollment

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

Clubs - Projects - Groups

If you are in the same club this year that is listed you do not need to do anything. Just click [Continue >>](#) and go on to projects. If you do not have a club listed, use the drop down menu to select your club – then click [Add Club](#)

If you are in a different club you need to delete the existing club and then select the new club from the drop down menu and click [Add Club](#)

If you are in an additional club – you may add it also and click [Add Club](#)

Personal Information   Additional Information   Health Form   Participation

Clubs   Projects   Groups

**PROJECTS**

Please list all projects you are taking this year. Projects you participated in LAST make any necessary changes and then click **Submit Enrollment**

Select up to 50 project(s)

**Add a Project**

Select a Club: A-Z

Select a Project: Select a project ...

Years in Project: 1

Select Project Materials: Please select a project from above...

**Add Project**

Project List <span style="float: right;">[New Look]</span>			
Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	Edit
A-Z	617 Exploring Ponds	1	
Snoopy's Friends	2010 Dog Obedience	1	

<< Previous   Continue >>

Club	Project	Years in Project	Edit
Project Materials			
A-Z	150CE Chicken Exhibition (Fancy)	3	Update Delete

To add a project:

- Make sure the correct club is selected (if you are in more than one)
- Hit the dropdown arrow on Select a Project
- Choose your project from the list
- See notes on yellow page for helpful tips on selecting projects
- Do not worry about Select Project Materials. We will not be using this field.
- Click **Add Project** **Important!!!**

Projects taken last year if any will be listed.

- If you are **NOT** taking the project again this year - Click on the **Edit** button and delete the project. **\*\*\*\*\*Important!**

Do not worry about the Years in Project – we do not keep that record here.

Once all projects are entered; you are ready to submit. Do not do anything with the Groups Tab.

**PLEASE REVIEW YOUR ENROLLMENT AND BE SURE YOU HAVE  
ALL CLUBS AND PROJECTS ADDED BEFORE YOU  
CLICK THE **Submit Enrollment** BUTTON**

**The Extension office has your updated information! Your status is now “pending” and your enrollment will be reviewed and approved by the Extension Office within a few days.**