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 need a new profile set up by the 4-H Online office.

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 must be completed by April 30th or done through the Extension office.

For questions or problems please contact:

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

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

- 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
4-H Online Tutorial - Fairfield County
Check your email, you now have 2 options:

**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.

**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.

After you have reset your password – click Continue and this will bring up the Member List screen.
4-H Online Tutorial - Fairfield County
Now update your info as needed. See below for assistance if needed.

- Review basic demographic information here.
- Check your email address! (This is your “FAMILY” email)
- If anything is incorrect, click on "Edit Family" to 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.

- 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.
4-H Online Tutorial - Fairfield County

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.

- 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 his or her own schedule!

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

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

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 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.
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 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.