

# Enrolling in 4-HOnline

## New 4-H Family Enrollment Guide



This guide will help you when enrolling in 4-HOnline for the first time. This guide is only for families who have not previously utilized 4-HOnline last year or in recent history.

### Step 1: Visit <https://4honline.com/>

- Select the option “Don’t have an account?” and provide the requested information.
- Select *Ohio* as your state and then “*Ohio 4-H Youth Development*”.
- Select your county from the drop-down menu.
- Enter an email address, phone number, and create a password.
  - **Note: The email address that you use will be used by all members of your family to log into 4-HOnline in the future.**

### Step 2: Build Your Member Profile

- Begin building the first member’s profile by entering all of the required information including name and birthdate. Select “Next” and continue through the rest of the questions. Select the option to join 4-H as a new or returning member. Then select “Finish”.

### Step 3: Select Your Club(s)

- Choose the “Select Clubs” 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 3: 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, Ohio 4-H Cloverbud Program.



**Step 4: 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 5: 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 6: 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 4-H professionals, you will need to contact your county Extension Office to request a change.

**Need to Enroll a New Member to an Existing Family?**

- Select the blue “Add member” button at the top and create a new member profile.

